

CITY COUNCIL MEETINGS RULES – PUBLIC DECORUM

Strict adherence to the following rules of decorum by the public will be observed and adhered to during City Council meetings, including open forum, public comment period on legislative items, and Council deliberations:

- 1. No Clapping!**
- 2. No Cheering!**
- 3. No Booing!**
- 4. No public outbursts!**
- 5. Three-minute time limit for comments made during open forum and public testimony on legislative items!**
- 6. No person shall be permitted to speak at open forum more often than once per month.**

In addition, please silence your cell phones when entering the Council Chambers!

Further, keep the following City Council Rules in mind:

Rule 2.2 Open Forum

- 2.2.4 The open forum is a limited public forum and all matters discussed shall relate to affairs of the City. No person may use the open forum to speak on such matters and in such a manner as to violate the laws governing the conduct of municipal affairs. No person shall be permitted to speak on matters related to the current or advance agendas, potential or pending hearing items, or ballot propositions for a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not make personal comment or verbal insults about any individual.
- 2.2.6 In an effort to encourage wider participation in open forum so that the Council can hear a wide array of citizen comment, no person shall be permitted to speak at open forum more often than once per month. However, this limitation has no effect on the public comment rules concerning items on the Council's current legislative agenda, special consideration items, hearing items, and other items before the City Council requiring Council action that are not adjudicatory or administrative in nature, as specified in Rules 5.3 and 5.4.

Rule 5.4 Public Testimony Regarding Legislative Agenda Items – Time Limits

- 5.3.1 Members of the public may address the Council regarding items on the Council's legislative agenda, special consideration items, hearing items and other items before the City Council requiring Council action that are not adjudicatory or administrative in nature. This rule shall not limit the public's right to speak during the open forum.
- 5.3.2 No one may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide his or her address as a condition of recognition. In order for a council member to be recognized by the Chair for the purpose of obtaining the floor, the council member shall either raise a hand or depress the call button on the dais until recognized by the Council President.
- 5.3.3 Each person speaking at the public microphone shall verbally identify him(her)self by name and, if appropriate, representative capacity.
- 5.3.4 Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded and documents submitted for the record are identified and marked by the Clerk.
- 5.3.5 In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, including but not limited to demonstrations, banners, applause, profanity, vulgar language, or personal insults will be permitted.
- 5.3.6 A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.
- 5.3.7 When addressing the Council, members of the public shall direct all remarks to the Council President and shall confine remarks to the matters that are specifically before the Council at that time.
- 5.3.8 When any person, including members of the public, City staff and others are addressing the Council, council members shall observe the same decorum and process, as the rules require among the members inter se. That is, a council member shall not engage the person addressing the Council in colloquy, but shall speak only when granted the floor by the Council President. All persons and/or council members shall not interrupt one another. The duty of mutual respect set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order* shall extend to all speakers before the City Council. The council president pro-tem shall be charged with the task of assisting the council president to insure that all individuals desiring to speak, be they members of the public, staff or council members, shall be identified and provided the opportunity to speak.

THE CITY OF SPOKANE



ADVANCE COUNCIL AGENDA

MEETING OF MONDAY, APRIL 25, 2016

MISSION STATEMENT

**TO DELIVER EFFICIENT AND EFFECTIVE SERVICES
THAT FACILITATE ECONOMIC OPPORTUNITY
AND ENHANCE QUALITY OF LIFE.**

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBER BREEAN BEGGS

COUNCIL MEMBER LORI KINNEAR

COUNCIL MEMBER KAREN STRATTON

COUNCIL MEMBER MIKE FAGAN

COUNCIL MEMBER CANDACE MUMM

COUNCIL MEMBER AMBER WALDREF

**CITY COUNCIL CHAMBERS
CITY HALL**

**808 W. SPOKANE FALLS BLVD.
SPOKANE, WA 99201**

CITY COUNCIL BRIEFING SESSION

Council will adopt the Administrative Session Consent Agenda after they have had appropriate discussion. Items may be moved to the 6:00 p.m. Legislative Session for formal consideration by the Council at the request of any Council Member.

SPOKANE CITY COUNCIL BRIEFING SESSIONS (BEGINNING AT 3:30 P.M. EACH MONDAY) AND LEGISLATIVE SESSIONS (BEGINNING AT 6:00 P.M. EACH MONDAY) ARE BROADCAST LIVE ON CITY CABLE CHANNEL FIVE AND STREAMED LIVE ON THE CHANNEL FIVE WEBSITE. THE SESSIONS ARE REPLAYED ON CHANNEL FIVE ON THURSDAYS AT 6:00 P.M. AND FRIDAYS AT 10:00 A.M.

The Briefing Session is open to the public, but will be a workshop meeting. Discussion will be limited to Council Members and appropriate Staff and Counsel. There will be an opportunity for the expression of public views on any issue not relating to the Current or Advance Agendas during the Open Forum at the beginning and the conclusion of the Legislative Agenda.

ADDRESSING THE COUNCIL

- No one may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet as a condition of recognition.
- Each person speaking at the public microphone shall print his or her name and address on the sheet provided at the entrance and verbally identify him/herself by name, address and, if appropriate, representative capacity.
- If you are submitting letters or documents to the Council Members, please provide a minimum of ten copies via the City Clerk. The City Clerk is responsible for officially filing and distributing your submittal.
- In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, modes of expression such as demonstration, banners, applause and the like will not be permitted.
- A speaker asserting a statement of fact may be asked to document and identify the source of the factual datum being asserted.

SPEAKING TIME LIMITS: Unless deemed otherwise by the Chair, each person addressing the Council shall be limited to a three-minute speaking time.

CITY COUNCIL AGENDA: The City Council Advance and Current Agendas may be obtained prior to Council Meetings from the Office of the City Clerk during regular business hours (8 a.m. - 5 p.m.). The Agenda may also be accessed on the City website at www.spokanecity.org. Agenda items are available for public review in the Office of the City Clerk during regular business hours.

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 Christine Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-7083 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

If you have questions, please call the Agenda Hotline at 625-6350.

BRIEFING SESSION

(3:30 p.m.)

(Council Chambers Lower Level of City Hall)

(No Public Testimony Taken)

Council Reports

Staff Reports

Committee Reports

Advance Agenda Review

Current Agenda Review

ADMINISTRATIVE SESSION

Roll Call of Council

CONSENT AGENDA

REPORTS, CONTRACTS AND CLAIMS

RECOMMENDATION

- | | | |
|---|----------------|---|
| 1. Purchases for the Fleet Services Department of: | Approve | |
| a. One 2015 Caterpillar CC4B Utility Compactor from Western States (Spokane, WA)—\$56,488.39 (incl. tax). | | OPR 2016-0350 |
| b. One 2016 John Deere 672G Motor Grader from Rowand Machinery (Spokane, WA)—\$302,714.28 (incl. tax). | | OPR 2016-0351 |
| Gene Jakubczak | | |
| 2. Value Blanket Order Renewal with Neptune Technologies Group (Tallassee, AL) for Neptune Water Meters, Registers and parts for the Water & Hydroelectric Services Department—estimated annual expenditure is \$1,000,000 (incl. tax). (First of four one-year renewal options) | Approve | OPR 2016-0352
BID 4109-15 |
| Dan Kegley | | |
| 3. Annual Blanket Order Renewals with Shamrock Paving (Spokane, WA) and Inland Asphalt (Spokane Valley, WA), as a group, for asphaltic mixes for use by Street Maintenance, Sewer and Water & Hydroelectric Services Departments—\$1,500,000 (incl. tax). (Second of four one-year renewal options) | Approve
All | OPR 2016-0353
OPR 2016-0354
BID 4006-14 |
| Mark Serbousek | | |

- | | | |
|--|-----------------------------------|------------------------------|
| 4. WSDOT reimbursement agreements for design and construction of the utility relocations for the Wellesley Roundabout: Design amount—\$81,830 Revenue; Construction amount—\$800,658.10 Revenue.
Mark Papich | Approve | OPR 2016-0355
ENG 2015167 |
| 5. Approve 2016 Action Plan (CDBG, HOME and ESG), so the Community, Housing and Human Services Department may submit to HUD as required by federal regulation: CDBG—\$2,987,856 Revenue; HOME—\$925,215 Revenue; ESG—\$269,876 Revenue.
Rob Crow | Approve | OPR 2016-0356 |
| 6. Addendum to the Contract with Richard Prentke of Perkins Coie, LLP (Seattle, WA) as Special Outside Counsel providing legal services relating to the Contract for the Next Level of Treatment General Contractor/Construction Manager Contracts—increase of \$25,000. Total Contract amount: \$73,400.
Elizabeth Schoedel | Approve | OPR 2015-0826 |
| 7. Low bid of <u>(to be determined at bid opening to be held on April 18, 2016), (City, St)</u> for Lincoln Street/Monroe Street - 2nd Avenue to Main Avenue—\$_____. An administrative reserve of \$_____, which is 10% of the contract price, will be set aside. (Riverside Neighborhood)
Dan Buller | Approve | PRO 2016-0017
ENG 2014107 |
| 8. Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through _____, 2016, total \$_____, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$_____. | Approve &
Authorize
Payment | CPR 2016-0002 |
| 9. City Council Meeting Minutes: _____, 2016. | Approve
All | CPR 2016-0013 |

EXECUTIVE SESSION

(Closed Session of Council)

(Executive Session may be held or reconvened during the 6:00 p.m. Legislative Session)

CITY COUNCIL SESSION

(May be held or reconvened following the 3:30 p.m. Administrative Session)

(Council Briefing Center)

This session may be held for the purpose of City Council meeting with Mayoral nominees to Boards and/or Commissions. The session is open to the public.

LEGISLATIVE SESSION

(6:00 P.M.)

(Council Reconvenes in Council Chamber)

WORDS OF INSPIRATION

PLEDGE OF ALLEGIANCE

ROLL CALL OF COUNCIL

ANNOUNCEMENTS

(Announcements regarding Changes to the City Council Agenda)

NO BOARDS AND COMMISSIONS APPOINTMENTS

ADMINISTRATIVE REPORT

COUNCIL COMMITTEE REPORTS

(Committee Reports for Finance, Neighborhoods, Public Safety, Public Works, and Planning/Community and Economic Development Committees and other Boards and Commissions)

OPEN FORUM

This is an opportunity for citizens to discuss items of interest not relating to the Current or Advance Agendas nor relating to political campaigns/items on upcoming election ballots. This Forum shall be for a period of time not to exceed thirty minutes. After all the matters on the Agenda have been acted on, unless it is 10:00 p.m. or later, the open forum shall continue for a period of time not to exceed thirty minutes. Each speaker will be limited to three minutes, unless otherwise deemed by the Chair. If you wish to speak at the forum, please sign up on the sign-up sheet located in the Chase Gallery.

Note: No person shall be permitted to speak at Open Forum more often than once per month (Council Rule 2.2.6).

LEGISLATIVE AGENDA

NO EMERGENCY BUDGET ORDINANCES

NO EMERGENCY ORDINANCES

RESOLUTIONS & FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

- RES 2016-0038 Regarding the use of unmanned air vehicles to improve the safety to our personnel and the public in high risk situations.
Brian Schaeffer
- RES 2016-0039 Regarding the encouragement of tiny houses in the City of Spokane.
Council Members Stratton, Fagan & Kinnear
- RES 2016-0040 Relating to the extension of a downtown parklet pilot project through summer, 2016.
Council Member Kinnear
- ORD C35263 Vacating the west 17 feet of Wall Street from the north line of Main Avenue to the south line of the alley between Main Avenue and Spokane Falls Boulevard. (First Reading June 1, 2015)
Eldon Brown
- ORD C35380 Relating to initiatives and referendums; amending sections 2.02.020, 2.02.030 2.02.040, 2.02.055, 2.02.060, 2.02.070, 2.02.090, 2.02.110, 2.02.115, 2.02.130, and 2.02.140 of the Spokane Municipal Code.
Council President Stuckart
- ORD C35381 Relating to the Municipal Court; amending section 5A.05.020 of the Spokane Municipal Code.
Council Member Kinnear
- ORD C35382 Relating to the Probation Department of the Municipal Court; amending section 3.01A.710 of the Spokane Municipal Code.
Council Member Kinnear

FIRST READING ORDINANCES

(No Public Testimony Will Be Taken)

- ORD C35383 Relating to the city/county landmarks commission; amending sections 4.35.020 and 4.35.050 of the Spokane Municipal Code.
Council Member Stratton

FURTHER ACTION DEFERRED

NO SPECIAL CONSIDERATIONS

NO HEARINGS

Motion to Approve Advance Agenda for April 25, 2016
(per Council Rule 2.1.2)

OPEN FORUM (CONTINUED)

This is an opportunity for citizens to discuss items of interest not relating to the Current or Advance Agendas nor relating to political campaigns/items on upcoming election ballots. This Forum shall be

for a period of time not to exceed thirty minutes. After all the matters on the Agenda have been acted on, unless it is 10:00 p.m. or later, the open forum shall continue for a period of time not to exceed thirty minutes. Each speaker will be limited to three minutes, unless otherwise deemed by the Chair. If you wish to speak at the forum, please sign up on the sign-up sheet located in the Chase Gallery.

Note: No person shall be permitted to speak at Open Forum more often than once per month (Council Rule 2.2.6).

ADJOURNMENT

The April 25, 2016, Regular Legislative Session of the City Council is adjourned to May 2, 2016.

NOTES



Agenda Sheet for City Council Meeting of:
04/25/2016

Date Rec'd	4/12/2016
Clerk's File #	OPR 2016-0350
Renews #	
Cross Ref #	
Project #	
Bid #	HGAC BUY
Requisition #	RE# 17881

Submitting Dept	FLEET SERVICES
Contact Name/Phone	GENE JAKUBCZAK 625-7865
Contact E-Mail	GJAKUBCZAK@SPOKANECITY.ORG
Agenda Item Type	Purchase w/o Contract
Agenda Item Name	5100 - FLEET SERVICES PURCHASE OF CATERPILLAR COMPACTOR/ROLLER

Agenda Wording

Purchase of one (1) 2015 Caterpillar CC4B Utility Compactor from Western States (Spokane, WA) for the City of Spokane Fleet Services Department - \$56,488.39 including tax

Summary (Background)

Using an Interlocal Agreement with National Joint Powers Alliance Co-Op (NJPA). The local vendor for Caterpillar is Western States. This compactor/roller is being purchased to replace a unit in the Street Department that has reached the end of its economic service life.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Expense	\$ 56,488.39	#	5110-71700-94000-56413
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	JAKUBCZAK, GENE	<u>Study Session</u>	
<u>Division Director</u>	GIMPEL, KEN	<u>Other</u>	PWC 4/11/16
<u>Finance</u>	KECK, KATHLEEN	<u>Distribution List</u>	
<u>Legal</u>	WHALEY, HUNT	GJAKUBCZAK	
<u>For the Mayor</u>	SANDERS, THERESA	TPRINCE	
<u>Additional Approvals</u>		FLEETSERVICES	
<u>Purchasing</u>		TAXES & LICENSES	

BRIEFING PAPER
Public Works Committee
Fleet Services
April 11, 2016

Subject

Purchase of Caterpillar Compactor/Roller for \$56,488.39, including tax.

Background

This purchase is through the National Joint Powers Alliance co-op (NJPA) Contract #060311. Western States of Spokane will be the vendor for this purchase.

Impact

This Compactor/Roller is being purchased by Fleet Services for the Street Department to replace a unit that has reached the end of its economic service life.

Action

Recommend approval.

Funding

Funding is available in the Street Department's 2016 replacement fund.

**FLEET SERVICES
MEMORANDUM**

April 12, 2016

TO: PURCHASING DEPARTMENT

**FROM: GENE JAKUBCZAK
FLEET SERVICES DIRECTOR**

SUBJ: PURCHASE OF ROLLER THROUGH WASHINGTON STATE CONTRACT

This is an order for one (1) Caterpillar CC34B utility Combo Roller as a replacement unit for the Street Department. This purchase is through the National Joint Powers Alliance co-op (NJPA) Contract #060311. Western States of Spokane will be the vendor for this purchase.

Unit 428564 RE 17881

QTY	ITEM	TOTAL
1	Caterpillar CC34B Utility Compactor	\$51,967.24
Sales tax		\$4,521.15
GRAND TOTAL		\$56,488.39

cc: Shane Thornton



Quote 141988-01

March 8, 2016

CITY OF SPOKANE
ATTN: FLEET SERVICE and EQUIP/UTILITY
SPOKANE
Washington
99202

Attention: GENE JAKUBEZAK

We would like to thank you for your interest in our company and our products, and are pleased to provide the following quote based on the National NJPA Contract – #060311.

STOCK NUMBER: G031548

SERIAL NUMBER: 032400149

YEAR: 2015

Description	Reference No	List Amount
CC34B UTILITY COMPACTOR	367-6630	\$66,880.00
SEAT, WITH SAFETY SWITCH	364-2277	\$540.00
ROPS, FIXED	364-2294	\$1,450.00
SWITCH, BATTERY DISCONNECT	364-2297	\$109.00
CANOPY, FIXED	364-2289	\$1,105.00
BELT, SEAT, 3" SUSPENSION	276-6019	\$142.00

List Price	\$70,226.00
16% NJPA Discount	(\$11,236.16)
10% Additional Discount	(\$7,022.60)
Sell Price	\$51,967.24
Sales Tax (8.7%)	\$4,521.15
After Tax Balance	\$56,488.39

WARRANTY

Standard Warranty: 12 months Unlimited hours full machine

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Eric Druffel
Machine Sales Representative



Agenda Sheet for City Council Meeting of:
04/25/2016

Date Rec'd	4/12/2016
Clerk's File #	OPR 2016-0351
Renews #	

Submitting Dept	FLEET SERVICES	Cross Ref #	
Contact Name/Phone	GENE JAKUBCZAK 625-7865	Project #	
Contact E-Mail	GJAKUBCZAK@SPOKANECITY.ORG	Bid #	HGAC BUY
Agenda Item Type	Purchase w/o Contract	Requisition #	RE #17880
Agenda Item Name	5100 - FLEET SERVICES PURCHASE OF ROAD GRADER		

Agenda Wording

Purchase of one (1) 2016 John Deere 672G Motor Grader from Rowand Machinery (Spokane, WA) for the City of Spokane Fleet Services Department - \$302,714.28 including tax

Summary (Background)

Using an Interlocal Agreement with Houston-Galveston Area Council of Governments (HGAC) - Although all bids are competed for national purchase, all purchases will be made through local vendors. The local vendor for John Deere is Rowand Machinery. This will be a replacement unit for the Street Department.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Expense	\$ 302,714.28	#	5110-71700-94000-56413
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	JAKUBCZAK, GENE	<u>Study Session</u>	
<u>Division Director</u>	GIMPEL, KEN	<u>Other</u>	PWC 4/11/16
<u>Finance</u>	KECK, KATHLEEN	<u>Distribution List</u>	
<u>Legal</u>	WHALEY, HUNT	GJAKUBCZAK	
<u>For the Mayor</u>	SANDERS, THERESA	TPRINCE	
<u>Additional Approvals</u>		FLEETSERVICES	
<u>Purchasing</u>	PRINCE, THEA	TAXES & LICENSE	

**FLEET SERVICES
MEMORANDUM**

April 12, 2016

TO: PURCHASING DEPARTMENT

**FROM: GENE JAKUBCZAK
FLEET SERVICES DIRECTOR**

SUBJ: PURCHASE OF MOTOR GRADER THROUGH HGACBUY CO-OP

This is an order for one (1) John Deere motor grader as a replacement unit for the Street Department. This purchase is through the HGACBuy co-op. Rowand Machinery of Spokane will be the vendor for this purchase.

Unit 428564 RE 17880

QTY	ITEM	TOTAL	
1	2016 John Deere 672G motor grader		\$274,311.32
1	Ext. Warranty – 60M/2,500Hr		\$2,872.00
1 ea.	Operator,Parts,Repair,Test Manual		\$1,302.68
Sub-total			278,486.00
Sales tax	Sales tax @ 8.7%		\$24,228.28
GRAND TOTAL			\$302,714.28

cc: Shane Thornton

BRIEFING PAPER
Public Works Committee
Fleet Services
April 11, 2016

Subject

Purchase of one (1) road grader with options for **\$302,714.28** (tax incl.) as a replacement unit for the Street Department.

Background

The road grader is being purchased utilizing the HGAC Purchasing Co-op.

Impact

This grader will replace a unit in the Street Department's fleet that has reached the end of its economic service life.

Action

Recommend approval.

Funding

Funding is available in the Street department's 2016 replacement fund budget.



CONTRACT PRICING WORKSHEET
For Standard Equipment Purchases

Contract
No.:

EM06-15

Date
Prepared:

3/4/2016

*This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.*

Buying Agency:	CITY OF SPOKANE, WASHINGTON	Contractor:	ROWAND MACHINERY CO.
Contact Person:	GENE JAKUBCZAK	Prepared By:	SEAN BIOTTI / VIRGIL GREEN
Phone:	(509) 625-7777	Phone:	(509) 995-9858 / (509) 838-5252
Fax:		Fax:	(509) 747-2949
Email:	gjakubczak@spokanecity.org	Email:	sbiotti@rowand.com / vgreen@rowand.com

Product Code:	23J	Description:	JOHN DEERE 672G MOTOR GRADER
---------------	-----	--------------	------------------------------

A. Product Item Base Unit Price Per Contractor's H-GAC Contract:

B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable

(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
8450T- 672G JOHN DEERE MOTOR GRADER	\$ 323,418.00	2575- NOT TOPCON READY	
1010- STANDARD HYDRAULIC CONTROLS		2605- ENGLISH OPERATOR MANUAL	\$ 0.01
1140- 9.0L ENGINE, EPA FINAL TIER 4	\$ 51,221.00	2775- NO TOPCON RADIO INSTALL	
1240- 200 AMP ALTERNATOR	\$ 924.00	2820- SINGLE INPUT CIRCLE W/SLIP CLUTCH	\$ 2,664.00
1310- QUICK SERVICE GROUP	\$ 650.00	4426- 14R24 MICHELIN SNOPLUS, 3PC RIMS	\$ 28,349.00
1410- STANDARD FUEL LINES		5025- LOW CAB W/FIXED FRT, OPEN SIDE WDWS	\$ 898.00
1610- HYDRAULIC PUMP DISCONNECT	\$ 182.00	5510- AUTOSHIFT TRANSMISSION	\$ 1,815.00
1700- JDLINK ULTIMATE		5710- TRANS VALVE SOLENOID GUARD	\$ 206.00
1830- BLACK EXHAUST STACK		5815- HYD-GREASE, OIL, FUEL, COOLANT	
1910- BLADE IMPACT ABSORPTION SYSTEM	\$ 3,502.00		
2050- 14'X24"X7/8" MOLDBOARD	\$ 1,311.00		
Subtotal B:			\$ 415,140.01

C. Unpublished Options - Itemize below - Attach additional sheet if necessary

(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
SEE NEXT PAGE		SEE NEXT PAGE	
Subtotal From Additional Sheet(s):			
Subtotal C:			0

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

For this transaction the percentage is:

0%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:		X Subtotal of A + B + C:	415140.01	=	Subtotal D:	0
-------------------	--	--------------------------	-----------	---	-------------	---

E. Other Charges, Trade-Ins, Allowances, Discounts, Etc.

Description	Cost	Description	Cost
SEE NEXT PAGE		SEE NEXT PAGE	
Subtotal E:			0

Delivery Date:

F. Total Purchase Price (D+E):

0

**CONTRACT PRICING WORKSHEET**
For Standard Equipment PurchasesContract
No.:

EM06-15

Date
Prepared:

3/4/2016

*This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.*

Buying Agency:	CITY OF SPOKANE, WASHINGTON	Contractor:	ROWAND MACHINERY CO.
Contact Person:	GENE JAKUBCZAK	Prepared By:	SEAN BIOTTI / VIRGIL GREEN
Phone:	(509) 625-7777	Phone:	(509) 995-9858 / (509) 838-5252
Fax:		Fax:	(509) 747-2949
Email:	gjakubczak@spokanecity.org	Email:	sbiotti@rowand.com / vgreen@rowand.com

Product Code:	23J	Description:	JOHN DEERE 672G MOTOR GRADER
---------------	-----	--------------	------------------------------

A. Product Item Base Unit Price Per Contractor's H-GAC Contract:**B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable**

(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
6010- CAB AIR PRECLEANER	896.00	8410- RADIO AM/FM/WB	952.00
6120- DELUXE CLOTH AIR SUSPENSION SEAT		8510- A/C CHARGE	
6510- RH 4 FUNCTION CONTROL VALVE		8730- NO SOUND ABSORPTION PKG	
6610- LH 4 FUNCTION CONTROL VALVE		8810- REAR CAMERA	2,464.00
6710- FRONT PUSH BLOCK	4,056.00	9120- SUNVISOR, FRONT WINDOW	146.00
6820- REAR COUNTERWEIGHT	2,566.00	9130- REAR RETRACTABLE SUN SHADE	219.00
7130- STANDARD LIGHT PKG, LED COLORED	1,061.00	9210- DECELERATOR PEDAL	294.00
7820- NO FRONT FENDERS		9220- FIRE EXTINGUISHER	126.00
8120- CONVERTER, 25 AMP 24V TO 12V	455.00	9273- RH ENGINE COMPARTMENT WORK LIGHT	228.00
8220- EXTERNAL HEATED MIRRORS	552.00	Subtotal From Additional Sheet(s):	\$ 415,140.01
8310- LOWER FRT INT WIPER/WASHER	648.00	Subtotal B:	429,803.01

C. Unpublished Options - Itemize below - Attach additional sheet if necessary

(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
		Subtotal From Additional Sheet(s):	
		Subtotal C:	0

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

For this transaction the percentage is:

0%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	\$ 429,803.01	=	Subtotal D:	429803.01
-------------------	---	--------------------------	---------------	---	--------------------	-----------

E. Other Charges, Trade-Ins, Allowances, Discounts, Etc.

Description	Cost	Description	Cost
		Subtotal E:	-

Delivery Date:**F. Total Purchase Price (D+E):**

\$ 429,803.01



CONTRACT PRICING WORKSHEET
For Standard Equipment Purchases

Contract No.:	EM06-15	Date Prepared:	3/4/2016
---------------	---------	----------------	----------

*This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.*

Buying Agency:	CITY OF SPOKANE, WASHINGTON	Contractor:	ROWAND MACHINERY CO.
Contact Person:	GENE JAKUBCZAK	Prepared By:	SEAN BIOTTI / VIRGIL GREEN
Phone:	(509) 625-7777	Phone:	(509) 995-9858 / (509) 838-5252
Fax:		Fax:	(509) 747-2949
Email:	gjakubczak@spokanecity.org	Email:	sbiotti@rowand.com / vgreen@rowand.com

Product Code:	23J	Description:	JOHN DEERE 672G MOTOR GRADER
---------------	-----	--------------	------------------------------

A. Product Item Base Unit Price Per Contractor's H-GAC Contract:

B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
9280- SMV SIGN WITH BRACKET	84.00		
9298-BEACON STROBE LIGHT, RH	658.00		
9360- ENGINE COOLANT HEATER	337.00		
9370- ETHER START AID	462.00		
9620- HYDRAULIC VALVE COVERS	200.00		
		Subtotal From Additional Sheet(s):	\$ 429,803.01
		Subtotal B:	431,544.01

C. Unpublished Options - Itemize below - Attach additional sheet if necessary
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
		Subtotal From Additional Sheet(s):	
		Subtotal C:	0

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	0%
--	---	----

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	\$ 431,544.01	=	Subtotal D:	431544.01
-------------------	---	--------------------------	---------------	---	-------------	-----------

E. Other Charges, Trade-Ins, Allowances, Discounts, Etc.

Description	Cost	Description	Cost
HGAC DISCOUNTS AT 28%	(120,832.32)	60 MO/2500 HR POWERTRAIN+HYD WARRANTY	2,872.00
FACTORY FREIGHT	7,500.00	1 EA OP, PARTS, REPAIR, TEST MANUALS	1,302.68
PREDELIVERY SETUP AND INSPECTION	850.00	ADDITIONAL JOHN DEERE DISCOUNT	(45,000.37)
DELIVERY TO CUSTOMER	250.00		
		Subtotal E:	(153,058.01)

Delivery Date:		F. Total Purchase Price (D+E):	\$ 278,486.00
----------------	--	--------------------------------	---------------



Agenda Sheet for City Council Meeting of:
04/25/2016

<u>Date Rec'd</u>	4/12/2016
<u>Clerk's File #</u>	OPR 2016-0352
<u>Renews #</u>	
<u>Cross Ref #</u>	
<u>Project #</u>	
<u>Bid #</u>	4109-15
<u>Requisition #</u>	VALUE BLANKET ORDER

<u>Submitting Dept</u>	WATER & HYDROELECTRIC SERVICES
<u>Contact Name/Phone</u>	DAN KEGLEY 625-7821
<u>Contact E-Mail</u>	DKEGLEY@SPOKANECITY.ORG
<u>Agenda Item Type</u>	Purchase w/o Contract
<u>Agenda Item Name</u>	4100 - WATER DEPT. NEPTUNE VALUE BLANKET ORDER 2016

Agenda Wording

Value Blanket Order with Neptune Technologies Group (Tallassee, AL) for Neptune Water Meters, Registers and parts for the City of Spokane Water & Hydroelectric Services Department. The estimated annual expenditure is \$1,000,000.00 including tax.

Summary (Background)

On 3/23/15 City Council approved the award of an Annual Value Blanket Order with Neptune Technologies Group for an annual supply of Neptune Water Meters, Registers and Parts. This bid allows for four (4) one-year renewals which this will be the first.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Expense	\$ 1,000,000.00	#	various
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	KEGLEY, DANIEL	<u>Study Session</u>	
<u>Division Director</u>	GIMPEL, KEN	<u>Other</u>	PWC 4/11/16
<u>Finance</u>	KECK, KATHLEEN	<u>Distribution List</u>	
<u>Legal</u>	WHALEY, HUNT	tprince	
<u>For the Mayor</u>	SANDERS, THERESA	taxes & licenses	
<u>Additional Approvals</u>			
<u>Purchasing</u>	PRINCE, THEA		

BRIEFING PAPER
Public Works Committee
Water Department
April 11, 2016

Subject

Value Blanket Order with Neptune Technologies Group (Tallassee, AL) for Neptune Water Meters, Registers and parts for the City of Spokane Water & Hydroelectric Services Department. The estimated annual expenditure is \$1,000,000 including tax.

Background

On Monday February 23, 2015 sealed bids 4109-15 were opened to provide the City of Spokane Water & Hydroelectric Services Department with an annual supply of Neptune Water Meters, Registers and parts to be purchased as needed on a Value Blanket Order starting April 1, 2016. The bid allows for four (4) one-year renewals. This is the first renewal.

Impact

This purchase will result in the Water Department being able to provide for water connections in new construction and the replacement/rebuilding of old worn out meters.

Action

Recommend approval of the renewal of Neptune Value Blanket

Funding

All funding for this purchase will be from the Water Department funds



Agenda Sheet for City Council Meeting of:
04/25/2016

<u>Date Rec'd</u>	4/12/2016
<u>Clerk's File #</u>	OPR 2016-0353
<u>Renews #</u>	OPR2014-0264
<u>Cross Ref #</u>	
<u>Project #</u>	
<u>Bid #</u>	BID #4006-14
<u>Requisition #</u>	VALUE BLANKET ORDER

<u>Submitting Dept</u>	STREET
<u>Contact Name/Phone</u>	MARK SERBOUSEK 232-8810
<u>Contact E-Mail</u>	MSERBOUSEK@SPOKANECITY.ORG
<u>Agenda Item Type</u>	Purchase w/o Contract
<u>Agenda Item Name</u>	1100-STREET DEPT - ASPHALTIC MIXES - RENEWAL #2

Agenda Wording

Renew annual blanket orders with Shamrock Paving and Inland Asphalt, as a group, for asphaltic mixes for use by Street Maintenance, Sewer and Water & Hydroelectric Services Department - \$1,500,000.00 including taxes.

Summary (Background)

On April 14, 2014 City Council approved the award of annual blanket orders to the above referenced vendors (OPR #2014-0264). Contracts with both vendors allow the City to haul from the location most economical for the job sites. Due to the volatility of this product, vendors will provide pricing on a monthly basis. This is the second of four (4) one-year renewals.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Expense	\$ 1,500,000.00	#	various
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	SERBOUSEK, MARK	<u>Study Session</u>	
<u>Division Director</u>	SERBOUSEK, MARK	<u>Other</u>	PWC 4/11/16
<u>Finance</u>	KECK, KATHLEEN	<u>Distribution List</u>	
<u>Legal</u>	WHALEY, HUNT	TPRINCE	
<u>For the Mayor</u>	SANDERS, THERESA	TAXES & LICENSE	
<u>Additional Approvals</u>			
<u>Purchasing</u>	PRINCE, THEA		

BRIEFING PAPER
Public Works Committee
Street Department
April 11, 2016

Subject

Renewal of the Annual Blanket Orders for Asphalt Mixes with Inland Asphalt and Shamrock Paving, all local companies.

Background

This material is used by the Street Department, Parks Department, Sewer Maintenance and Water Department. The City of Spokane Purchasing Department requested bids in 2014 (Bid # 4006-14) from the major asphalt producers in the region. This is the second (2nd) of four (4) optional one-year renewals. The estimated annual cost for all departments is \$1,500,000.

Impact

The Street Department plans to grind and overlay approximately 8 lane miles of arterial streets and about 3.5 lane miles of residential streets, along with patching sewer and water cuts for the City Utilities.

Action

Approve the use of an Annual Blanket Orders for Asphalt Mixes form both Inland Asphalt and Shamrock Paving.

Funding

This has been programmed in to the Departments' 2016 budget.

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

04/25/2016

Date Rec'd

4/12/2016

Clerk's File #

OPR 2016-0354

Renews #

OPR2014-0264

Submitting Dept

STREET

Cross Ref #**Contact Name/Phone**

MARK SERBOUSEK 232-8810

Project #**Contact E-Mail**

MSERBOUSEK@SPOKANECITY.ORG

Bid #

BID #4006-14

Agenda Item Type

Purchase w/o Contract

Requisition #VALUE BLANKET
ORDER**Agenda Item Name**

1100-STREET DEPT - ASPHALTIC MIXES - RENEWAL #2

Agenda Wording

Renew annual blanket orders with Shamrock Paving and Inland Asphalt, as a group, for asphaltic mixes for use by Street Maintenance, Sewer and Water & Hydroelectric Services Department - \$1,500,000.00 including taxes.

Summary (Background)

On April 14, 2014 City Council approved the award of annual blanket orders to the above referenced vendors (OPR #2014-0264). Contracts with both vendors allow the City to haul from the location most economical for the job sites. Due to the volatility of this product, vendors will provide pricing on a monthly basis. This is the second of four (4) one-year renewals.

Fiscal Impact**Budget Account**

Expense \$ 1,500,000.00

various

Select \$

#

Select \$

#

Select \$

#

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

SERBOUSEK, MARK

Study Session**Division Director**

SERBOUSEK, MARK

Other

PWC 4/11/16

Finance

KECK, KATHLEEN

Distribution List**Legal**

WHALEY, HUNT

TPRINCE

For the Mayor

SANDERS, THERESA

TAXES & LICENSE

Additional Approvals**Purchasing**

PRINCE, THEA

BRIEFING PAPER
Public Works Committee
Street Department
April 11, 2016

Subject

Renewal of the Annual Blanket Orders for Asphalt Mixes with Inland Asphalt and Shamrock Paving, all local companies.

Background

This material is used by the Street Department, Parks Department, Sewer Maintenance and Water Department. The City of Spokane Purchasing Department requested bids in 2014 (Bid # 4006-14) from the major asphalt producers in the region. This is the second (2nd) of four (4) optional one-year renewals. The estimated annual cost for all departments is \$1,500,000.

Impact

The Street Department plans to grind and overlay approximately 8 lane miles of arterial streets and about 3.5 lane miles of residential streets, along with patching sewer and water cuts for the City Utilities.

Action

Approve the use of an Annual Blanket Orders for Asphalt Mixes from both Inland Asphalt and Shamrock Paving.

Funding

This has been programmed in to the Departments' 2016 budget.



Agenda Sheet for City Council Meeting of: 04/25/2016

Date Rec'd	4/12/2016
Clerk's File #	OPR 2016-0355
Renews #	

Submitting Dept	INTEGRATED CAPITAL MGMT	Cross Ref #	
Contact Name/Phone	MARK PAPICH 325-6310	Project #	2015167
Contact E-Mail	MPAPICH@SPOKANECITY.ORG	Bid #	
Agenda Item Type	Contract Item	Requisition #	
Agenda Item Name	4250 - UTILITY DESIGN AND CONSTRUCTION AGREEMENTS - WSDOT		

Agenda Wording

Approval of WSDOT reimbursement agreements for design and construction of the utility relocations for the Wellesley Roundabout: Design amount is \$81,830.00; Construction amount is \$800,658.10.

Summary (Background)

As part of the North South Corridor construction, water and sewer pipes need to be relocated at the location of the proposed Wellesley Roundabout. WSDOT has agreed to reimburse the City for cost to design and construct the utility work. Varela Engineers has contracted with the City to perform design work. This contract was approved by Council on December 14th, 2015. Red Diamond is the low bidder for construction of the project. The award of that contract is on the April 18, 2016 Council

Fiscal Impact		Budget Account	
Revenue	\$ 81,830.00	#	4250 47100 99999 37910 04100
Revenue	\$ 800,658.10	#	4250 47100 99999 37910 04100
Select	\$	#	
Select	\$	#	
Approvals		Council Notifications	
Dept Head	DAVIS, MARCIA	Study Session	
Division Director	FEIST, MARLENE	Other	Public Works 3/14/15
Finance	KECK, KATHLEEN	Distribution List	
Legal	WHALEY, HUNT	fperkins@spokanecity.org	
For the Mayor	SANDERS, THERESA	jahensley@spokanecity.org	
Additional Approvals		kkeck@spokanecity.org	
Purchasing		jlargent@spokanecity.org	
		mhughes@spokanecity.org	
		mdavis@spokanecity.org	
		ppapich@spokanecity.org	



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

Summary (Background)

Agenda. City utility relocations are scheduled to occur in the Spring of 2016 in order to meet peak summer water usage. Construction of the roundabout is scheduled to begin in the Fall of 2016 after the utility relocations have occurred.

Fiscal Impact		Budget Account
Select	\$	#
Select	\$	#

Distribution List

BRIEFING PAPER
Public Works Committee
Integrated Capital Management
March 14, 2016

Subject:

Wellesley Roundabout Utility Relocation WSDOT Reimbursement Agreements

Background:

As part of the NSC construction, water and sewer pipe need to be relocated at the location of the proposed Wellesley Roundabout. WSDOT has agreed to reimburse the City for cost to design and construct the utility work.

Varela Engineers has contracted with the City to perform design work. This contract was approved by Council on December 14th, 2015.

Staff has determined the cost of design and WSDOT has approved this amount in their agreement. The construction costs will be determined when bid documents are finalized.

City utility relocations are scheduled to occur in the Spring of 2016 in order to meet peak summer water usage. Construction of the roundabout is scheduled to begin in the Fall of 2016 after the utility relocations have occurred.

Impact:

Water and sewer construction needs to be completed before WSDOT work, scheduled for Fall 2016 and before peak summer water demands.

Action:

Approval of WSDOT Agreements to Reimburse the City's costs

Funding:

The agreed design cost is \$81,830. Construction costs will be approximately \$750,000.



Utility Preliminary Engineering Agreement Work by Utility– State Cost			Utility Name & Address City of Spokane Wastewater Department 909 E. Sprague Avenue Spokane, WA 99202-2127
Agreement Number UTB 1217	Region Eastern	Control Section 321105	Project Title/Location SR 395/NSC Wellesley Ave./Freya St. – Intersection Improvements
State Route Number SR 395	Mileposts From 160.46 to 160.47		
Estimated Agreement Amount \$81,830.00			

This Utility Preliminary Engineering Agreement, herein "Agreement," is made and entered into between Washington State Department of Transportation, herein "STATE," and the above named Utility, herein "UTILITY."

WHEREAS, the STATE is planning the construction or improvement of the State Route as shown above for the listed STATE project, and in connection therewith, it is necessary to remove, relocate or construct certain UTILITY facilities, and

WHEREAS, the STATE is responsible for the cost of the preliminary engineering for the UTILITY's facilities that are located pursuant to a documented ownership interest in real property, such as an easement, fee title, or court finding of prescriptive right, which is impacted by the STATE project, but the STATE is not responsible for preliminary engineering costs associated with facility betterments, and

WHEREAS, it is deemed to be in the best public interest for the UTILITY to develop the preliminary engineering, including the preparation of plans, specifications and cost estimate, herein the "Work," for the removal, relocation or construction of the UTILITY's facilities as part of the STATE's project, and

WHEREAS, the STATE and the UTILITY intend to enter into a Utility Construction Agreement to cover the actual construction, relocation, and/or removal of the UTILITY's facilities,

NOW, THEREFORE, pursuant to chapter RCW 47.10.210 and chapter 47.44 RCW, and in consideration of the terms, conditions, covenants, and performances contained herein, as well as the attached Exhibits which are incorporated and made a part hereof,

IT IS MUTUALLY AGREED AS FOLLOWS:

1. PLANS, SPECIFICATIONS, AND COST ESTIMATES

- 1.1 Program Guide: Utility Relocation and Accommodation on Federal Aid Highway Projects shall determine and establish the definitions and applicable standards and payments under this Agreement. By this reference this document is adopted and made a part of this Agreement as if fully contained herein.

- 1.2 Betterment: A betterment is any improvement to the UTILITY's facilities not required by code, regulation, standard industry practice, or any other applicable regulation. If any of the Work constitutes betterment as defined in the Program Guide: Utility Relocation and Accommodation on Federal Aid Highway Projects, the UTILITY is solely responsible for the preliminary engineering costs of such improvement.
- 1.3 The UTILITY agrees to perform the preliminary engineering, including the preparation of plans, specifications and cost estimates (PS&E), herein the "Work," for the removal, relocation, and/or construction of the UTILITY's facilities impacted by the STATE's project. Should the Work include betterments to the facilities, the UTILITY shall identify such betterments for STATE review.
- 1.4 The UTILITY agrees to provide the STATE a copy of its PS&E, including the identification of betterments, if any. The STATE will review for acceptance of the PS&E to ensure that it is in compliance with STATE requirements and standards prior to incorporating it into the STATE project plans. The Parties agree to comply with the document submission and review process as identified in Exhibit A, Special Provisions, including the Scope of Work.
- 1.5 If the UTILITY is not adequately staffed or equipped to perform all of the Work required herein, the UTILITY may have all or part of the Work performed by consultant(s) under a contract let by the UTILITY or have the Work performed under an ongoing contract with a UTILITY consultant. UTILITY consultant(s) shall be in good standing with the STATE, and the UTILITY shall provide to the STATE for STATE review a cost estimate for the Work to be performed by the UTILITY's consultant(s).

2. PAYMENT

- 2.1 The STATE is responsible for all costs of the Work, excluding all betterment work, for the UTILITY's facilities that are located pursuant to a documented ownership interest in real property, such as an easement, fee title, or court finding of prescriptive right, which are impacted by the STATE project, as shown in Exhibits A and B. Exhibit B, Cost Estimate, contains an itemized cost estimate of STATE-responsible costs for the Work to be performed by the UTILITY.
- 2.2 The STATE, in consideration of the faithful performance of the Work to be done by the UTILITY, agrees to reimburse the UTILITY for the actual direct and related indirect cost of the Work, excluding all betterment work, for which the STATE is responsible as defined in Exhibits A and B. The UTILITY agrees to invoice the STATE and provide supporting documentation for all charges, and the STATE agrees to pay the UTILITY within thirty (30) days of receipt of an invoice. Payments shall not be more frequent than one per month. A partial payment will not constitute agreement as to the appropriateness of any item and that, at the time of final invoice, the Parties will resolve any discrepancies.
- 2.3 The UTILITY shall submit a final billing to the STATE within 90 calendar days following completion of the Work.
- 2.4 State Fiscal Year End Closure Requirements (chapter 43.88 RCW): Any invoices for work performed between July 1 and June 30 of any given year must be submitted to the STATE no later than July 6th (or the first business day after the July 4th holiday) of the same calendar year. If the UTILITY is unable to provide an invoice for such work by this date, an estimate of all remaining payable costs owed by the STATE for work performed by the UTILITY prior to July 1 must be submitted to the STATE no later than July 19th of the same year in order for the STATE to accrue the amount necessary for payment. The UTILITY will thereafter submit any remaining invoices to the STATE for such work as soon as possible. Failure to comply with these requirements may result in delayed payment. The STATE shall not be required to pay to the UTILITY late payment fees, interest, or incidental costs incurred by the UTILITY or any other costs related to a delayed payment if the UTILITY fails to comply with the invoice requirements of this Section.

3. CHANGE IN WORK OR COST INCREASE

- 3.1 Increase in Cost: In the event unforeseen conditions require an increase in the cost of the Work for which the STATE is responsible, the Exhibit B, Cost Estimate (including sales tax, engineering, and contingencies) by more than 25%, the Parties agree to modify Exhibit B to include such cost increase. Should this occur, the UTILITY shall immediately notify in writing the STATE of the changes in Work before performing any Work in excess of the Exhibit B estimate.
- 3.2 Should it be necessary to modify the Scope of Work, the UTILITY agrees to immediately notify the STATE of all proposed changes, and the STATE agrees to provide written notice of its acceptance or rejection of the change(s), in writing, within Fifteen (15) working days.

4. RIGHT OF ENTRY

- 4.1 The STATE hereby grants to the UTILITY a right of entry onto all lands in which it has an interest for the Work as defined in Exhibit A. Upon completion and acceptance of the Work, this right of entry shall terminate except as otherwise provided in Section 5.4.
- 4.2 The STATE agrees to obtain rights of entry, if needed, upon all privately owned lands necessary to perform the Work. The STATE also agrees to obtain all necessary permissions for the UTILITY to enter upon such lands, if required, for the duration of this Agreement. The STATE agrees to provide the rights of entry and applicable permissions to the UTILITY within twenty (20) calendar days of entering into this Agreement. Upon completion of the Work on such lands, the rights of entry and permissions shall terminate, except as otherwise provided in Section 5.4.

5. GENERAL PROVISIONS

- 5.1 Indemnification: The UTILITY shall indemnify and hold harmless the STATE and its agents, employees, and/or officers from and shall process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages (both to persons and/or property), or costs, of whatsoever kind or nature, brought against the STATE and its agents, employees and/or officers, arising out of, in connection with, or incident to the actual Work performed by the UTILITY pursuant to the terms of this Agreement. Provided, however, that if such claims are caused by or result from the concurrent negligence of (a) the UTILITY and (b) the STATE, its agents, employees, and/or officers, or involves those actions covered by RCW 4.24.115, this indemnity provision shall be valid and enforceable only to the extent of the intentional or negligent acts or omissions of the UTILITY, and Provided further, that nothing herein shall require the UTILITY to hold harmless or defend the STATE, its agents, employees, and/or officers from any claims arising from the sole negligence of the STATE, its agents, employees, and/or officers. This indemnification shall survive any termination of this Agreement
- 5.2 Disputes: If a dispute occurs between the UTILITY and the STATE at any time during the performance of the Work pursuant to this Agreement, the Parties agree to negotiate at the management level to resolve any issues. Should such negotiations fail to produce a satisfactory resolution; the Parties agree to enter into arbitration and/or mediation before proceeding to any other legal remedy. Each Party shall be responsible for its own fees and costs. The Parties agree to equally share in the cost of a mediator or arbiter.
- 5.3 Venue: In the event that either Party to this Agreement deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceedings shall be brought in the superior court situated in Spokane County, Washington. Further, the Parties agree that each shall be responsible for its own attorneys fees and costs.

- 5.4 Termination: Neither the STATE nor the UTILITY may terminate this Agreement without the concurrence of the other Party. Termination shall be in writing and signed by both Parties
- 5.5 Amendments. This Agreement may be amended by the mutual agreement of the Parties. Such amendments or modifications shall not be binding unless put in writing and signed by persons authorized to bind each of the Parties.
- 5.6 Independent Contractor: Both Parties shall be deemed independent contractors for all purposes, and the employees of each Party and any of its contractors, subcontractors, consultants, and the employees thereof, shall not in any manner be deemed to be the employees of the other Party.
- 5.7 Audit and Records: During the progress of the Work and for a period of not less than three (3) years from the date of final payment, the UTILITY shall maintain the records and accounts pertaining to the Work and shall make them available during normal business hours and as often as necessary, for inspection and audit by the State of Washington, and/or Federal Government and copies of all records, accounts, documents or other data pertaining to the Work will be furnished upon request. The requesting Party shall pay the cost of copies produced. If any litigation, claim or audit is commenced, the records and accounts along with supporting documentation shall be retained until any litigation, claim or audit finding has been resolved even though such litigation, claim or audit continues past the three-year retention period.
- 5.8 Working Days: Working days for this Agreement are defined as Monday through Friday, excluding Washington State holidays per RCW 1.16.050

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Party's date last signed below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

By: _____

Print: Keith A. Metcalf, P.E.

Title: Regional Administrator

UTILITY

By: Rick Romero

Print: Rick Romero

Title: Utilities Division Director

Date: 3/1/16

APPROVED AS TO FORM

By: Ann E. Salay 12-15-15

Ann E. Salay
Senior Assistant Attorney General

APPROVED AS TO FORM

By: Elizabeth L. Schoedel

Print Name: Elizabeth L. Schoedel
Assistant City Attorney

Date: _____

Date: _____

CLERKS SEAL

UTB 1217

Exhibit A

Scope of Work

The Scope of Work is for removal, replacement or construction of UTILITY's utilities within the intersection and associated approach leg improvements at the Wellesley Avenue /Freya Street roundabout. This includes the removal, replacement or construction of water transmission and distribution mains as well as existing sewer lines and manholes.

The UTILITY does not currently have the available staff to complete the design within the allotted timeframe and will employ Varela and Associates (Consultant) to do the Work.

1. The Consultant, through the UTILITY, will provide the Work required for removal, replacement or construction UTILITY - owned water transmission and distribution lines, manholes, valves, side connections, and associated facilities impacted by the construction of the proposed STATE intersection improvement project for Wellesley Avenue/Freya Street roundabout.
2. The Consultant, through the UTILITY, will provide the Work required for the removal, replacement, or construction of UTILITY - owned sewer lines, manholes, side connections, and associated facilities impacted by the construction of the proposed STATE intersection improvement project for Wellesley Avenue/Freya Street roundabout.
3. The STATE will provide electronic copies of the plan sheets for the proposed alignment, alignment profiles, drainage, and illumination sheets for the STATE project for the UTILITY's use in preparation of the UTILITY's PS&E.

The UTILITY will assign a principal engineer to provide over sight, review documents and assist the Consultant with the UTILITY's bid process.

UTB 1217		Exhibit B						
Estimated average billing rate for purpose of establishing cost estimate		Principal Engineer	Engineer	Technician	Clerical	Other	Costs	
		\$ 135.00	\$ 120.00	\$ 85.00	\$ 60.00			
Task 1 Preparation of Base Map								
Coordination with STATE in regards to information provided by STATE			8	4				
Contact existing utilities and obtain available location information and incorporate into base map			8	16				
Create base map from information supplied by STATE		2	4	16				
Identify additional field or survey information needed for base map			4	4				
Task 1 Hours		2	24	40				
		\$ 270.00	\$ 2,880.00	\$ 3,400.00	\$ -		\$ 6,550.00	
Task 2 Design, Plans, and Specifications								
Project Management and Coordination with STATE		8	24		8			
Meetings and coordination with Utilities			16	8				
Preliminary Horizontal and Vertical profile design			8	20				
On site verification of existing utilities and field measurements			8	8				
Identify construction phasing and possible service interruptions during construction			8					
Alignment and vertical design, connection details		2	16	16				
Prepare Plan Sheets		8	96	96				
Prepare Specifications		2	40	12	4			
90% Design review			4	4				
Final site visit & review			4	4				
Internal review		4	8	8	4			
Final plan revisions			8	8				
Prepare Bid Schedule & Construction Estimate			12	8				
Miscellaneous expenses (printing, travel to site)						\$ 200.00		
Task 2 Hours		24	252	192	16			
		\$ 3,240.00	\$ 30,240.00	\$ 16,320.00	\$ 960.00	\$ 200.00	\$ 50,960.00	
Task 3 Bid Period Assistance								
Bid Period questions and answers		4	20	12				
Pre Bid Meeting			8			\$ 5,000.00		
Various UTILITY Bidding Costs (Administration, Printing, etc.)								
Task 3 Hours		4	28	12	0			
		\$ 540.00	\$ 3,360.00	\$ 1,020.00	\$ -	\$ 5,000.00	\$ 9,920.00	
City of Spokane Principle Engineer								
			120				\$ 14,400.00	
			\$ 14,400.00					
						Total Agreement estimated cost	\$ 81,830.00	



**Washington State
Department of Transportation**

<div>Utility Construction Agreement</div> <div>Work by Utility – State Cost</div>			<div>Utility Name & Address</div> <div>City of Spokane</div> <div>Wastewater Department</div> <div>909 E. Sprague Avenue</div> <div>Spokane, WA 99207-2794</div>
<div>Agreement Number</div> <div>UTB 1218</div>	<div>Region</div> <div>Eastern Region</div>	<div>Control Section</div> <div>321105</div>	<div>Project Title/Location</div> <div>US 395/NSC Wellesley Ave./Freya St. – Intersection Improvements</div>
<div>State Route</div> <div>SR 395</div>	<div>Mileposts</div> <div>From 160.46 to 160.47</div>		
<div>Estimated Agreement Amount</div> <div>\$800,658.10</div>			

This Utility Construction Agreement is made and entered into between the Washington State Department of Transportation (STATE) and the above named UTILITY.

WHEREAS, the STATE is planning the construction or improvement of the State Route as shown above for the identified STATE project, and in connection therewith, it is necessary to remove and/or relocate and/or construct certain UTILITY facilities (Work), and

WHEREAS, the STATE is responsible for the cost of the Work affecting the UTILITY's facilities located pursuant to a documented ownership of and/or interest in real property, such as an easement, fee title, or court finding of prescriptive right, which is impacted by the STATE project, and

WHEREAS, the Work shall be defined as all materials, equipment, labor, contract administration and any other effort required to perform the relocation, construction, and/or removal of the UTILITY's facilities, and

WHEREAS, it is deemed to be in the best public interest for the UTILITY to perform the relocation, removal, or construction of its facilities,

NOW, THEREFORE, pursuant to RCW 47.01.210 and chapter 47.44 RCW and in consideration of the terms, conditions, covenants, and performances contained herein, as well as the attached Exhibits which are incorporated and made a part hereof,

IT IS MUTUALLY AGREED AS FOLLOWS:

1. CONSTRUCTION, INSPECTION, AND ACCEPTANCE

1.1 Program Guide: *Utility Relocation and Accommodation on Federal Aid Highway Projects* shall determine and establish the definitions and applicable standards and payments under this Agreement. By this reference this document is adopted and made a part of this Agreement as if fully contained herein.

1.2 The UTILITY shall furnish the labor, materials, equipment, and tools required for and perform the Work in constructing, removing and/or relocating the UTILITY facilities, in accordance with Exhibit A, Special Provisions, and Exhibit C, Plans.

1.3 If the UTILITY is not adequately staffed or equipped to perform all the Work required herein, the UTILITY may have all or part of this Work done by a contract let by the UTILITY, as follows:

1.3.1 Before contracting out any Work, the UTILITY shall obtain written authorization from the STATE, and the STATE may require the UTILITY to advertise and solicit bids for the contract Work.

1.3.2 If the STATE requires the Work to be advertised and bid, the UTILITY shall provide a copy of all bid documents to the STATE seven (7) calendar days prior to the advertisement date for STATE comment.

1.3.3 The UTILITY shall notify the STATE at least three (3) working days in advance of the location and time of the bid opening so that a STATE representative may attend the bid opening.

1.3.4 The UTILITY shall supply a copy of the three lowest bids with itemized bid amounts to the STATE within seven (7) calendar days of bid opening

1.3.5 If the UTILITY elects to use other than the lowest bid contractor, the UTILITY shall provide written justification to the STATE for the use of that contractor and bid price. The STATE shall review the UTILITY's written justification, and if the STATE does not agree therewith and the UTILITY awards the bid to other than the lowest bid contractor, the UTILITY shall be responsible for the cost difference between the amount of the lowest bid and the amount of the awarded contract.

1.4 If the UTILITY desires to have the Work performed under an existing contract, the STATE may require the UTILITY to provide the STATE with a copy of the contract for the STATE's written approval of the contractor and contract charges.

1.5 The Parties agree that nothing in the STATE's approval of a UTILITY contractor or bid shall be for the benefit of the UTILITY; all such approvals, whether written or verbal, shall be solely for the benefit of the STATE and shall not establish a contractual relationship among the STATE, the UTILITY, and the UTILITY's contractor.

1.6 All of the UTILITY's Work, construction procedures, materials, and/or utility installation, as provided under this Agreement, shall be subject to STATE inspection for solely the benefit of the STATE's payment, state highway and/or STATE project. The UTILITY shall promptly notify the STATE in writing when the Work is completed. The STATE shall inspect the Work for compliance with the Exhibits attached to this Agreement. The STATE will notify the UTILITY in writing of any non-compliance that would impact the STATE's payment, state highway and/or STATE project. The UTILITY agrees to make the necessary changes to satisfy the STATE requirements or adjust the invoice. The STATE's inspection shall not reduce or modify the UTILITY's responsibility for the Work.

1.7 Upon completion of the Work, the UTILITY agrees that it shall be solely responsible for all future ownership, operation and maintenance costs of its facilities, without STATE liability or expense.

2. AUTHORITY TO BEGIN WORK

2.1 The UTILITY agrees not to begin Work until the STATE has provided written notice, authorizing the UTILITY to begin Work. The STATE shall not be obligated to reimburse the UTILITY for any Work performed before the date of notification.

3. COMPLIANCE

3.1 The UTILITY agrees to comply with all applicable requirements of the STATE in accordance with the Utilities Accommodation Policy, Chapter 468-34 WAC, and amendments thereto, and said policy and amendments are hereby incorporated in and made a part of this Agreement for all intents and purposes as if fully set forth herein.

3.2 The UTILITY agrees to comply with all applicable laws and environmental requirements of any jurisdictional agency and is responsible for obtaining any necessary environmental permits required in order to perform the Work.

3.3 The UTILITY agrees to obtain and comply with any other permits from any jurisdictional agency that are required in order for the UTILITY to perform the Work.

4. PAYMENT

4.1 The STATE is responsible for the cost of the Work, excluding all betterment work, for the UTILITY's facilities that are located pursuant to a documented ownership interest in real property, such as an easement, fee title, or court finding of prescriptive right, which are impacted by the STATE project, as shown in Exhibits A and B. Exhibit B, Cost Estimate, contains an itemized cost estimate of STATE-responsible costs for the Work to be performed by the UTILITY.

4.2 The STATE, in consideration of the faithful performance of the Work to be done by the UTILITY, agrees to reimburse the UTILITY for the actual direct and related indirect cost of the Work, excluding all betterment work, for which the STATE is responsible as defined in Exhibits A and B. The UTILITY agrees to invoice the STATE and provide supporting documentation for all charges, and the STATE agrees to pay the UTILITY within thirty (30) days of receipt of an invoice. Payments shall not be more frequent than one per month. A partial payment will not constitute agreement as to the appropriateness of any item and that, at the time of final invoice, the Parties will resolve any discrepancies.

4.3 The UTILITY shall submit a final invoice to the STATE within ninety (90) calendar days following completion of the Work. In the event that the final invoice reveals an overpayment to the UTILITY, the UTILITY agrees to refund such overpayment to the STATE within thirty (30) days.

5. CHANGE IN WORK OR COST INCREASE

5.1 The STATE agrees that the amount shown in Exhibit B may not reflect the actual costs of the Work. Should the UTILITY determine that the Work costs for which the STATE is responsible might exceed the cost estimate by more than twenty-five (25) percent, the UTILITY shall immediately notify the STATE before performing any Work in excess of the Exhibit B estimate plus the additional percentage. The STATE and the UTILITY will, if necessary, amend Exhibit B to revise the cost estimate before the UTILITY incurs costs above the amount shown in Exhibit B plus the additional percentage.

5.2 Should it be necessary to modify Exhibit A, Special Provisions, the UTILITY agrees to immediately notify the STATE of all proposed changes, and the STATE agrees to provide written notice of its acceptance or rejection of the change(s), in writing, within five (5) working days.

6. RIGHT OF ENTRY

6.1 Subject to the UTILITY obtaining all required permits and meeting any other requirements for Work conducted within state-owned right of way, the STATE hereby grants the UTILITY a right of entry upon all land in which the STATE has interest for the purpose of performing the Work.

6.2 The UTILITY shall not enter state-owned right of way without first having a STATE-issued written right of entry.

7. GENERAL PROVISIONS

7.1 Indemnification: To the extent authorized by law, the UTILITY and STATE shall indemnify and hold harmless one another and their employees and/or officers from and shall process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages (both to persons and/or property), or costs, of whatsoever kind or nature, brought against the one Party arising out of, in connection with, or incident to the other Party's performance or failure to perform any aspect of this Agreement, provided, however, that if such claims are caused by or result from the concurrent negligence of (a) the UTILITY and (b) the STATE, their respective employees and/or officers, or involves those actions covered by RCW 4.24.115, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the UTILITY or STATE, and provided further, that nothing herein shall require the UTILITY or STATE to hold harmless or defend the other or its employees and/or officers from any claims arising from that Party's sole negligence or that of its employees and/or officers. The terms of this section shall survive the termination of this Agreement.

7.2 Disputes: If a dispute occurs between the UTILITY and the STATE at any time during the prosecution of the Work, the Parties agree to negotiate at the management level to resolve any issues. Should such negotiations fail to produce a satisfactory resolution, the Parties agree to enter into arbitration and/or mediation before proceeding to any other legal remedy. Each Party shall be responsible for its own fees and costs. The Parties agree to equally share the cost of a mediator or arbiter.

7.3 Venue: In the event that either Party to this Agreement deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceedings shall be brought in the superior court situated in Thurston County, Washington. Further, the Parties agree that each shall be responsible for its own attorneys fees and costs.

7.4 Termination:

7.4.1 The UTILITY understands that the STATE retains the right to terminate this Agreement for convenience upon thirty (30) calendar days written notice to the UTILITY. In the event that the STATE exercises this termination right, the STATE will reimburse the UTILITY for all allowable costs under this Agreement incurred prior to the date of termination.

7.4.2 In the event funding for the Work is withdrawn, reduced, or limited in any way after the execution date of this Agreement and prior to normal completion, the STATE may terminate the Agreement upon less than the thirty (30) calendar day notice requirement in section 7.4.1, subject to renegotiation at STATE's sole option pursuant to the revised funding limitations and conditions. The STATE will reimburse the UTILITY for all allowable costs under this Agreement incurred prior to the date of termination.

7.5 Amendments: This Agreement may be amended by the mutual agreement of the Parties. Such amendments or modifications shall not be binding unless put in writing and signed by persons authorized to bind each of the Parties.

7.6 Independent Contractor: Both Parties shall be deemed independent contractors for all purposes, and the employees of each Party and any of its contractors, subcontractors, consultants, and the employees thereof, shall not in any manner be deemed to be the employees of the other Party.

7.7 Audit and Records: During the progress of the Work and for a period of not less than three (3) years from the date of final payment. The UTILITY shall maintain the records and accounts pertaining to the Work and shall make them available during normal business hours and as often as necessary, for inspection and audit by the STATE, State of Washington, and/or Federal Government and copies of all records, accounts, documents or other data pertaining to the Work will be furnished upon request. The requesting Party shall pay the cost of copies produced. If any litigation, claim or audit is commenced, the records and accounts along with supporting documentation shall be retained until any litigation, claim or audit finding has been resolved even though such litigation, claim or audit continues past the three-year retention period.

7.9 Working Days: Working days for this Agreement are defined as Monday through Friday, excluding Washington State holidays per RCW 1.16.050.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year last written below.

WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

By: _____
Mike Frucci, Acting Regional Administrator

Date: _____

UTILITY

By: _____

Print: _____

Title: _____

Date: _____

APPROVED AS TO FORM

By: _____
Ann E. Salay, Senior Assistant Attorney General

Date: _____

UTB 1218 Exhibit A

Special Provisions

Removal, replacement or construction of UTILITY's water and sewer facilities within the STATE project. This includes the removal, replacement or construction of Utility-owned water transmission, distribution mains and its associated appurtenances as well as existing sewer lines and its appurtenances.

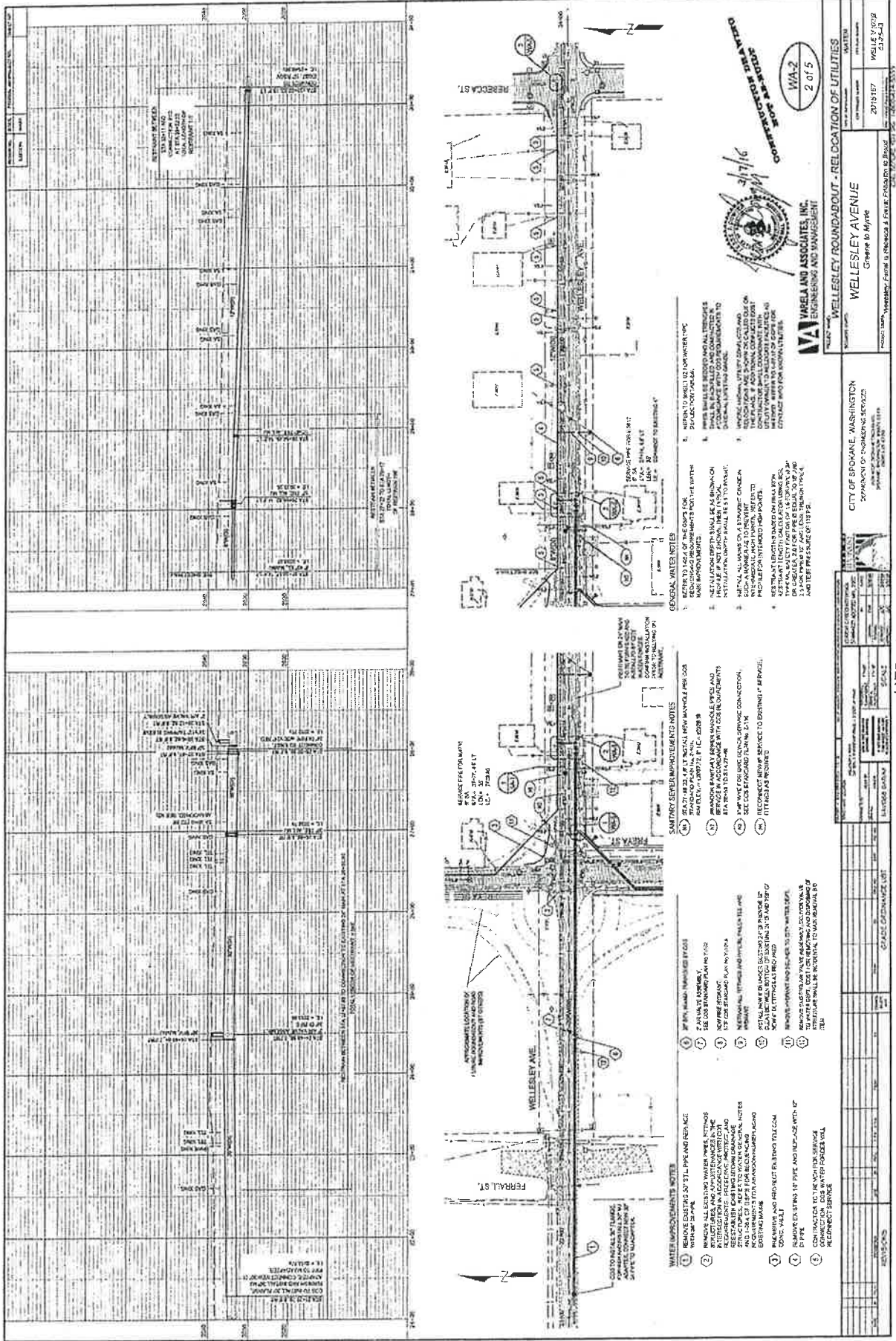
1. The UTILITY will provide for removal, replacement or construction of UTILITY - owned water transmission and distribution lines, manholes, valves, side connections, and associated facilities impacted by the construction of the proposed STATE project.
2. The UTILITY will provide for the removal, replacement, or construction of UTILITY - owned sewer lines, manholes, side connections, and associated facilities impacted by the construction of the proposed STATE project.

The UTILITY will assign a principal engineer to provide construction management for the Work.

Bid Item No.	Description of Bid Item	Est. Qty.	Unit of Meas.	Est. Unit Price	Est. Total Amount
	<u>1-07.13(4) Repair of Damage</u>				
101	Reimbursement for Third Party Damage	1	EST	\$ 1.00	\$ 1.00
	<u>1-07.15(1) Spill Prevention, Control and Countermeasures Plan</u>				
102	SPCC Plan	1	LS	\$ 950.00	\$ 950.00
	<u>1-07.17 Utilities and Similar Facilities</u>				
103	Potholing	3	EA	\$ 350.00	\$ 1,050.00
104	Excavate and Expose Intersection Water Piping	1	LS	\$ 5,000.00	\$ 5,000.00
	<u>1-07.100(4) Payment</u>				
105	Classification and Protection of Survey Monuments	1	LS	\$ 2,000.00	\$ 2,000.00
	<u>1-09.7 Mobilization</u>				
106	Mobilization	1	LS	\$ 33,000.00	\$ 33,000.00
	<u>1-10 Temporary Traffic Control</u>				
107	Project Temporary Traffic Control	1	LS	\$ 25,000.00	\$ 25,000.00
108	Special Signs	348	SF	\$ 20.00	\$ 6,960.00
109	Portable Changeable Message Sign	600	HR	\$ 7.00	\$ 4,200.00
110	Type III Barricade	28	EA	\$ 50.00	\$ 1,400.00
	<u>2-02.5 Payment - Removal of Structures and Obstructions</u>				
111	Remove Existing Curb	40	LF	\$ 10.00	\$ 400.00
112	Remove Cement Concrete Sidewalk and Driveway	84	SY	\$ 25.00	\$ 2,100.00
113	Sawcutting Curb	3	EA	\$ 40.00	\$ 120.00
114	Sawcutting Rigid Pavement	272	LF	\$ 5.00	\$ 1,360.00
115	Sawcutting Flexible Pavement	7880	LF	\$ 0.60	\$ 4,728.00
116	Abandon Existing Manhole, Catch Basin or Drywell	2	EA	\$ 450.00	\$ 900.00
	<u>4-04.5 Payment - Ballast and Crushed Surfacing</u>				
117	Crushed Surfacing Top Course	15	CY	\$ 50.00	\$ 750.00
118	CSTC for Sidewalk and Driveways	4	CY	\$ 70.00	\$ 280.00
	<u>5-04.5 Payment - Hot Mix Asphalt</u>				
119	HMA for Pavement Repair Cl. 1/2 In. PG 64-28, 2 Inch Thick	3500	SY	\$ 30.00	\$ 105,000.00
120	Pavement Repair Excavation Incl. Haul	3500	SY	\$ 25.00	\$ 87,500.00
	<u>7-05.5 Payment - Manholes, Inlets, Catch Basins, and Drywells</u>				
121	Manhole Type I-48, Basic Price	4	EA	\$ 2,700.00	\$ 10,800.00
122	Manhole or Drywell Frame and Cover (Standard)	4	EA	\$ 600.00	\$ 2,400.00
123	Reconstruct Manhole Invert	1	EA	\$ 900.00	\$ 900.00
124	Manhole Test	2	EA	\$ 500.00	\$ 1,000.00
	<u>7-07.5 Payment - Cleaning Existing Drainage Structures</u>				
125	Cleaning Existing Drainage Structure	5	EA	\$ 300.00	\$ 1,500.00
	<u>7-08.5 Payment - General Pipe Installation Requirements</u>				
126	Reconnect Side Sewer	2	EA	\$ 800.00	\$ 1,600.00
127	Connect 8 In. Diameter Pipe to Existing Catch Basin, Drywell, or Manhole	1	EA	\$ 500.00	\$ 500.00
128	Plugging Existing Pipe	8	EA	\$ 200.00	\$ 1,600.00
128	Temporary Adjacent Utility Support	1	LS	\$ 1,800.00	\$ 1,800.00
130	Encase Water/Sewer at Crossings	3	EA	\$ 1,200.00	\$ 3,600.00
131	Cleaning Existing Sanitary Sewers	3	EA	\$ 600.00	\$ 1,800.00
	<u>7-09.5 Payment - Water Mains</u>				
132	DI Pipe for Water Main 30 In. Diam.	1140	LF	\$ 180.00	\$ 205,200.00
133	DI Pipe for Water Main 12 In. Diam.	807	LF	\$ 65.00	\$ 52,455.00
134	DI Pipe for Water Main 8 In. Diam.	585	LF	\$ 55.00	\$ 32,175.00
135	DI Pipe for Water Main 6 In. Diam.	30	LF	\$ 55.00	\$ 1,650.00
136	Trench Safety System	1	LS	\$ 3,800.00	\$ 3,800.00
137	Blowoff Assembly (Y-103A)	1	EA	\$ 5,000.00	\$ 5,000.00
138	Removal of Existing 30 In. Diam. Water Main	943	LF	\$ 12.00	\$ 11,316.00
139	Removal of Existing 24 In. Diam. Water Main	168	LF	\$ 10.00	\$ 1,680.00
140	Removal of Existing 6 In. - 12 In. Diam. Water Main	1695	LF	\$ 6.50	\$ 11,017.50
	<u>7-12.5 Payment - Valves for Water Mains</u>				
141	Combination Air Release/Air Vacuum Valve Assembly 1 In.	1	EA	\$ 2,200.00	\$ 2,200.00
142	Combination Air Release/Air Vacuum Valve Assembly 2 In.	2	EA	\$ 2,300.00	\$ 4,600.00
	<u>7-14.5 Payment - Hydrants</u>				
143	Hydrant Offset Assembly	1	EA	\$ 6,000.00	\$ 6,000.00
	<u>7-15.5 Payment - Service Connections</u>				
144	Trench Excavation for Water Service Tap	18	EA	\$ 300.00	\$ 5,400.00
	<u>7-17.5 Payment - Sanitary Sewers</u>				
145	Sanitary Sewer Pipe 8 In. Diam. Incl. Structural Excavation Class B	354	LF	\$ 50.00	\$ 17,700.00
	<u>7-18.5 Payment - Side Sewers</u>				
146	Side Sewer Pipe 6 In. Diam.	182	LF	\$ 50.00	\$ 9,100.00
147	Side Sewer Permit	3	EA	\$ 80.00	\$ 240.00
	<u>8-01.5 Payment - Erosion Control and Water Pollution Control</u>				
148	ESC Lead	1	LS	\$ 1,600.00	\$ 1,600.00
149	Inlet Protection	9	EA	\$ 100.00	\$ 900.00
150	Street Cleaning	12	HR	\$ 160.00	\$ 1,920.00

UTB 1218
Exhibit B
Page 2 of 2

Bid Item No.	Description of Bid Item	Est. Qty.	Unit of Meas.	Est. Unit Price	Est. Total Amount
	8-02.5 Payment – Roadside Restoration				
151	Topsoil Type A, 2 Inch Thick	100	SY	\$ 10.00	\$ 1,000.00
152	Sod Installation	100	SY	\$ 20.00	\$ 2,000.00
153	Seeding Fertilizing and Mulching	100	SY	\$ 4.00	\$ 400.00
	8-21.5 Payment – Permanent Signing				
154	Signing, Permanent	1	LS	\$ 1,500.00	\$ 1,500.00
	8-22.5 Payment – Pavement Marking				
155	Pavement Marking - Paint	1170	SF	\$ 1.00	\$ 1,170.00
				Total	\$ 690,222.50
				Engineering 16%	\$ 110,435.60
				Agreement Total	\$ 800,658.10



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

04/25/2016

Date Rec'd

4/13/2016

Clerk's File #

OPR 2016-0356

Renews #**Cross Ref #****Submitting Dept**

COMMUNITY, HOUSING & HUMAN SERVICES

Contact Name/Phone

ROB CROW 625-6814

Project #**Contact E-Mail**

RCROW@SPOKANECITY.ORG

Bid #**Agenda Item Type**

Contract Item

Requisition #**Agenda Item Name**

1680 - 2016 ACTION PLAN - HUD

Agenda Wording

Approve the 2016 Action Plan (CDBG, HOME and ESG), so the Community, Housing and Human Services Department may submit to HUD as required by federal regulation.

Summary (Background)

During the 12/14/16 meeting, City Council approved funding recommendations for the 2016 program year. Following City Councils approval, CHHS assembled the annual action plan for public review & comment. A public hearing was held during the 3/2/16 CHHS Board meeting. Citizens were encouraged to review & make public comment between the 3/2 & 4/6. The CHHS Board held 2nd public hearing on 4/6/16 to review comment & close the public comment period. No comments were made on the 2016 Action Plan.

Fiscal Impact**Budget Account**

Revenue \$ 2,987,856.00 (CDBG)

1690 95806 99999 33114

Revenue \$ 925,215.00 (HOME)

1710 95846 99999 33114

Revenue \$ 269,876.00 (ESG)

1540 95476 99999 33114

Select \$

#

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

CROW, ROB

Study Session

4/18/16 (PED)

Division Director

MALLAHAN, JONATHAN

Other**Finance**

KECK, KATHLEEN

Distribution List**Legal**

WHALEY, HUNT

For the Mayor

SANDERS, THERESA

Additional Approvals**Purchasing**

BRIEFING PAPER
Spokane City Council
FY 2016 Action Plan: Public Comment Summary
April 25, 2016

Subject

This briefing paper serves as a summary of the Public Comment period for FY 2016 Action Plan (CDBG, HOME and ESG).

Background

Per HUD regulations, the City of Spokane is required to assemble a annual Action Plan outlining funded projects and progress toward meeting Consolidated Plan goals. In addition to the Action Plan requirement, CHHS is required to offer the public an opportunity to review and make comment on the plan. Staff briefed the CHHS Board and community during the Public Hearing held Wednesday, March 3, 2016. Citizens were encouraged to review the plan and submit comment to the CHHS department. At the time of this briefing paper, staff has not received any public comment related to the FY 2016 Action Plan. Citizens will have until Wednesday, April 4, 2016 (CHHS Board Meeting) to submit public comment. Following the CHHS Board meeting, staff will assemble the final Action Plan draft for submission to HUD.

The Draft FY 2016 Action Plan and March 2nd Public Hearing presentation can be found on the CHHS website at:

<https://my.spokanecity.org/chhs/documents/>

Impact

This action allows the City of Spokane to meet HUD's reporting requirements and ensure sustained funding for our partner agencies serving low and moderate income individuals.

Action

Approve 2016 Action Plan and allow CHHS to submit to HUD.

ANNUAL ACTION PLAN

Fiscal Year (FY) 2016

(July 1, 2016 through June 30, 2017)

Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (ESG) Programs



Community, Housing and Human Services Department

March 2016 DRAFT

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

This Fiscal Year (FY) 2016 Action Plan represents an overview of the activities that will be funded and the strategies developed to achieve outcomes as prescribed by the 2015 – 2020 Consolidate Plan. This document will allow citizens an opportunity to review activities, locations and desired outcomes. Interested citizens are encouraged to review this plan and provide feedback for inclusion in our final Action Plan submitted to HUD. This Action Plan is a draft for citizen review. CHHS Staff will review and comment on all public comments. A copy of the final plan will be provided on the CHHS website.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The FY 2016 Action Plan seeks to continue supporting efforts made as part of the Consolidated Plan adopted in 2015. We seek to continue our efforts toward expanding safe affordable housing choices, preventing and reducing homelessness, providing opportunities to improve quality of life, support vibrant neighborhoods and expand economic opportunities. One of the primary target areas of emphasis in FY 2016 will be the exploration of economic opportunities for low and moderate income individuals. Staff has assembled a stakeholders group to discuss economic development and explore alternative measures for creating jobs and other economic opportunities to benefit our community.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Through the consultation and development of the 2015 – 2020 Consolidated Plan, the CHHS Board has identified goals and objectives that will help achieve results requested by the community. During FY 2016, the City will continue pursuing opportunities and partnerships that will directly benefit low and moderate income individuals. Our focus will be the creation of partnerships that embrace best practices and efficient service delivery to low and moderate income individuals. The CHHS Board will continue evaluating performance outcomes to determine what can be done to improve our outcome based system.

Partner agencies and neighborhoods will receive additional training opportunities to help direct funding toward projects/activities that have the greatest impact on low and moderate income individuals.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Spokane seeks citizen participation in all aspects of our planning process. Citizens are encouraged to attend monthly Community, Housing and Human Services (CHHS) Board meetings with time set-aside for feedback to the Board. Additionally, the City works closely with all 28 neighborhood councils to keep citizens informed about our progress meeting the goals and objectives identified in our 2015 – 2020 Consolidated Plan.

The CHHS Board will hold their first public hearing of 2016 on March 2nd to review the FY 2014 Consolidated Annual Performance and Evaluation Report (CAPER) and present the FY2016 Action Plan. Citizens are encouraged to review the draft Action Plan and provide public comment directly to the CHHS department. All public comment will be reviewed at the Public Hearing on April 6, 2016. Following the conclusion of our public comment period, staff will provide a response to each public comment received.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public Comment is not available for review as part of this draft Action Plan. A summary of public comment will be included in the final draft submitted to HUD.

6. Summary of comments or views not accepted and the reasons for not accepting them

Public Comment is not available for review as part of this draft Action Plan. A summary of public comment will be included in the final draft submitted to HUD.

7. Summary

A summary of the public comment will be provided in the final Action Plan submitted to HUD.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency		SPOKANE	
CDBG Administrator	SPOKANE		Community, Housing and Human Services Department
HOPWA Administrator			NA
HOME Administrator	SPOKANE		Community, Housing and Human Services Department
ESG Administrator	SPOKANE		Community, Housing and Human Services Department
HOPWA-C Administrator			

Table 1 – Responsible Agencies

Narrative (optional)

Consolidated Plan Public Contact Information

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

Interested citizens are encouraged to contact the Community, Housing and Human Services Department for additional information regarding the 2015 – 2020 Consolidated Plan and this FY 2016 Action Plan.

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The Board and its committees, principally the Strategic Planning Committee, review the needs and priorities in consultation with community organizations through a series of meetings, hearings, workshops, focus groups and interviews of key leaders and representatives of organizations conducting planning, operating programs, providing services or advocating for the interests of specific groups or populations in the City. Meetings take place at both the neighborhood level and citywide. Key to the success of this process has been the continued strong relationship the City has maintained with local agencies, nonprofit organizations, developers, and other entities providing human services, community development, economic development, affordable housing and homeless housing and services.Â

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City Department of Community, Housing and Human Services are the Collaborative Applicant for the Spokane Continuum of Care and provide staff support to the organization. In monthly meetings of the Continuum, the CHHS staff provides assistance in agenda-setting, planning activities, developing funding criteria and decisions, and providing performance and evaluation reports on McKinney-Vento and ESG project performance, as well as progress in meeting Continuum goals. In addition, CHHS staff provide continuity between meetings and coordinate their activities with members working on specific action steps of the Homeless Plan. Together, CHHS and the Continuum have worked to develop the 2015-2020 Spokane Strategic Plan to End Homelessness – a Plan which is fully coordinated with the goals of the City of Spokane's 2015-2020 Consolidated Plan. The Homeless Plan encompasses an aggressive approach to retool the jurisdiction's housing and services delivery system toward the ultimate goal of ending veteran's homelessness, chronic homelessness and family homeless all within the next four years.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The CHHS staff person responsible for providing staff assistance to the Continuum of Care is also responsible for management of the ESG Program. City staff has drafted policies and procedures for annual allocations of ESG funds. These were then reviewed and adopted by the Continuum of Care.

City staff also prepared proposed performance standards for evaluating ESG project outcomes for Continuum review and adoption. Coordinating with the Washington State Department of Commerce in utilizing statewide evaluation standards, the Continuum adopted the “Dashboard” data base and reporting process for use in the Spokane Continuum’s for review of performance outcomes. Reports on outcomes are prepared by City staff at the system-level quarterly and on a project-level annually. These reports are used by the Continuum to evaluate performance and identify issues with specific projects and program areas. Procedures for use of HMIS data have also been adopted in the policies and procedures of the Continuum.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	SPOKANE COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The director of Spokane County's Housing and Community Development Division participates as a member of the Community, Housing and Human Services Board. Additionally, Spokane County staff participate in the CoC and Fair Housing Committee planning processes.
2	Agency/Group/Organization	SPOKANE NEIGHBORHOOD ACTION PROGRAMS (SNAP)
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Employment

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	SNAP participates in our Strategic Planning Committee and the regional CoC
3	Agency/Group/Organization	SPOKANE HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Spokane Housing Authority participates on the CoC, strategic planning and fair housing conference planning committees.
4	Agency/Group/Organization	Mann-Grandstaff VA Medical Center
	Agency/Group/Organization Type	Other government - Federal

	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Local VA representatives participate on the CoC and Community, Housing and Human Services Board.
5	Agency/Group/Organization	Spokane Low Income Housing Consortium
	Agency/Group/Organization Type	Housing Service-Fair Housing Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	SLIHC participates on the CoC, strategic planning and fair housing committees

6	Agency/Group/Organization	Frontier Behavioral Health
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Services-Health Services - Victims Publicly Funded Institution/System of Care Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Frontier Behavioral Health participates on our regional CoC

7	Agency/Group/Organization	CATHOLIC CHARITIES SPOKANE
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Representatives from Catholic Charities participate in the regional CoC and strategic planning committee

8	Agency/Group/Organization	TRANSITIONS
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Transitions participates in our regional CoC
9	Agency/Group/Organization	The Salvation Army
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services - Victims

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Salvation Army participates in our regional CoC
10	Agency/Group/Organization	VOLUNTEERS OF AMERICA OF SPOKANE
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	VOA participates on our regional CoC
11	Agency/Group/Organization	Goodwill Industries
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-homeless Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Goodwill participates in the regional CoC
12	Agency/Group/Organization	Central Valley School District #356
	Agency/Group/Organization Type	Services-Children Services-homeless Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Spokane Valley School District participates in our regional CoC and Community, Housing and Human Services Board

13	Agency/Group/Organization	SPOKANE HOUSING VENTURES
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Representatives from Spokane Housing Ventures participate on the regional CoC
14	Agency/Group/Organization	YWCA OF SPOKANE
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	YWCA participates in our regional CoC
15	Agency/Group/Organization	Community Colleges of Spokane
	Agency/Group/Organization Type	Services-Education Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Spokane Community Colleges participate in the strategic planning, evaluation and review committee and Community, Housing and Human Services Board
16	Agency/Group/Organization	Spokane Police Department
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Spokane Police Department participates on the Community, Housing and Human Services Board

17	Agency/Group/Organization	City of Spokane - City Council
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Spokane City Council has representation on the Community, Housing and Human Services Board as well as final approval of annual funding allocations and this Action Plan
18	Agency/Group/Organization	City of Spokane - Community, Housing and Human Services
	Agency/Group/Organization Type	Other government - Local Grantee Department

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community, Housing and Human Services Department is responsible for coordinating the Consolidated and Annual Action (Responsible Entity).
19	Agency/Group/Organization	Union Gospel Mission
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	UGM participated in the Community, Housing and Human Services Board and affordable housing committee during 2015

20	Agency/Group/Organization	Providence Health Care
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services - Victims Health Agency Publicly Funded Institution/System of Care Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Providence Health Care has been an active participant in the Evaluation and Review Committee and CoC
21	Agency/Group/Organization	SPOKANE REGIONAL HEALTH DISTRICT
	Agency/Group/Organization Type	Health Agency Regional organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Spokane Regional Health District participates on the Evaluation and Review Committee as well as occasional presentations to the Community, Housing and Human Services Board
22	Agency/Group/Organization	Empire Health Foundation
	Agency/Group/Organization Type	Health Agency Regional organization Planning organization Business Leaders Civic Leaders Business and Civic Leaders Foundation
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In addition to their participation on the evaluation and review committee, Empire Health Foundation provides support to the CoC planning efforts to reduce and end homelessness.
23	Agency/Group/Organization	Wells Fargo Bank
	Agency/Group/Organization Type	Regional organization Business Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Wells Fargo Bank participates on the affordable housing committee

Identify any Agency Types not consulted and provide rationale for not consulting

No major agencies involved in housing or community development were intentionally excluded from consultation. Every effort was made to ensure advance publication of meetings and opportunities to contribute.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of Spokane	Goals identified in the strategic plan are supported by the goals outlined in our regional 10-year plan to end homelessness.

Table 3 – Other local / regional / federal planning efforts

AP-12 Participation – 91.105, 91.200(c)

- 1. Summary of citizen participation process/Efforts made to broaden citizen participation**
Summarize citizen participation process and how it impacted goal-setting

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

During the FY 2016 program year, the City of Spokane will expend approximately 6.5 million dollars to fund activities that directly benefit low and moderate income individuals. The following tables summarize funding sources and expected resources.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,987,856	1,200,000	460,000	4,647,856	18,591,424	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	925,215	250,000	400,000	1,575,215	6,300,860	
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	0	0	0	0	0	NA

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	269,876	0	0	269,876	1,079,504	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City will use Consolidated Homeless Grant Funds obtained through the Washington State Department of Commerce and City of Spokane Homeless Housing Assistance Act grant funds to match the ESG allocation. HOME match is required at a program level for tenant-based rental assistance, single family rehabilitation and down payment assistance, and development of affordable rental units. Match is generated when affordable rental unit development is financed with permanent investments of non-federal, non-owner funds. Some sources of leverage and match have declined recently, such as the value of the interest on below-market-rate bank loans, State Housing Trust Fund allocations, and grants. Local real estate tax reductions are available to affordable housing projects, adding to match amounts.

The City is analyzing the potential for use of the Section 108 Loan Program to stimulate economic development and/or assisted affordable housing for low and moderate income households. If the analysis determines the need, the City will use the 108 loan proceeds for specific activities to be identified in the Annual Action Plans.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Spokane is working on a disposition plan approved by the HUD field office for properties acquired using CDBG funds. Interested individuals are encouraged to contact the Community, Housing and Human Services Department (625-6325) for additional details.

DRAFT

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Expand safe affordable housing choices	2016	2017	Affordable Housing Public Housing		Safe affordable housing choice	CDBG: \$1,707,160 HOME: \$900,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 103 Households Assisted Rental units constructed: 12 Household Housing Unit Homeowner Housing Rehabilitated: 349 Household Housing Unit
2	Prevent and reduce homelessness	2016	2017	Homeless Non-Homeless Special Needs		Basic and special needs and reduce homelessness	CDBG: \$33,000 ESG: \$269,876	Public service activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted Tenant-based rental assistance / Rapid Rehousing: 439 Households Assisted Homeless Person Overnight Shelter: 171 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Provide opportunities to improve quality of life	2016	2017	Homeless Non-Homeless Special Needs		Basic and special needs and reduce homelessness	CDBG: \$103,842	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2613 Persons Assisted
4	Support vibrant neighborhoods	2016	2017	Non-Housing Community Development		Community development and economic opportunities	CDBG: \$850,362	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 150975 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 23423 Persons Assisted
5	Expand economic opportunities	2016	2017	Non-Housing Community Development		Community development and economic opportunities	CDBG: \$230,000	Public service activities other than Low/Moderate Income Housing Benefit: 50 Persons Assisted Jobs created/retained: 117 Jobs

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Expand safe affordable housing choices
2	Goal Name	Prevent and reduce homelessness
3	Goal Name	Provide opportunities to improve quality of life
4	Goal Name	Support vibrant neighborhoods
5	Goal Name	Expand economic opportunities

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

The City of Spokane will support approximately 464 households with improved access to safe affordable housing choices during the FY 2016 program year.

DRAFT

AP-35 Projects – 91.220(d)

Introduction

The following table lists all Fiscal Year (FY) 2016 projects that have been approved for funding by the Community, Housing and Human Services Board and Spokane City Council.

#	Project Name
1	Economic Development Program(s)
2	Job Skills Program(s)
3	CDBG Administration
4	HOME Administration
5	Multi-family Housing Program (Including CHDO)
6	Public Housing Capital Improvements
7	Low Income Housing Rehab/Repair Program
8	Homeless Facility Capital Improvements
9	Tenant Based Rental Assistance (TBRA)
10	Homeless Support Services
11	Meal Program(s) Capital Improvements
12	Sidewalk Infill and Replacement Program
13	Community Park Improvements
14	Child Care Center Improvements
15	Traffic Calming Improvements
16	Community Center Capital Improvements
17	Youth Programs
18	Community Center Operations/Services

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The Community, Housing and Human Services (CHHS) Board adopts annual funding priorities in conjunction with Spokane City Council to target community needs. In 2015, the Board adopted 3 primary needs to focus funding priorities. The 3 needs are: Safe affordable housing choice; Need to reduce homelessness and provide basic needs; and Need for community development, infrastructure and economic opportunities.

The primary obstacles in addressing underserved needs include limitations on funding. The CHHS Board is prioritizing projects that can demonstrate ability to: Preserve and expand quality, safe, and affordable housing choices; Prevent and reduce homelessness; Provide opportunities to improve quality of life; Support vibrant neighborhoods; and Expand economic opportunities.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	Economic Development Program(s)
	Target Area	
	Goals Supported	Expand economic opportunities
	Needs Addressed	Community development and economic opportunities
	Funding	CDBG: \$175,000
	Description	Economic development programs for low/mod income individuals.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMJ, Matrix Code: 18A, 117 Jobs created/retained
	Location Description	Individuals may access these funds to support economic development activities that directly benefit low/mod income individuals. Individuals seeking additional information regarding this activity are encouraged to contact the Community, Housing and Human Services Department at (509)625-6325.
	Planned Activities	Economic development: jobs created/retained
2	Project Name	Job Skills Program(s)
	Target Area	
	Goals Supported	Expand economic opportunities

	Needs Addressed	Community development and economic opportunities
	Funding	CDBG: \$55,000
	Description	Job skills program(s) to benefit low/mod income individuals
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMC, Matrix Code: 05H, 50 persons assisted
	Location Description	3104 W. Fort George Wright Drive, Spokane, WA 99224
	Planned Activities	Job skills development
3	Project Name	CDBG Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$590,000
	Description	Administrative activities relating to the management of local CDBG program.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	NA
	Location Description	
	Planned Activities	Administration of CDBG program (program, finance and compliance)
4	Project Name	HOME Administration

	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	HOME: \$88,000
	Description	Administration activities relating to the management of HOME funded projects.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	NA
	Location Description	
	Planned Activities	Administration of HOME program (program, finance and compliance)
5	Project Name	Multi-family Housing Program (Including CHDO)
	Target Area	
	Goals Supported	Expand safe affordable housing choices
	Needs Addressed	Safe affordable housing choice
	Funding	HOME: \$800,000
	Description	Multi-family housing development activities per HOME program regulations (24 CFR Section 92).
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	The City of Spokane will issue two separate requests for proposals in 2016. Between the two proposals we anticipate adding 10 new affordable housing units for low and moderating income households.

	Location Description	2418 E 4th Ave, Spokane, WA 99202 611 S Scott St, Spokane, WA 99202 1808 E 1st Ave, Spokane, WA 99202 Additional locations will vary depending on proposals. For more information on this program please contact the Community, Housing and Human Services Department at (509)625-6325.
	Planned Activities	Multi-family housing development activities for the benefit of low and moderate income households
6	Project Name	Public Housing Capital Improvements
	Target Area	
	Goals Supported	Expand safe affordable housing choices
	Needs Addressed	Safe affordable housing choice
	Funding	CDBG: \$155,000
	Description	Capital improvements to public housing facilities.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMH, Matrix Code: 14C, 41 households assisted
	Location Description	926 E. 8th Ave. Spokane, WA 99202
	Planned Activities	Accessibility improvements for residents with special needs
7	Project Name	Low Income Housing Rehab/Repair Program
	Target Area	
	Goals Supported	Expand safe affordable housing choices
	Needs Addressed	Safe affordable housing choice

	Funding	CDBG: \$1,452,160
	Description	Home rehab and essential repair program for the benefit of low/mod income homeowners.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMH, Matrix Code: 14A, 349 household housing units rehabilitated
	Location Description	Various locations throughout the City of Spokane. Interested individuals are encouraged to contact the City of Spokane, Community, Housing and Human Services Department for more information (509)625-6325.
	Planned Activities	Essential housing repair activities for low and moderate income homeowners
8	Project Name	Homeless Facility Capital Improvements
	Target Area	
	Goals Supported	Prevent and reduce homelessness
	Needs Addressed	Basic and special needs and reduce homelessness
	Funding	CDBG: \$100,000
	Description	Capital improvements to public facilities serving homeless individuals.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMC, Matrix Code: 03C, 62 households assisted
	Location Description	1805 W. Ninth Ave., Spokane WA 99204
	Planned Activities	Capital improvements that increase resident safety and use.
9	Project Name	Tenant Based Rental Assistance (TBRA)

	Target Area	
	Goals Supported	Expand safe affordable housing choices
	Needs Addressed	Safe affordable housing choice
	Funding	:
	Description	Tenant based rental assistance program to subsidize low/mod income housing costs.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	We anticipate to serve approximately 20 households with these funds.
	Location Description	Locations vary depending on the applicant. For more information on this program please contact the Community, Housing and Human Services Department at (509)625-6325.
	Planned Activities	Rental assistance for low and moderate income households
10	Project Name	Homeless Support Services
	Target Area	
	Goals Supported	Prevent and reduce homelessness
	Needs Addressed	Basic and special needs and reduce homelessness
	Funding	CDBG: \$33,000
	Description	Funding to support homeless program staffing and operations.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMC, Matric Code: 03T, 300 persons assisted
	Location Description	920 W. 2nd Ave., Spokane, WA 99201

	Planned Activities	Staffing and operational support at homeless facilities
11	Project Name	Meal Program(s) Capital Improvements
	Target Area	
	Goals Supported	Provide opportunities to improve quality of life
	Needs Addressed	Basic and special needs and reduce homelessness
	Funding	CDBG: \$103,842
	Description	Capital improvements to expand and improve food security for low/mod individuals.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMC, Matrix Code: 03C, 2,613 persons assisted
	Location Description	1408 N. Washington St., Spokane, WA 99201 19 W. Pacific Ave., Spokane, WA 99202 518 W. 3rd Ave., Spokane, WA 99201
	Planned Activities	Capital improvements at meal sites within the City of Spokane.
12	Project Name	Sidewalk Infill and Replacement Program
	Target Area	
	Goals Supported	Support vibrant neighborhoods
	Needs Addressed	Community development and economic opportunities
	Funding	CDBG: \$178,868
	Description	Sidewalk infill and replacement to improve public access for low/mod income residents.
	Target Date	12/31/2017

	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMA, Matrix Code: 03L, 19,820 persons assisted
	Location Description	Various locations in the following Neighborhood Councils... Cliff/Cannon, East Central, Hillyard, Logan, Nevada-Lidgerwood, Rockwood and West Central More information regarding spicific locations may be obtained from the Community, Housing and Human Services Department (509)625-6325.
	Planned Activities	Sidewalk infill and replacement
13	Project Name	Community Park Improvements
	Target Area	
	Goals Supported	Support vibrant neighborhoods
	Needs Addressed	Community development and economic opportunities
	Funding	CDBG: \$114,882
	Description	Public facility improvements at various parks located in primarily low/mod income areas.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMA, Matrix Code: 03F, 36,960 persons assisted
	Location Description	Public space improvements at variouse park locations including: Hays Park (northeast Spokane), Rochester Park (northeast Spokane), Riverwalk Park (Peaceful Valley), Dutch Jake's Park (west central), Emerson Park (Emerson Garfield), Coeur D'Alene Park (browne's addition).
	Planned Activities	Capital improvements at various neighborhood parks
14	Project Name	Child Care Center Improvements

	Target Area	
	Goals Supported	Support vibrant neighborhoods
	Needs Addressed	Community development and economic opportunities
	Funding	CDBG: \$59,240
	Description	Capital improvements to assist low/mod income residents with child care services.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMC, Matrix Code: 03M, 120 persons assisted
	Location Description	2227 E. Hartson Ave., Spokane, WA 99202 1905 E. First Ave., Spokane, WA 99202
	Planned Activities	Facility capital improvements
15	Project Name	Traffic Calming Improvements
	Target Area	
	Goals Supported	Support vibrant neighborhoods
	Needs Addressed	Community development and economic opportunities
	Funding	CDBG: \$58,769
	Description	Public infrastructure improvements to increase vehicle and pedestrian safety in primarily low/mod income areas of the City
	Target Date	12/31/2017

	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMA, Matrix Code: 03K, 18,435 persons assisted
	Location Description	Multiple locations in the Linclon Heights and Nevada-Lidgerwood Neighborhoods. For more information on the spicific locations and project scope, please contact the Community, Housing and Human Services Department at (509)625-6325.
	Planned Activities	Vehicle and pedestrian improvements
16	Project Name	Community Center Capital Improvements
	Target Area	
	Goals Supported	Support vibrant neighborhoods
	Needs Addressed	Community development and economic opportunities
	Funding	CDBG: \$76,603
	Description	Capital improvements to Community Centers.
	Target Date	12/31/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMA, Matrix Code: 03E, 75,640 persons assisted
	Location Description	Northeast Community Center: 4001 N. Cook St., Spokane, WA 99207 West Central Community Center: 1603 N. Belt St., Spokane, WA 99205 Sinto Senior Center: 1124 W. Sinto Ave., Spokane, WA 99201
	Planned Activities	Capital improvements at community centers
17	Project Name	Youth Programs

	Target Area	
	Goals Supported	Support vibrant neighborhoods
	Needs Addressed	Community development and economic opportunities
	Funding	CDBG: \$49,541
	Description	Public service funds to support staff and operational costs for youth programs at East Central and West Central Community Centers.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMC, Matrix Code: 05D, 438 persons assisted
	Location Description	East Central Community Center: 500 S. Stone St., Spokane, WA 99202 West Central Community Center: 1603 N. Belt St., Spokane, WA 99205
	Planned Activities	After school youth programs
18	Project Name	Community Center Operations/Services
	Target Area	
	Goals Supported	Support vibrant neighborhoods
	Needs Addressed	Community development and economic opportunities
	Funding	CDBG: \$312,459
	Description	Operational support for Spokane's 4 community centers.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	National Objective: LMA, Matrix Code: 5, 22,985 persons assisted

	Location Description	Northeast Community Center: 4001 N. Cook St., Spokane, WA 99207 East Central Community Center: 500 S. Stone St., Spokane, WA 99202 Southwest Spokane Community Center: 310 S. Spruce St., Spokane, WA 99201 West Central Community Center: 1603 N. Belt St., Spokane, WA 99205
	Planned Activities	Operational support for Spokane community centers

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Geographic Distribution

Target Area	Percentage of Funds

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Spokane's strategy to address safe, affordable housing choices is based on the goal of preserving and expanding quality, safe, affordable housing choices. The following populations will be targeted to achieve this goal:

- Income: extremely low, very low, low, and moderate
- Family types: large families, families with children, and the elderly
- Homeless: chronic homelessness, individuals, families with children, mentally ill, veterans, victims of domestic violence and unaccompanied youth
- Non-homeless special needs: persons with mental disabilities, persons with physical disabilities, persons with developmental disabilities and victims of domestic violence

During the 2016 program year, the following goals for affordable housing have been identified. The City will continue its efforts to efficiently allocate its available resources while, at the same time, pursue additional funding sources and jurisdictional collaborations.

One Year Goals for the Number of Households to be Supported	
Homeless	15
Non-Homeless	190
Special-Needs	0
Total	205

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	135
The Production of New Units	22
Rehab of Existing Units	190
Acquisition of Existing Units	0
Total	347

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

The City anticipates primarily assisting homeless households with Continuum of Care, Emergency Solutions Grant and HOME's TBRA funds with leverage from HOME affordable rental housing units. Non-homeless

households will receive assistance from the HOME-funded Multifamily Housing Program rental housing and CDBG-funded Single Family Rehabilitation program.

DRAFT

AP-60 Public Housing – 91.220(h)

Introduction

Spokane Housing Authority (SHA) began in 1972 as the Housing Authority of the City of Spokane is now a multi-jurisdictional agency serving many cities and five counties in Eastern Washington. The partnership between SHA and the City of Spokane continues to provide affordable housing for thousands of households. SHA is governed by a six-member Board of Commissioners to include a resident commissioner appointed by the Mayors of the cities of Spokane and Spokane Valley, and the Chairperson of the Spokane County Commissioners. Each member serves a five-year term of office, with terms rotating in such a manner that one appointment is made each year. The Board has full authority in the establishment of SHA policies, long-term direction, and oversight of programs that accomplish the Agency's mission.

Actions planned during the next year to address the needs to public housing

The Department of Housing and Urban Development (HUD) Capital Fund Program has been underfunded for many years; therefore the revitalization needs for public housing units is seen as significant. The Spokane Housing Authority recently removed the Parsons, a 50-unit elderly/disabled property from its Public Housing inventory through participation in the Rental Assistance Demonstration (RAD) Program. Utilizing 4% Low-Income Housing Tax Credits and Tax Exempt Bonds, the Parsons was transferred to Limited Liability Limited Partnership ownership structure and will undergo approximately \$2 million in rehabilitation in 2016. No detailed Capital Needs Assessment (CNA) has yet been completed for the 75 scattered site units; however, an inspection score of 62c reflects significant capital needs.

The second phase of SHA's RAD participation will include:

The disposition (sale) of all 75 scattered site units. Proceeds received from the sale of the scattered site units will be used as gap financing in the acquisition and rehabilitation or new construction of additional affordable housing units using tax credit and/or bond financing structures. It is anticipated that this could create as many as 300 affordable housing units over a period years. The 75 Project-Based Section 8 Housing Choice Vouchers received as a part of this transaction will be attached to units to be determined at a later date.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

To encourage the residents to become more involved with management, the PHA Annual Plan is available for review at the Public Housing leasing office during its public review time period. SHA recently updated its Administrative Plan to provide an avenue for the 75-scattered site public housing residents to participate in the Housing Choice Voucher Homeownership program if they meet the qualifications.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Spokane's Regional Continuum of Care in its revised Strategic Plan to End Homelessness focuses on action steps aimed at obtaining the following Objectives: Increase Leadership, collaboration and civic engagement; Increase Access to Stable and Affordable Housing; Support effective pathways toward self-sufficiency and reduced financial vulnerability; Transform homeless services to crisis response systems leading to improved health and safety and Advance health and housing stability for youth experiencing homelessness, including unaccompanied homeless youth and youth aging out of systems such as foster care.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Spokane Regional CoC has established system-wide performance goals and actions. Its revised Strategic Plan to End Homelessness focuses on objectives to reduce the length of time an individual is homeless; reduce the number of individuals returning to the homeless system; increase the percentage of adults who gain or increase income; reduce the number of homeless for the first time; increase the number of housing placements directly from the streets; and increase retention in permanent housing.

In an effort to reach out to the unsheltered population, the City funded a targeted outreach project aimed at identifying unsheltered clients who are not accessing homeless or mainstream services. In addition the communities' coordinated assessment system was created to ensure these clients have a streamlined process to access homeless housing and resources. The coordinated assessment system utilizes a tool that assesses a client's vulnerability and prioritizes those with the highest needs and longest lengths of homelessness for PSH units. In order to meet the housing needs of the unsheltered population, the implementation of Housing First strategies throughout the system is currently being addressed. The efforts are part of the goal to transform homeless services into a crisis response system. In addition to the coordinated assessment system, the CoC funds a local initiative which provides outreach activities connected to hospitals, police and fire to identify homeless high utilizers of these services and connect them with housing and health care.

The City of Spokane's CHHS Department and Code Enforcement Department work in conjunction with the Interagency Outreach committee to provide outreach to individuals occupying homeless encampments. This provides the opportunity for housing and support services to this chronically homeless unsheltered population.

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC identifies the need to provide emergency response to families and individuals who are homeless and

recognizes the continued need for shelter beds that are available when a person is unsheltered. Although the CoC is moving towards providing permanent housing options rather than temporary options, there are some special populations, such as youth, domestic violence victims, client's exiting institutions, and families with children involved with the child welfare system, who continue to benefit from a supportive transitional housing program. In 2015 the CoC prioritized these populations for transitional housing.

The CoC continues to look at the housing needs of families and individuals as they enter the homeless system and consider these needs when recommending programmatic changes. The communities' Coordinated Assessment System, continues to show a lower need for long term temporary housing programs and an increased need for short-term temporary housing. With the increase in households who only need a short intervention to get back into housing through rapid re-housing, a short term emergency stay is needed as the household connects with the rapid re-housing program staff and housing is identified. As a result of this identified need, programs serving families with children have adapted their program models to serve any family who needs housing, no matter what their needs are. This interim housing model has allowed for maximum use of homeless housing inventory and reduction in the time families are homeless.

The efforts connect directly to the goals of transforming homeless services to a crisis response system and the system goal of reducing the length of time an individual or family is homeless.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

In 2015, ESG is funding rapid re-housing and emergency shelter operations. An intention shift to focus on permanent housing exits when an individual or household enters the homeless system has been transforming the City's homeless system over the past few years. Over 80% of families presenting as homeless at coordinated assessment only need a short term intervention to end their homelessness. As a result, much of the CoC efforts to serve homeless families are focused on rapid re-housing. Families who present as chronically homeless with very high barrier are placed directly into available PSH units. These efforts shorten the time families are homeless and increase stability.

The infusion of the Supportive Services for Veteran Families program into the community continues to provide an essential resource for Veterans and their families who are homeless or at risk. This program provides intensive outreach, housing search and placement and continued case management for this population. For Veterans who need more intensive housing services The Spokane Housing Authority, (SHA), has a successful partnership with the Veterans Administration to provide VASH vouchers to homeless veterans. All referrals are made through the VA, who also provides complete wrap-around supportive services.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The Integrated Community Care Program is working with the following housing and health care partners program implementation: City of Spokane Community, Housing and Human Services Department, Empire Health Foundation, Better Health Together, Providence Health Care, Community Health Association of Spokane, and the Spokane Housing Authority. The program strives to ensure eligible homeless clients are not discharged from in-patient hospital care or emergency room visit into homelessness. The Roads to Community Living Program coordinates with group homes, assisted living program and private landlords to ensure that long term Medicare eligible clients discharging from hospitals, nursing homes and mental health facilities are not being discharged into homelessness.

The Eastern Washington Regional Support Network (RSN) is responsible for all community-based mental health services for inpatient and outpatient care services. Eastern State Hospital works in conjunction with Frontier Behavioral Health Outreach Team, Spokane County Supportive Living Program and Behavioral Health Options. These programs work with the clients and the outpatient mental health provider to create a plan for housing and continued services.

The CoC has ensured that its members have written procedures to address discharge planning of youth exiting foster care. The Division of Children and Families procedures provide for Independent Living Services and require an Independent Living Plan to assist the youth toward a successful transition to adulthood. Local DSFS Social Workers and other community stakeholders work with youth as they near 18 to establish an ILP to guide the services and housing assistance until they are 21.

Spokane County has taken the lead in housing individuals as they exit from correctional institutions. In the past year, through their partnership with a local non-profit, they have assessed individuals and provided permanent housing through a short term rental assistance program to persons exiting corrections. Airway Heights Corrections facility and the local jail works with Pioneer Human Services who operates a 55 bed work release facility for women and a 80 bed work release facility for men. A formalized discharge plan, in which housing is a requirement, is created for each client as they discharge from these facilities. In addition Spokane County funds and operates the RE-Entry Initiative (REI) Program, a community re-entry program dedicated to transitioning people who were homeless and in institutional settings into productive citizens, working and living in homes with limited to no subsidy.

AP-70 HOPWA Goals – 91.220 (I)(3)

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	0
Tenant-based rental assistance	0
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	0

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

The City is working to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

- Continue to develop Development Services Center (DSC) policies and public information resources through coordinated departmental action. The Permit Center allows the consolidation of all permit functions in one location to better coordinate the permit activities of Planning, Building, Fire and Engineering. These efforts expedite permitting processing and reduce permitting times providing cost savings for affordable housing development.
- Continue to use a pre-application process to provide project applications with an opportunity to discuss and understand the various codes and regulations that apply. The ability to review projects early expedites project design, thereby shortening the permitting process.
- Continue with the work that began in 2013 to review and update the City's Comprehensive Plan, including the Land Use and Housing Chapters. This may include reviewing population growth forecasts, land supply information and affordable housing needs, resources, goals and policies.
- Continue to improve the City's zoning rules and development standards through the code maintenance process. This may assist in reducing barriers to affordable housing.
- Continue to implement the Centers and Corridors land use strategy as proposed in the Comprehensive Plan. The Comprehensive Plan proposes establishing a number of centers and corridors throughout the community as part of an overall strategy to accommodate growth through infill development. Ultimately, these centers and corridors will accommodate mixed uses with residential development at higher densities, including affordable housing developments.

Discussion

The City will continue to fund fair housing educational, and other, activities that support fair housing in a positive, solution-oriented manner. Potential activities include sponsoring a regional Fair Housing Conference, assisting the Spokane Association of Realtors (and the real estate industry in general, including the mortgage lending industry) with training related to fair housing. If the City becomes aware of clear violations of the Fair Housing Act, it will work with its community partners to identify potential resolutions.

AP-85 Other Actions – 91.220(k)

Introduction

The following narratives speak to actions the City of Spokane will undertake during the 2016 program year to address obstacles toward achieving safe affordable housing choice, need to reduce homelessness and provide for basic needs, need for community development, infrastructure and economic opportunities.

Actions planned to address obstacles to meeting underserved needs

The City of Spokane is working with local partner agencies and neighborhood councils to strategically target projects that will preserve and expand quality, safe and affordable housing choices; prevent and reduce homelessness; provide opportunities to improve quality of life; support vibrant neighborhoods and expand economic opportunities.

Actions planned to foster and maintain affordable housing

Given the high demand for affordable housing, the City recognizes the importance of fostering affordable housing development and maintaining existing affordable housing stock. The City also provides Tenant Based Rental Assistance to extremely low-income/homeless families to create affordable housing options at market rate rental housing located across the City. The City fosters relationships with both for profit and nonprofit (including CHDO) housing developers when soliciting HOME Multifamily Housing Program funding proposals. The City offers developers the opportunity to leverage limited City HOME funding with Low-Income Housing Tax Credit and Washington State Housing Trust Fund dollars. Typically, City HOME funds account for only a fraction of the total cost but deliver large projects providing a large number of long-term affordable rental housing units.

The City maintains its HOME investment in affordable housing by monitoring rental housing occupancy and physical condition over HUD's minimum compliance periods required by 24 CFR 92.254. The City imposes an additional 10-year local compliance period to retain these rental units as affordable housing available to low-income households. The City also grants and loans CDBG funds to repair low-income owner-occupied homes enabling existing homeowners to enjoy a safe and healthy home that they can afford to operate and maintain.

Actions planned to reduce lead-based paint hazards

Spokane's Single Family Rehabilitation and Multifamily Housing programs are active in identifying and repairing lead-based paint hazards in eligible owner and renter housing. HUD Title X and EPA Renovator (RRP) requirements are integrated into CDBG and HOME funded programs that rehabilitate housing units constructed prior to 1978. These programs coordinate with the Washington State Lead-Based Paint program for contractor certification, lead-safe renovation, and regulation technical assistance. Typical lead hazard control begins with a lead inspection to guide the scope of work. Contractors certified as Abatement Supervisor and EPA Renovators can complete projects in compliance with HUD's Title X regulation. These projects typically include wet scraping,

painting, eliminating friction/impact surfaces, mulching bare soil, and cleaning to Clearance. This program year, most eligible pre-1978 renovated housing units will receive an XRF Lead Inspection except where limited repairs are exempt or lead paint presumption is more cost effective. Each rehabilitated housing unit will achieve Clearance as part of project completion, as proscribed by HUD's Title X regulation.

Actions planned to reduce the number of poverty-level families

The City's anti-poverty strategies include funding direct services as well as facilitating coordination among social programs, especially those that provide outcome driven, client centered services that lead to improved housing stability and economic security for low income families.

The City of Spokane allocates approximately \$1,000,000.00 from the general fund to support human services programs, many of which provide direct services to low-income families. One of the key funding principles the board considered when evaluating the most recent round of proposals was how well each proposal articulated how their services incorporate efforts to move clients toward improved economic self-sufficiency and security.

Additionally, the City is currently leading a couple of targeted initiatives focused on low income families with multiple barriers to family stability and economic security. Specific examples include the Home and Family Assistance Program; which is a partnership between the City, the Housing Authority, the Child Welfare System and non-profit service providers. The program serves high-risk, homeless families whose children have been, or are at-risk of, being placed in out-of-home care through the child welfare system. Community-linked services are provided to selected families through the implementation of supportive housing services. The partnership works closely with community housing providers and other critical service providers to bring a holistic approach to affordable housing and services to support independence and family cohesion.

In addition to the Home and Family Assistance Program, the City is leading the regional Coordinated Intake and Assessment Program for families. This coordinated system is designed to serve families with children who are experiencing homelessness or residential instability and are at high risk of homelessness. The system provides a more effective way for households to navigate the complex range of services and allows each household to be assessed and placed in appropriate services, rather than being placed in a program based solely on availability. The goal of this system is to reduce the number of families in Spokane who may become homeless by offering diversion services and lessen the length of time a household is homeless by placing them with appropriate services at first contact. The program is funded by the City's Homeless Housing Assistance Act funds.

Actions planned to develop institutional structure

The Community, Housing and Human Services Board consists of local citizen volunteers who fill an advisory role to the City of Spokane. Members of the Board represent private industry, nonprofit organizations, community and faith-based organizations, K-6 and higher education, local government and local neighborhood councils. The purpose of the Board is to act in an advisory role to City administration and City Council in regards to community development, housing and human services programs. Per City Ordinance, the Board is responsible for providing policy guidance in preparing the City's Consolidated Community Development and Housing Plan and Annual

Action Plan, the Citizen Participation Plan, and the 10 Year Homeless Plan.

Actions planned to enhance coordination between public and private housing and social service agencies

The City has established a number of cooperative partnerships and collaborations with public and supportive housing providers, private and government health, local government, mental health and social service agencies to address its priority needs and will continue to do so.

Examples include:

- **Multi-family Housing:** the City works closely with Spokane County and the WA State Department of Commerce to coordinate the funding and development of multi-family housing units funded through the HOME program.
- **Tenant Based Rental Assistance:** the City partners with the local housing authority to manage the HOME tenant based rental assistance program. The TBRA program has been prioritized for high needs households and individuals. Referrals to the TBRA program via the community Coordinated Assessment program. Support Services are provided for all TBRA households through CoC Program and local Homeless Housing Assistance Act funded programs.
- **Integrated Community Care;** a City-lead partnership between the City, the two largest local hospital emergency departments, Police, Fire, Community Court, local funders and non-profit housing and services providers to improve the health and housing stability of the most vulnerable homeless individuals touching these systems on a frequent basis.
- **Home and Family Assistance Program:** a City-led partnership between the City, the Spokane Housing Authority, Child Protective Services and non-profit housing and services providers to improve the lives and housing stability of families engaged with child welfare.
- **The City is the convener and the Collaborative Applicant for the City/County Continuum of Care.** The City coordinates a number of homelessness reduction system-wide strategies involving both public and private agencies such as Coordinated Assessment, Housing First and Rapid Re-housing through the Continuum of Care.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Spokane does not plan to directly use other forms of investment beyond those listed in 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

HOME regulation 92.254 describes qualifications of homeownership activities as affordable housing. City of Spokane has not budgeted HOME funds for homeownership activities. The City retains written agreements used in a previous homeownership program. These agreements include a recapture provision triggered if a borrower sells, transfers, refinances, or changes the use of the property during the HOME period of affordability. This loan provision limits recaptured funds to net proceeds available from the sale rather than the entire HOME investment. Other City home repair programs (e.g., Single Family Rehabilitation and Lead Safe Spokane) use this same loan recapture provision which limits any recaptured funds to net proceeds of a sale. Consequently, the City is not required to repay HUD should any sale, short sale, foreclosure, involuntary sale, etc. of a program-assisted home provide insufficient funds to fully repay the amount of loaned HUD funding.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

HOME regulation 92.254(a)(4) describes the minimum HOME period of affordability based upon the amount of HOME homeownership assistance. The City of Spokane has not budgeted HOME funds for homeownership activities. The City previously established maximum HOME assistance for each homebuyer transaction and that HOME assistance required a 10-year period of affordability. Earlier homeownership assistance loan documents provided some debt forgiveness over the 10-year HOME affordability period. All City homeownership assistance written agreements included a recapture provision that triggered repayment if a borrower sells, transfers, refinances, or changes the use of the property during the HOME period of affordability. This recapture provision limits recaptured funds to any net proceeds available from the sale rather than the entire HOME investment.

Similarly, HOME-funded affordable rental housing projects include acquisition, new construction, and/or renovation trigger minimum periods of affordability per 24 CFR 92.252(e). New construction projects are always subject to the regulation's 20-year affordability period but acquisition and/or rehab projects commonly trigger a 15-year HOME affordability period. The City chooses to independently extend the periods of affordability beyond the minimum required by HUD regulation. These City-imposed extended periods of affordability follow expiration of HUD-required minimum affordability periods for a 10 year period. These City-imposed affordability periods are described further in the HOME Multifamily Housing

Program Description and agreements.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows: HOME funds will not be used to refinance existing debt secured by housing that is being rehabilitated with HOME funds under 24 CFR 92.206(b). However, HOME funds may be used to pay off principal and interest of a construction loan, bridge financing loan, or guaranteed loan as provided under 24 CFR 92.206(g).

Emergency Solutions Grant (ESG) Reference 91.220(l)(4)

- 1. Include written standards for providing ESG assistance (may include as attachment)**

The Emergency Solutions Grant funds, in conjunction with additional funding sources, are currently funding Coordinated Assessment Initiatives through rapid re-housing, and shelter activities.

The following program standards have been developed with community feedback, based on the feedback from CoC programs administering these funded activities. The standards continue to take into account the smaller resources and even greater targeting needed for ESG. These standards are included in program specific guidelines for all ESG funded programs.

- 2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.**

In 2012, the CoC developed and funded a Coordinated Assessment Program for homeless and at-risk families. All CoC funded family homeless programs including emergency shelter, transitional housing and permanent supportive housing are required to participate with the Homeless Families Coordinated Assessment (HFCA) program and accept all housing placements through the system. Families can access the HFCA program via phone, walk in, or through targeted outreach by a partnering services provider. At the front door all families are offered diversion services aimed at identifying existing resources and assets that enable families to remain in a safe stable environment outside of the homeless system. If diversion is not appropriate, all families are screened and assessed with a tool that determines client eligibility and prioritizes client's needs for services. The HFCA program refers directly to rapid re-housing program. This program is operated out of the same building which enables easy access for eligible families.

In 2014 a system specific to single homeless individuals was implemented. The Singles Homeless

Coordinated Assessment (SHCA) is a decentralized assessment system where individuals can be assessed for housing at five different locations and through homeless outreach teams throughout Spokane County in. SNAP serves as the lead agency, completing a majority of the assessments and overseeing training of SHCA assessors. Individuals are initially assessed using the Vulnerability Index Service Prioritization Decision Assistance Tool (VI-SPDAT) and prioritized for a specific housing intervention based on his or her VI-SPDAT score and lengths of homelessness. The SHCA program refers eligible clients directly to the RRH program which is operated within the same building. This allows for easy access to this resource for eligible clients.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Locally, the City of Spokane and Spokane County receive and administer ESG funds. As the CoC lead the City of Spokane works, through the Continuum of Care Advisory Committee to determine priorities for homeless funding. Spokane County staff sits on both the Continuum of Care Advisory Committee and CHHS Board and is an integral part in determining how all homeless funds, including ESG funds, are allocated in the community. During the application process for homeless funding a subcommittee of the CHHS reviews applications and makes funding recommendation. A representative from both ESG jurisdictions participates in this process.

Applicants eligible to apply for ESG funds include:

- City or County governments Public and private nonprofit organizations (501(c)(3))
 - Private for profit organizations or individuals may implement certain economic development, low-income housing rehabilitation and microenterprise activities.
 - Faith based organizations
- 4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.**

The City currently meets the homeless participation requirement detailed in 24 CFR 576.405(1) through formerly homeless individuals' membership on the Community, Housing and Human Services Board subcommittees, Continuum of Care Advisory Committee, and the CHHS Evaluation and RFP Committee. These committees are responsible for recommending policies and funding decisions.

5. Describe performance standards for evaluating ESG.

All programs funded through ESG are evaluated for performance quarterly. Data for these evaluations is pulled from the Homeless Management Information System. In addition, all ESG funded programs are required to ensure HMIS data quality by the 5th of each month.

Programs funded for rapid re-housing are measured by the number of households exiting to permanent housing, the average term of homelessness, the number of households with increased income at exit, and the number of households connected with mainstream services at exit.

Programs funded for emergency shelter operations are required to enter universal data into the HMIS system and record entry and exit dates. In addition, these programs are measured by the number of households who exit from the emergency shelter into permanent housing, the average length of stay in the program, the number of households exiting with increased income and connection to mainstream resources.

Discussion

The City has four monitoring tools to ensure compliance with statutory and regulatory requirements. These are (a) policies and procedures, (b) contract requirements, (c) desk-top monitoring, and (d) on-site monitoring. The City's Community, Housing and Human Services Board establishes policies that guide the application and allocation process for entitlement funded programs and activities.

All applications are evaluated to determine if they are (1) program eligible (2) consistent with local, state and federal regulations and (3) viable as submitted.

Projects funded through CDBG, HOME or ESG will be managed directly, through another City Department, by a vendor selected by an RFP process (e.g. Single Family Housing Rehabilitation Program) or by a subrecipient under contract with the City. In addition to the scope of work, duration and projected accomplishments, each contract contains federal, state and local program requirements, deliverables and/or performance measurements.

Construction projects that require compliance with federal labor standards have an additional layer of review that frequently includes a pre-construction conference with the Contract Compliance Officer, project manager, subrecipient and the project's architect or general contractor. Additional requirements may include MWBE and Section 3 outreach.

When subrecipients request reimbursement, they are required to submit a voucher reimbursement request with backup documentation. Project managers and accounting staff review both. Reimbursement requests are reviewed for eligibility and appropriateness under contracted provisions. If an inappropriate or ineligible cost is incurred, or if performance falls below projections, the City will not reimburse the subrecipient and will work towards rectifying the deficiency.



Agenda Sheet for City Council Meeting of:
04/25/2016

Date Rec'd	4/8/2016
Clerk's File #	OPR 2015-0826
Renews #	

Submitting Dept	WASTEWATER MANAGEMENT	Cross Ref #	
Contact Name/Phone	ELIZABETH 625-6232	Project #	
Contact E-Mail	ESCHOEDEL@SPOKANECITY.ORG	Bid #	
Agenda Item Type	Contract Item	Requisition #	
Agenda Item Name	ADDENDUM TO CONTRACT WITH PERKINS COIE AS OUTSIDE COUNSEL FOR		

Agenda Wording

Addendum to the contract with Richard Prentke of Perkins Coie, LLP as Special Outside Counsel providing legal services relating to the contract for the Next Level of Treatment General Contractor / Construction Manager (GC/CM) contracts.

Summary (Background)

The Firm shall acts as outside special counsel providing legal services and advice to the Utilities Division regarding all aspects of General Contractor/Construction Management (GC/CM) Construction contracts for the Riverside Park Water Reclamation Facility, consistent with applicable laws and this Contract. The original contract with the firm estimated services in the amount of \$48,400.00. An addendum is needed to increase the contract by an additional \$25,000.00 to complete this phase.

Fiscal Impact		Budget Account	
Expense	\$ 25,000	#	4340-94338-94000-56520
Select	\$	#	
Select	\$	#	
Select	\$	#	
Approvals		Council Notifications	
Dept Head	CONKLIN, CHUCK	Study Session	
Division Director	FEIST, MARLENE	Other	PWC 4/11/16
Finance	KECK, KATHLEEN	Distribution List	
Legal	WHALEY, HUNT	kbustos@spokanecity.org	
For the Mayor	SANDERS, THERESA	Tax & Licenses	
Additional Approvals		rhulvey@spokanecity.org	
Purchasing		cconklin@spokanecity.org	
		pmtaylor@spokaencity.org	
		lmoon@spokanecity.org	

BRIEFING PAPER
Public Works Committee
Engineering Services
April 11, 2016

Subject

Addendum to the Contract with Richard Prentke of Perkins Coie, LLP as Special Outside Counsel providing legal services relating to the contract for the Next Level of Treatment General Contractor / Construction Manager (GC/CM) contracts.

Background

The Firm shall act as outside special counsel providing legal services and advice to the Utilities Division regarding all aspects of General Contractor/Construction Management (GC/CM) Construction contracts for the Riverside Park Water Reclamation Facility, consistent with applicable laws and this Contract.

The original contract with the firm estimated services in the amount of \$48,400.00. An addendum is needed to increase the contract by an additional \$25,000.00 in order to complete this phase of the project.

Impact

Retaining Richard Prentke of Perkins Coie, LLP provides the City with the experience and credibility to successfully implement the GC/CM contract for the RPWRF Membrane Treatment Facility project.

Action

Recommend approval.

Funding

This project is being funded with Wastewater funds.

CONTRACT ADDENDUM

THIS ADDENDUM is between the CITY OF SPOKANE UTILITIES DIVISION, a Washington State municipal corporation, as "City", and PERKINS COIE, L.L.P., whose address is 1201 Third Avenue, Suite 4900, Seattle, Washington 98101-3099, as "Firm".

WHEREAS, the parties entered into a Contract wherein the Firm agreed to act as OUTSIDE SPECIAL COUNSEL providing legal services and advice to the Utilities Division regarding all aspects of General Contractor/Construction Management (GC/CM) Construction contracts for the Riverside Park Water Reclamation Facility, consistent with applicable laws and Contract; and

WHEREAS, additional funds are required in order to complete the above process for the Next Level of Treatment GC/CM Contract at the Riverside Park Water Reclamation Facility for Wastewater Management; -- Now, Therefore,

The parties agree as follows:

1. CONTRACT DOCUMENTS. The Contract, dated August 10, 2015, the Engagement Letter dated July 21, 2015, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE. This Contract Amendment shall become effective upon signature of both parties.

3. AMENDMENT. Section 3 of the contract documents is amended to read as follows:

The City shall pay the hourly fees and other charges as stated in the attached exhibit, up to a maximum amount of ~~Forty Eight Thousand Four Hundred Dollars and NO/100 (\$48,400.00)~~ SEVENTY THREE THOUSAND FOUR HUNDRED AND NO/100 (\$73,400.00), as full compensation for everything furnished and done under this contract. The hourly fees charge reflect the Firm's current fees discounted at 15%. ~~(The City shall pay the Firm in accordance with the Firm's normal fee schedule)~~, plus approved itemized reimbursable expenses.

4. COMPENSATION. The City shall pay TWENTY-FIVE THOUSAND DOLLARS AND NO/100 (\$25,000.00) for everything furnished and done under this Contract Addendum.

Dated: _____

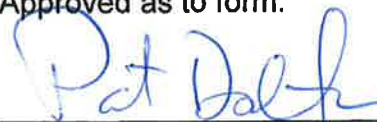
CITY OF SPOKANE

By: _____

Title: _____

Attest:

Approved as to form:



City Clerk

Assistant City Attorney

Dated: February 5, 2016

PERKINS COIE, L.L.P

E-Mail address: Gwallace@perkinscoie.com

By: 

Title: Partner

Attachment that is a part of this Addendum:

Consultant's Proposed Scope and Fee Amendment

15-272



Agenda Sheet for City Council Meeting of: 04/25/2016

Date Rec'd	4/5/2016
Clerk's File #	PRO 2016-0017
Renews #	
Cross Ref #	
Project #	2014107
Bid #	
Requisition #	

Submitting Dept	ENGINEERING SERVICES
Contact Name/Phone	DAN BULLER 625-6391
Contact E-Mail	DBULLER@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Agenda Item Name	0370 - LOW BID AWARD - BLANK AGENDA

Agenda Wording

Low bid of (to be determined at bid opening to be held on April 18,2016), (City, St) for Lincoln Street/Monroe Street - 2nd Avenue to Main Avenue - \$_____, which is 10% of the contract price, will be set aside. (Riverside Neighborhood Council)

Summary (Background)

On April 18, 2016 bids were opened for the above project. The low was from _____ in the amount of \$_____, which is \$_____ or _____% the Engineer's estimate. The Engineer's estimate for this project is \$3,322,657.00.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Expense	\$ 3,272,786.37	#	3200 95059 95300 56501 21001
Expense	\$ 408,583.80	#	4250 42300 94000 56501 04100
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	TWOHIG, KYLE	<u>Study Session</u>	
<u>Division Director</u>	TWOHIG, KYLE	<u>Other</u>	Public Works 4/11/16
<u>Finance</u>	KECK, KATHLEEN	<u>Distribution List</u>	
<u>Legal</u>	WHALEY, HUNT	fperkins@spokanecity.org	
<u>For the Mayor</u>	SANDERS, THERESA	mhughes@spokanecity.org	
<u>Additional Approvals</u>		kkeck@spokanecity.org	
<u>Purchasing</u>		htrautman@spokanecity.org	
		jahensley@spokanecity.org	
		jlargent@spokanecity.org	
		kgoodman@spokanecity.org	

City Of Spokane
Engineering Services Department
***** Engineer's Final Estimate *****

Project Number: 2014107
Project Description Lincoln Monroe 2nd to Main
Funding Source Federal
Preparer Mark Melnick
Original Date 9/2/2015 12:00:58 PM
Update Date 9/2/2015 12:02:33 PM
Addendum

Project Number: 2014107

Item No	Bid Item Description	Est Quantity	Unit Price	Amount
Schedule 01				
	Description			
	Street			
		Tax Classification		
		Sales tax shall be included in unit prices		
101	REIMBURSEMENT FOR THIRD PARTY DAMAGE	1 EST	1.00	1.00
102	SPCC PLAN	1 LS	*****	1,200.00
103	POTHOLING	104 EA	350.00	36,400.00
104	PUBLIC LIAISON REPRESENTATIVE	1 LS	*****	10,000.00
105	REFERENCE AND REESTABLISH SURVEY MONUMENT	10 EA	500.00	5,000.00
106	CLASSIFICATION AND PROTECTION OF SURVEY MONUMENTS	1 LS	*****	1,500.00
107	MOBILIZATION	1 LS	*****	217,370.00
108	PROJECT TEMPORARY TRAFFIC CONTROL	1 LS	*****	90,000.00
109	SPECIAL SIGNS	600 SF	20.00	12,000.00
110	PORTABLE CHANGEABLE MESSAGE SIGN	720 HR	4.00	2,880.00
111	TYPE III BARRICADE	40 EA	50.00	2,000.00
112	AIR OR HYDRO EVACUATION	5 EA	500.00	2,500.00
113	TREE PROTECTION ZONE	5 EA	200.00	1,000.00
114	TREE PRUNING	28 EA	250.00	7,000.00
115	REMOVAL OF STRUCTURE AND OBSTRUCTION	1 LS	*****	15,000.00
116	REMOVE EXISTING CURB	2657 LF	6.00	15,942.00
117	REMOVE CEMENT CONCRETE SIDEWALK AND DRIVEWAY	1531 SY	12.00	18,372.00
118	REMOVE MANHOLE, CATCH BASIN OR DRYWELL	26 EA	300.00	7,800.00
119	REMOVE EXISTING 8 IN. STORM OR SANITARY PIPE	905 LF	6.00	5,430.00
120	SAWCUTTING CURB	86 EA	35.00	3,010.00
121	SAWCUTTING FLEXIBLE PAVEMENT	63480 LFI	0.75	47,610.00
122	REMOVE AND DISPOSE OF TROLLEY RAILS	880 LF	20.00	17,600.00
123	ROADWAY EXCAVATION INCL. HAUL	8072 CY	18.00	145,296.00
124	REMOVE UNSUITABLE FOUNDATION MATERIAL	9 CY	19.00	171.00
125	REPLACE UNSUITABLE FOUNDATION MATERIAL	9 CY	22.00	198.00
126	PREPARATION OF UNTREATED ROADWAY	19736 SY	1.75	34,538.00
127	CRUSHED SURFACING TOP COURSE	2193 CY	47.00	103,071.00
128	CRUSHED SURFACING BASE COURSE	1625 CY	39.00	63,375.00
129	CSTC FOR SIDEWALK AND DRIVEWAYS	204 CY	40.00	8,160.00
130	HMA CL. 1/2 IN. PG 64-28, 3 INCH THICK	236 SY	21.00	4,956.00

Project Number: 2014107

Item No	Bid Item Description	Est Quantity	Unit Price	Amount
Description		Tax Classification		
Schedule 01	Street	Sales tax shall be included in unit prices		
131	HMA CL. 1/2 IN. PG 70-28, 7 INCH THICK	19900 SY	32.00	636,800.00
132	HMA FOR TRANSITION, CL. 1/2 IN. PG 64-28, 2 INCH THICK	16 SY	15.00	240.00
133	JOB MIX COMPLIANCE PRICE ADJUSTMENT	1 CAL	-1.00	-1.00
134	COMPACTION PRICE ADJUSTMENT	1 EST	12,736.00	12,736.00
135	MANHOLE TYPE1-48, BASIC PRICE	8 EA	3,200.00	25,600.00
136	ADJUST EXISTING VALVE BOX, MONUMENT OR CLEANOUT IN ASPHALT	25 EA	285.00	7,125.00
137	ADJUST EXISTING VALVE BOX, MONUMENT OR CLEANOUT IN CONCRETE	5 EA	300.00	1,500.00
138	ADJUST EXISTING MANHOLE, CATCH BASIN, DRYWELL, OR INLET IN ASPHALT	47 EA	485.00	22,795.00
139	ADJUST EXISTING MANHOLE, CATCH BASIN, DRYWELL, OR INLET IN CONCRETE	3 EA	500.00	1,500.00
140	CATCH BASIN TYPE 1	21 EA	1,900.00	39,900.00
141	CATCH BASIN TYPE 3	1 EA	2,500.00	2,500.00
142	MANHOLE OR DRYWELL FRAME AND COVER (LOCKABLE)	1 EA	600.00	600.00
143	VALVE BOX AND COVER	25 EA	375.00	9,375.00
144	MANHOLE TEST	8 EA	550.00	4,400.00
145	CLEANING EXISTING DRAINAGE STRUCTURE	5 EA	325.00	1,625.00
146	EXTRA WORK ALLOWANCE FOR ROCK EXCAVATION - TRENCHES	150 CY	80.00	12,000.00
147	REMOVE UNSUITABLE FOUNDATION MATERIAL - TRENCHES	18 CY	20.00	360.00
148	REPLACE UNSUITABLE FOUNDATION MATERIAL - TRENCHES	18 CY	15.00	270.00
149	IMPORTED BACKFILL - TRENCHES	24 CY	17.00	408.00
150	TRENCH SAFETY SYSTEM	1 LS	*****	15,000.00
151	CATCH BASIN SEWER PIPE 8 IN. DIAM.	810 LF	38.00	30,780.00
152	CONNECT 8 IN. DIAMETER PIPE TO EXISTING CATCH BASIN, DRYWELL OR MANHOLE	3 EA	425.00	1,275.00
153	PLUGGING EXISTING PIPE	6 EA	150.00	900.00
154	TEMPORARY ADJACENT UTILITY SUPPORT	1 LS	*****	15,000.00
155	CLEANING EXISTING SANITARY SEWER	8 EA	600.00	4,800.00
156	ESC LEAD	1 LS	*****	1,200.00
157	INLET PROTECTION	36 EA	60.00	2,160.00
158	STREET CLEANING	240 HR	150.00	36,000.00
159	IRRIGATION SYSTEM - LINCOLN/MONROE	1 LS	*****	40,000.00
160	CEMENT CONCRETE CURB	1050 LF	18.00	18,900.00
161	CEMENT CONC. CURB AND GUTTER	1595 LF	20.00	31,900.00
162	CEMENT CONCRETE DRIVEWAY	63 SY	45.00	2,835.00
163	CEMENT CONC. SIDEWALK	1781 SY	28.00	49,868.00
164	RAMP DETECTABLE WARNING	398 SF	24.00	9,552.00
165	REINSTALL METER - STANDARD SIDEWALK	65 EA	125.00	8,125.00
166	REINSTALL METER - STRUCTURAL SIDEWALK	5 EA	100.00	500.00
167	EXTRA WORK ALLOWANCE FOR SIDEWALK CONNECTION	10 EA	300.00	3,000.00

Project Number: 2014107

Item No	Bid Item Description	Est Quantity	Unit Price	Amount
Description		Tax Classification		
<i>Schedule 01</i>	Street	Sales tax shall be included in unit prices		
168	CURB RAMP OVERLAY	1 LS	*****	3,000.00
169	TRAFFIC SIGNAL SYSTEM, MONROE ST & RIVERSIDE AVE	1 LS	*****	50,000.00
170	TRAFFIC SIGNAL SYSTEM, MONROE ST & SPRAGUE AVE	1 LS	*****	45,000.00
171	TRAFFIC SIGNAL SYSTEM, MONROE ST & FIRST AVE	1 LS	*****	45,000.00
172	TRAFFIC SIGNAL SYSTEM, LINCOLN ST & RIVERSIDE AVE	1 LS	*****	45,000.00
173	TRAFFIC SIGNAL SYSTEM, LINCOLN ST & SPRAGUE AVE	1 LS	*****	45,000.00
174	TRAFFIC SIGNAL SYSTEM, LINCOLN ST & FIRST AVE	1 LS	*****	45,000.00
175	ILLUMINATION SYSTEM, MONROE ST	1 LS	*****	260,000.00
176	ILLUMINATION SYSTEM, LINCOLN ST	1 LS	*****	240,000.00
177	COMMUNICATION CONDUIT SYSTEM	1 LS	*****	80,000.00
178	COMMUNICATION CABLES AND INTERFACES	1 LS	*****	15,000.00
179	LIGHTING CONDUIT SYSTEM, MONROE ST	1 LS	*****	65,000.00
180	LIGHTING CONDUIT SYSTEM, LINCOLN ST	1 LS	*****	65,000.00
181	SIGNING, PERMANENT	1 LS	*****	30,000.00
182	REMOVAL OF EXISTING PAVEMENT MARKINGS	58 SF	4.00	232.00
183	REMOVAL OF EXISTING WORD AND SYMBOL MARKINGS	5 EA	200.00	1,000.00
184	PAVEMENT MARKING - DURABLE HEAT APPLIED	4652 SF	10.00	46,520.00
185	PAVEMENT MARKING - PAINT	617 SF	1.00	617.00
186	WORD AND SYMBOL MARKINGS - DURABLE HEAT APPLIED	20 EA	200.00	4,000.00
187	TEMPORARY PAVEMENT MARKING	1 LS	*****	2,000.00
<i>Schedule Totals</i>				3,018,277.00

Project Number: 2014107

Item No	Bid Item Description	Est Quantity	Unit Price	Amount
Description		Tax Classification		
Schedule 03	Utilities	Sales tax shall NOT be included in unit prices		
301	EXTRA WORK ALLOWANCE FOR ROCK EXCAVATION - TRENCHES	150 CY	80.00	12,000.00
302	REMOVE UNSUITABLE PIPE FOUNDATION MATERIAL - TRENCHES	60 CY	20.00	1,200.00
303	REPLACE UNSUITABLE PIPE FOUNDATION MATERIAL- TRENCHES	60 CY	15.00	900.00
304	IMPORTED BACKFILL - TRENCHES	140 CY	17.00	2,380.00
305	TRENCH SAFETY SYSTEM	1 LS	*****	15,000.00
306	TEMPORARY ADJACENT UTILITY SUPPORT	1 LS	*****	15,000.00
307	DI PIPE FOR WATER MAIN 8 IN. DIAM.	725 LF	40.00	29,000.00
308	DI PIPE FOR WATER MAIN 12 IN. DIAM.	1675 LF	70.00	117,250.00
309	REMOVAL OF EXISTING 6 IN. DIAM. WATER MAIN	430 LF	7.00	3,010.00
310	REMOVAL OF EXISTING 8 IN. DAIM. WATER MAIN	160 LF	7.00	1,120.00
311	REMOVAL OF EXISTING 10 IN. DAIM. WATER MAIN	1405 LF	7.00	9,835.00
312	REMOVAL OF EXISTING 12 IN. DAIM. WATER MAIN	125 LF	5.00	625.00
313	GATE VALVE 4 IN.	1 EA	1,000.00	1,000.00
314	GATE VALVE 8 IN.	3 EA	1,620.00	4,860.00
315	GATE VALVE 12 IN.	15 EA	2,500.00	37,500.00
316	HYDRANT ASSEMBLY	5 EA	4,500.00	22,500.00
317	RECONNECT EXISTING HYDRANT	13 EA	2,400.00	31,200.00
Schedule Totals				304,380.00

Project Number *2014107* *Lincoln Monroe 2nd to Main*

SCHEDULE SUMMARY

	<i>Sched 1</i>	<i>Sched 2</i>	<i>Sched 3</i>	<i>Sched 4</i>	<i>Sched 5</i>	<i>Sched 6</i>	<i>Sched 7</i>	<i>Sched 8</i>	<i>Total</i>
<i>Engineer's Est</i>	3,018,277.00	0.00	304,380.00	0.00	0.00	0.00	0.00	0.00	3,322,657.00



Agenda Sheet for City Council Meeting of:
04/25/2016

Date Rec'd	4/12/2016
Clerk's File #	RES 2016-0038
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	FIRE
Contact Name/Phone	BRIAN SCHAEFFER 625-7000
Contact E-Mail	BSCHAEFFER@SPOKANEFIRE.ORG
Agenda Item Type	Resolutions
Agenda Item Name	1970 - UNMANNED AIR VEHICLES (UAV)

Agenda Wording

A resolution regarding the use of Unmanned Air Vehicles(UAV)to improve the safety to our personnel and the public in high risk situations.

Summary (Background)

The Fire Department continually looks for ways to improve safety to our personnel and the public. As a result of critical reviews of several recent high profile incidents where we were forced to place staff in high-risk situations, we began exploring ways to limit the risk to our personnel. We believe that the acquisition and use of unmanned air vehicles (UAV) that would be capable of reconnaissance before firefighters enter hazardous environments, would be a valuable asset to the tools we use.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	SCHAEFFER, BRIAN	<u>Study Session</u>	PSC 3/21/2016
<u>Division Director</u>	SCHAEFFER, BRIAN	<u>Other</u>	
<u>Finance</u>	KECK, KATHLEEN	<u>Distribution List</u>	
<u>Legal</u>	WHALEY, HUNT	bschaeffer@spokanefire.org	
<u>For the Mayor</u>	SANDERS, THERESA	bwilliams@spokanefire.org	
<u>Additional Approvals</u>		korlob@spokanecity.org	
<u>Purchasing</u>			

RESOLUTION

A Resolution regarding the use of unmanned air vehicles to improve the safety to our personnel and the public.

Whereas, the Spokane Fire Department periodically encounters situations in responding to emergency calls where access to a site or event by firefighters is limited or extremely dangerous, and

Whereas, the limited use of UAVs by SFD would greatly assist in limiting safety concerns to firefighters, other responders, and the public, and

Whereas, SFD has reviewed the Council's directives in SMC Ch. 1.08 and has produced the attached Protocols for Use of UAVs by SFD, and

Whereas, SFD desires to purchase four UAVs for use pursuant to the attached Protocols,

Now, Therefore, the City Council hereby Resolves:

The SFD is hereby authorized to acquire and operate UAVs pursuant to the attached Protocols.

ADOPTED by the City Council this _____ day of April, 2016.

City Clerk

Approved as to form:

Assistant City Attorney

UAV – UNMANNED AIRBORNE VEHICLES PROTOCOL

PURPOSE

Unmanned Airborne Vehicles will only be used under the authority of a Chief Officer during authorized Fire Department training and/or incidents where life-safety is threatened.

PROCEDURE

UAV's may be deployed by incident commanders where their capability has the potential to improve the safety of the responders and/or citizens in need of assistance.

- ✓ UAV's will be carried by on-duty Battalion Chief or other FD designated vehicles and will only be flown by qualified pilot(s) and observer(s).
- ✓ UAV's will not be affixed to a building or structure.

PROGRAM MANAGEMENT

The Operations Deputy Chief will manage the FAA Program as approved by the Fire Chief.

- ✓ Pilots will be selected by the Operations Deputy Chief with the desired priority to maintaining, at least, two qualified pilots per shift.
- ✓ Pilots will receive initial and ongoing training through the agreement with SkyFire or vendor authorized by the Fire Department.

PUBLIC RECORD

- ✓ All UAV recorded footage will be archived by the FD's AV/Media Technician and retained per City and State Law.
- ✓ Requests for video will go through routine public record request form/ process.
<https://my.spokanecity.org/administrative/public-records/>



Agenda Sheet for City Council Meeting of:
04/25/2016

<u>Date Rec'd</u>	4/6/2016
<u>Clerk's File #</u>	RES 2016-0039
<u>Renews #</u>	
<u>Cross Ref #</u>	
<u>Project #</u>	
<u>Bid #</u>	
<u>Requisition #</u>	
<u>Submitting Dept</u>	CITY COUNCIL
<u>Contact Name/Phone</u>	SKYLER OBERST 6712
<u>Contact E-Mail</u>	ROBERST@SPOKANECITY.ORG
<u>Agenda Item Type</u>	Resolutions
<u>Agenda Item Name</u>	RESOLUTION ENCOURAGING TINY HOUSES IN THE CITY OF SPOKANE

Agenda Wording

A Resolution regarding the encouragement of tiny houses in the City of Spokane.

Summary (Background)

A resolution stating the City Council's encouragement of the development of tiny houses in the City, whether as auxiliary dwelling units, accessory dwellings, cottage housing in planned unit developments, or by other means, and for all who seek alternative housing and a simpler lifestyle.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	STUCKART, BEN	<u>Study Session</u>	CHE committee, 4/21/2016
<u>Division Director</u>		<u>Other</u>	
<u>Finance</u>	KECK, KATHLEEN	<u>Distribution List</u>	
<u>Legal</u>	RICHMAN, JAMES		
<u>For the Mayor</u>	SANDERS, THERESA		
<u>Additional Approvals</u>			
<u>Purchasing</u>			

RESOLUTION NO. 2016-0039

A resolution regarding the encouragement of tiny houses in the City of Spokane.

WHEREAS, Spokane has been designated as a City of Compassion, and consistent with its aspiration to become the City of choice in the northwest, strives to prioritize the well-being of its citizens; and

WHEREAS, Tiny houses, whether known as accessory dwelling units, cottage housing, or otherwise, are generally defined as dwellings which are less than one thousand square feet in size; and

WHEREAS, there is a growing demand among millennials, baby boomers, and seniors for more diverse housing options that better meet their desired needs and help attract a 21st century workforce; and

WHEREAS, the citizens of the City of Spokane desire diverse housing choices for all residents, including many families, seniors, and others who may not be able to afford the cost of more standard housing types; and

WHEREAS, tiny houses can give the City of Spokane another vehicle to create desired, efficient, and needed affordable housing within the city; and

WHEREAS, tiny houses could be very useful to address limited economic empowerment and lack of homeownership in our community and can be a good way to prepare for our population's changing demographics; and

WHEREAS, the lack of safe, affordable housing, and the tendency of shelters to quickly reach capacity, are limits to the available legal housing options for Spokane's homeless population; and

WHEREAS, there are 3,013 homeless students (K-12) identified by the Spokane Regional Health District in Spokane County living in inadequate and unsanitary conditions, such as in shelters, churches, cars, and under bridges.

NOW THEREFORE, BE IT RESOLVED by the Spokane City Council,

That the City Council encourages the development of tiny houses in the City, whether as auxiliary dwelling units, accessory dwellings, cottage housing in planned unit developments, or by other means, and for all who seek alternative housing and a simpler lifestyle.

BE IT ALSO RESOLVED,

That the City Council requests that the Infill Housing Task Force, in conjunction with City staff, examine the possibilities for tiny houses in the City of Spokane and present its findings and recommendations to the City Council by the end of 2016.

BE IT FURTHER RESOLVED,

That the City Council encourages community partners to provide the needed land and capital for the mechanisms available, such as community land trusts, that promise permanent, alternative, and affordable housing choices.

Passed by the City Council this ____ day of March, 2016.

City Clerk

Approved as to form:

Assistant City Attorney



Agenda Sheet for City Council Meeting of:
04/25/2016

Date Rec'd	4/12/2016
Clerk's File #	RES 2016-0040
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	CITY COUNCIL
Contact Name/Phone	LORI KINNEAR 6261
Contact E-Mail	LKINNEAR@SPOKANECITY.ORG
Agenda Item Type	Resolutions
Agenda Item Name	DOWNTOWN PARKLET PILOT PROJECT

Agenda Wording

A Resolution relating to the extension of a downtown parklet pilot project through summer, 2016.

Summary (Background)

This resolution requests that the administration, DSP, and relevant landowners enter into MOUs for the operation of a parklet pilot project in summer, 2016, and product a report to the Council in the fourth quarter of 2016 concerning the result and recommendations for a city-wide parklet permitting process.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Select	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	MCDANIEL, ADAM	<u>Study Session</u>	
<u>Division Director</u>		<u>Other</u>	CHE, 3/7/2016
<u>Finance</u>	KECK, KATHLEEN	<u>Distribution List</u>	
<u>Legal</u>	PICCOLO, MIKE	mrichard@downtownspokane.net	
<u>For the Mayor</u>	SANDERS, THERESA		
<u>Additional Approvals</u>			
<u>Purchasing</u>			

RESOLUTION NO. 2016-0040

A Resolution relating to the extension of a downtown parklet pilot project through summer, 2016.

WHEREAS, parklets are public spaces located in the public right of way which provide additional public gathering spaces and energize specific areas of a city; and

WHEREAS, greater pedestrian activity generated by parklets activates the street, generates interest in the area, and increases the vibrancy of the public realm; and

WHEREAS, parklets have been shown to have a very positive impact on pedestrian and business activity in cities such as Seattle, Portland, San Francisco, New York, Washington, D.C., and others; and

WHEREAS, last year's pilot project on Main Avenue shows that parklets can have a positive impact on Spokane's streetscape and livability; and

WHEREAS, additional business and property owners in several areas of downtown Spokane and in other neighborhoods have expressed enthusiasm for the placement of a parklet in their area following the success of last year's pilot project; and

WHEREAS, the Downtown Spokane Partnership, having worked with City staff and the local nonprofit design group you express studio ("YES") proved through last year's parklet demonstration that parklets can be successful in downtown Spokane and likely in other neighborhoods as well; and

WHEREAS, to be successful, a parklet demonstration project must adequately address infrastructure and parking impacts, be tied to a specific location, have the support of the adjacent business owners, not reduce available parking in the immediate area, be safe for the public to use, be easily maintained by a sponsor of the project, be for an express duration, and be capable of easy and fast installation and removal; and

WHEREAS, last year's successful 60-day parklet demonstration project demonstrated that parklets tied to a specific location can be operated to generate no adverse effects on parking or infrastructure, have support from the adjacent business owners, are safe for public use, can be easily maintained by a sponsor of the project, and are capable of fast installation as well as removal.

NOW, THEREFORE, BE IT RESOLVED BY THE SPOKANE CITY COUNCIL, that the City Council requests that the administration, the Downtown Spokane Partnership, YES, and the respective adjacent property owners enter into memoranda of understanding to govern and allow the installation and use of parklets within the City of Spokane and to develop guidelines for parklets; and

BE IT ALSO RESOLVED, that the City Council requests that the City administration and the Downtown Spokane Partnership continue their collaboration to reexamine the creation of new parking spaces by modifying designated loading zones into flex zone parking; and

BE IT FURTHER RESOLVED, that the City Council requests that the administration, the Downtown Spokane Partnership, and the respective businesses associated with each parklet provide a follow-up report to the City Council on the outcomes of each respective parklet demonstration project during the fourth quarter of 2016 along with a staff report containing recommendations concerning a permanent development code section authorizing a permit process for parklets City-wide.

Passed by the City Council this ____ day of April , 2016.

City Clerk

Approved as to form:

Assistant City Attorney

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

06/01/2015

Date Rec'd

5/19/2015

Clerk's File #

ORD C35263

Renews #**Submitting Dept**

PLANNING & DEVELOPMENT

Contact Name/Phone

ELDON BROWN 625-6305

Contact E-Mail

EBROWN@SPOKANECITY.ORG

Agenda Item Type

Hearings

Agenda Item Name

0650 - STREET VACATION - WALL STREET

Cross Ref #**Project #****Bid #****Requisition #****Agenda Wording**

Vacation of the west 17 feet of Wall Street from the north line of Main Avenue to the south line of the alley between Main Avenue and Spokane Falls Boulevard as requested by Centennial Properties, Inc.

Summary (Background)

At its legislative session held on May 4, 2015, the City Council set a hearing on the above vacation for June 1, 2015. Since that time, staff has solicited responses from all concerned parties.

Fiscal Impact**Budget Account**

Neutral \$

#

Select \$

#

Select \$

#

Select \$

#

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

MEULER, LOUIS

Study Session**Division Director**

SIMMONS, SCOTT M.

Other

PCED 4/20/15

Finance

SALSTROM, JOHN

Distribution List**Legal**

RICHMAN, JAMES

lhattenburg@spokanecity.org

For the Mayor

SANDERS, THERESA

ebrown@spokanecity.org

Additional Approvals

sbishop@spokanecity.org

Purchasing

edjohnson@spokanecity.org

City of Spokane
Department of Engineering Services
808 West Spokane Falls Blvd.
Spokane, WA 99201-3343
(509) 625-6700

ORDINANCE NO. C35263

An ordinance vacating the west 17 feet of Wall Street from the north line of Main Avenue to the south line of the alley between Main Avenue and Spokane Falls Boulevard

WHEREAS, a petition for the vacation of the west 17 feet of Wall Street from the north line of Main Avenue to the south line of the alley between Main Avenue and Spokane Falls Boulevard has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That the west 17 feet of Wall Street from the north line of Main Avenue to the south line of the alley between Main Avenue and Spokane Falls Boulevard is hereby vacated. SW1/4 S18 T25N, R43E W.M. Parcel number not assigned.

Section 2. Adequate emergency and solid waste vehicle access shall be maintained to existing and future buildings.

Section 3. That this ordinance shall not become effective until the owners of property abutting upon the area to be vacated shall have compensated the City of Spokane in an amount equal to the full assessed value of the area herein vacated.

Passed the City Council _____

Council President

Attest: _____
City Clerk

Approved as to Form:

Assistant City Attorney

Mayor

Date: _____

Effective Date: _____

stvac\ Wall Street doc

P1500840VACA

Spokane Falls

Wall

Howard

Main

Legal Description:

The west 17 feet of Wall Street from the north line of Main Avenue to the south line of the alley between Main Avenue and Spokane Falls Boulevard.

OSGIS

Disclaimer: This is not a legal document. The information shown on this map is compiled from various sources and is subject to revision. This map should not be used to determine the location of facilities in relationship to property lines, sections lines, streets, etc.
Not suitable for design purposes.

50 25 0 50 100 Feet



Vacation

COSGIS
City of Spokane GIS



TRANSMITTAL OF FIRST READING ORDINANCE

DATE: June 16, 2015

TO: Linda Hattenburg
Engineering Services

Clerk's File No.
ORD C35263

FROM: Terri Pfister, City Clerk

RE: Vacation of vacating the west 17 feet of Wall Street from the north line of Main Avenue to the south line of the alley between Main Avenue and Spokane Falls Boulevard

Attached is a copy of Ordinance C35263 for the vacation of:

Vacation of vacating the west 17 feet of Wall Street from the north line of Main Avenue to the south line of the alley between Main Avenue and Spokane Falls Boulevard.

This ordinance was read for the first time on June 1, 2015, and will be read for the final time when the necessary conditions have been met and this transmittal, signed and dated by the Engineering Services Director, is returned to the City Clerk's Office.



City Clerk

6/17/15

Date

Precedent conditions have been met and Ordinance C35263 is hereby returned for Final Reading.



Principal Engineer – Developer Services

Dated: 4/5/16

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

04/18/2016

Date Rec'd

4/6/2016

Clerk's File #

ORD C35380

Renews #**Submitting Dept**

CITY COUNCIL

Cross Ref #**Contact Name/Phone**

BEN STUCKART 6256269

Project #**Contact E-Mail**

AMCDANIEL@SPOKANECITY.ORG

Bid #**Agenda Item Type**

First Reading Ordinance

Requisition #**Agenda Item Name**

0320 INITIATIVE & REFERENDUM UPDATES

Agenda Wording

An ordinance relating to initiatives and referendums; amending sections 2.02.020, 2.02.030 2.02.040, 2.02.055, 2.02.060, 2.02.070, 2.02.090, 2.02.110, 2.02.115, 2.02.130, and 2.02.140 of the Spokane Municipal Code.

Summary (Background)

Please see the attached briefing paper that summarizes the changes contained in the proposed amendments to the City's initiative and referendum processes.

Fiscal Impact**Budget Account**

Select \$

#

Select \$

#

Select \$

#

Select \$

#

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

STUCKART, BEN

Study Session**Division Director****Other**

CHE

Finance

KECK, KATHLEEN

Distribution List**Legal**

PICCOLO, MIKE

For the Mayor

SANDERS, THERESA

Additional Approvals**Purchasing**

ORDINANCE NO. C35380

An ordinance relating to initiatives and referendums; amending sections 2.02.020, 2.02.030 2.02.040, 2.02.055, 2.02.060, 2.02.070, 2.02.090, 2.02.110, 2.02.115, 2.02.130, and 2.02.140 of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1. That section 2.02.020 of the Spokane Municipal Code is amended to read as follows:

2.02.020 In General

A legal resident of the City of Spokane or a political committee as defined in RCW 42.17A.005(37), whose mailing address is in the City of Spokane and whose campaign manager, treasurer, or committee officer(s) is a qualified, registered elector in the City of Spokane, may petition the city council, under the authority of the Spokane City Charter, Article IX, section 82, to ordain a proposed measure, either an ordinance or a charter amendment. The resident or political committee representative sponsoring the proposed measure shall provide a notarized statement with appropriate supporting documentation to the city clerk at the time the measure is filed verifying that the requirements of this section have been met.

Section 2. That section 2.02.030 of the Spokane Municipal Code is amended to read as follows:

2.02.030 Filing of Initiative Measure

- A. In order to facilitate the processing of a proposed initiative measure, a petitioner shall file the proposed measure with the city clerk.
- B. The proposed measure must contain the ~~((mailing))~~ street address of the petitioner and telephone number of the petitioner or petitioner's representative, as well as the name, street address, telephone number, email address, and state or city business registration of any signature-gathering firm commissioned by the petitioner to gather signatures for the measure.
- C. The city clerk must immediately transmit a copy of the proposed measure to the city attorney.
- D. Within two weeks after receiving the measure, the city attorney prepares, after consultation with the petitioner(s), a ballot title and summary of the measure and files them with the city clerk.
 - 1. The ballot title shall consist of:
 - a. a statement of the subject measure, which must be sufficiently broad to reflect the subject of the measure, sufficiently precise to give notice of the measure's subject matter, and not exceed ten words;
 - b. a concise description of the measure, which must be a true and impartial description of the measure's essential contents; clearly

identify the proposition to be voted on; to the extent reasonably possible, not create prejudice either for or against the measure; and not exceed seventy-five words. When practicable, the question posed by the ballot title is written in such way that an affirmative answer to the question and an affirmative vote on the measure would result in a change in the law; and

c. a question.

~~((2. The statement of the subject measure must be sufficiently broad to reflect the subject of the measure, sufficiently precise to give notice of the measure's subject matter, and not exceed ten words.))~~

~~((3. The concise description must be a true and impartial description of the measure's essential contents, clearly identify the proposition to be voted on, to the extent reasonably possible, not create prejudice either for or against the measure and not exceed seventy five words. When practicable, the question posed by the ballot title is written in such way that an affirmative answer to the question and an affirmative vote on the measure would result in a change in the law.))~~

~~((4))~~2. The summary of the measure should be a clear and concise statement not to exceed one hundred fifty words.

~~((5))~~3. Neither ((The)) the ballot title ((and)) nor the summary of the measure ((shall not be)) may contain language or graphic elements which are argumentative or are reasonably likely to create prejudice for or against the measure.

- E. In addition to preparing the ballot title and summary of the measure, the city attorney shall review the proposed measure for such matters as form and style. The city attorney shall edit the measure as necessary to correct obvious typographical errors, conform the language to Spokane Municipal Code format and style, or eliminate ambiguity. Any such editorial revisions are made on a separate sheet from the measure as submitted and clearly identified. All editorial revisions shall be provided to the sponsor and the city clerk at the same time the city attorney files the ballot title and summary of the measure with the city clerk.
- F. Upon receipt of the ballot title and summary of the measure from the city attorney, the city clerk assigns ((a)) an initiative number by which the measure is identified. The city clerk affixes the ballot title and summary to the original of the proposed measure or the measure as revised pursuant to this section, inscribes the identifying number upon it and retains it in the official file.
- G. The city clerk must immediately furnish a copy of the proposed measure with its ballot title and summary to the sponsor, along with the form of the petition sheet ~~((and prepare a report to the city council for the next agenda))~~.

- H. When the proposed measure, ballot title, summary, petition form, and number by which the measure is identified are all in final form such that they comply with this chapter, the city clerk shall prepare a report to the city council for the next agenda.

Section 3. That section 2.02.040 of the Spokane Municipal Code is amended to read as follows:

2.02.040 Council Action on Initiative Measure

- A. Upon receiving the report regarding an initiative from the city clerk, the city council may pass the measure as proposed, reject the initiative measure and propose another one dealing with the same subject to be considered as council legislation, or submit the initiative measure to the voters on its own motion.
- B. If the city council does not ~~((take either action set for in subsection (A)))~~ pass the measure as proposed or submit the initiative measure to the voters, the initiative and the ballot title and summary of the measure shall be forwarded by the city clerk to the city hearing examiner who shall issue a formal written opinion as to the legal validity and effect of the proposed measure to the city council, city clerk, and initiative measure sponsor ((- Within)) within fourteen days of receiving the initiative measure from the city clerk ~~((, the hearing examiner shall file his written opinion with the city council and the city clerk with a copy provided to the initiative measure sponsor))~~.
- C. Within seven days of receipt of the hearing examiner's written opinion, the initiative measure sponsor shall notify the city clerk in writing of the sponsor's decision to proceed with collecting signatures for the initiative measure or to revise the initiative measure based upon the hearing examiner's written opinion. If the sponsor elects to proceed with gathering signatures, the time period to collect and file petition signatures set forth in SMC 2.02.055 shall begin to run from the date the sponsor's written decision is filed with the city clerk. The sponsor shall provide the city clerk with a copy of the petition sheet the sponsor shall use for the collection of signatures. If the sponsor elects to revise the initiative measure based on the opinion of the hearing examiner, the city council shall discontinue processing the originally filed initiative measure. The initiative sponsors may file a revised initiative measure, which shall be submitted to the city clerk's office pursuant to SMC 2.02.030.

Section 4. That section 2.02.055 of the Spokane Municipal Code is amended to read as follows:

2.02.055 Petition Signatures

- A. Prior to circulation for signatures, an initiative petition shall have received an assigned initiative number from the city clerk's office and a written opinion from the hearing examiner regarding the legal validity and effect of the proposed measure; and the petition sponsor shall have informed the city clerk of the sponsor's decision to proceed with collecting signatures and provided the city clerk with a copy of the petition sheet, both pursuant to SMC 2.02.040.
- B. Signed petitions must be filed with the city clerk in a single batch by the petition sponsor or a representative designated as such in writing by the petition sponsor ((with the city clerk)) within three hundred sixty-five days from the date the sponsor files a written decision to proceed with the signature gathering pursuant to SMC 2.02.040. If the three hundred sixty-fifth day lands on a Saturday, Sunday, or a legal holiday, the petitions may be filed on the next succeeding day which is not a Saturday, Sunday, or a legal holiday. Petition signatures submitted after the three hundred sixty-fifth day will not be accepted by the city clerk's office.
- C. ~~The sponsor of the initiative may submit additional petition signatures at any time during the three hundred sixty-five day period until a sufficient number of signatures have been validated to place the measure on a ballot; however, if the additional))~~ Additional petition signatures ~~((are submitted later than one hundred twenty calendar days prior to the next election, the measure, if otherwise valid, will be placed on the ballot at the next appropriate election pursuant to section 82 of the City Charter))~~ shall not be accepted and shall be immediately returned to the initiative sponsor.
- ~~((D. —Petition signatures collected after the three hundred sixty-five day period will not be counted towards a previously filed initiative.))~~
- ~~((E))~~ D. A person who has signed an initiative petition may withdraw his or her signature from a petition by submitting to the city clerk a written request for the withdrawal of the signature up to the time the clerk is directed by the city council to validate the signatures.

Section 5. That section 2.02.060 of the Spokane Municipal Code is amended to read as follows:

2.02.060 Form of Initiative Petition

- A. It is the obligation of the sponsor of the measure to print petitions for circulation of the proposed initiative measure. The sponsor is responsible to conform the petition to the requirements of this chapter as to form and content, to determine the number of signatures required, and to print enough petition sheets to accommodate sufficient signatures.

- B. The paper used for the petition sheets must be of sufficient weight and quality to accommodate printing and writing on both sides. Paper size should be between eight and twelve inches wide and between eleven and eighteen inches long. Printing should be no smaller than ten-point face, except that the full text of the measure may be in smaller type if necessary to allow the entire petition to be on a single sheet of paper. For reasons of length of text or other practical necessity, the specifications of this section may be adjusted as the sponsor and city clerk may agree.
- C. The measure must be typed or printed and be in the form of an ordinance, with a title and the entire text of the section(s) proposed to be added, amended or repealed. When the proposed measure would amend existing law, the text shall be in the following format:
1. Language to be deleted is set forth in full and enclosed in double parentheses or brackets and may be lined out by hyphens.
 2. New language to be added is underlined, unless an entire new section or subsection is being added; and
 3. Deletions of existing language precede additions of new language.
- D. The mandatory and exclusive elements of the petition sheet are:
1. a warning to potential signers regarding possible election law violations;
 2. a heading;
 3. horizontal lines numbered 1- 20 for the entry of data under ~~((four))~~ vertical columns (or ~~((four))~~ boxes);
 4. the full text of the measure;
 5. the name and street address of the sponsor (political committee representative or individual legal resident);
 6. the number of the measure; ~~((and))~~
 7. a ballot title and summary of the measure; and
 8. the signed declaration of the signature gatherer in the form provided in paragraph E below.
- E. Every petition sheet must include the printed name and signed declaration of the signature gatherer. All petition signatures on a petition sheet that does not include the declaration statement signed by the signature gatherer shall be disregarded and not included in the tabulation for validation. The signature gatherer declaration shall be printed as follows:

I, (print name legibly), swear or affirm under penalty of law that I circulated this sheet of the foregoing petition, and that, to the best of my knowledge, every person who signed this sheet of the foregoing petition knowingly and without any compensation or promise of compensation willingly signed his or her true name and that the information provided therewith is true and correct. I further acknowledge that under chapter 29A.84 RCW, forgery of signatures on this petition constitutes a class C felony, and that offering any consideration or gratuity to any person to induce them to sign a petition is a gross misdemeanor, such violations being punishable by fine or imprisonment or both.

(Signature) (Date)

~~((E))~~F. The warning, heading, initiative number, body of the petition containing the ballot title, ~~((and summary of the measure, and))~~ numbered signature lines, summary of the measure and declaration of the signature gatherer must appear in that order on the front of each petition sheet. The ~~((other elements))~~ full text of the measure may be located on the front or the back of the petition sheet as the sponsor determines.

G. An initiative petition shall only include language and provisions set forth in Chapter 2.02 SMC and may not be altered after being assigned an initiative number by the city clerk pursuant to SMC 2.02.030. The sponsor may only modify the format of the petition sheet to accommodate the size of the petition sheet and the font of the print consistent with SMC 2.02.060 and may not alter the substance of the text or include additional information. Any petition sheet that includes additional information beyond what was included on the initiative petition sheet submitted to the city clerk pursuant to SMC 2.02.030(D) and (E) and which had been assigned an initiative number shall be disregarded, and the petition signatures on that sheet shall not be included in the tabulation for validation.

~~((F))~~H. Each sheet of the petition must be in substantially the following form:

WARNING

~~((Under Washington State law every))~~ Every person who signs ~~((an initiative or referendum))~~ this petition with any other than his or her true name, knowingly signs more than ~~((once))~~ one of these petitions, ~~((or))~~ signs this petition when he or she is not a legal voter ~~((; or signs a petition when he or she is otherwise not qualified to sign))~~, or ~~((who))~~ makes any false statement on ~~((such))~~ this petition may be ~~((guilty of a misdemeanor))~~ punished by fine or imprisonment.

INITIATIVE PETITION TO THE SPOKANE CITY COUNCIL

[INITIATIVE NO. _____]

We, the undersigned citizens and legal voters of the City of Spokane, Washington, respectfully direct that this proposed ordinance [known as Initiative No. _____], a full, true and correct copy of which is printed herein, be passed without alteration by the Spokane City Council, or be submitted to the electors of the City of Spokane for their approval or rejection at the next available special or general municipal elections. [If submitted to election the proposed ordinance shall appear as the following proposition:

(ballot title)

Each of us for himself or herself says: I have personally signed this petition; I am a legal voter of the City of Spokane; my residence address is correctly stated; and I have knowingly signed this petition only once.

PETITIONER'S SIGNATURE (in dark ink and as shown on the signer's voter registration)	PRINTED NAME (legibly in dark ink)	((RESIDENCE)) ADDRESS WHERE REGISTERED TO VOTE (Street Address, City, State, Zip Code)	((DAYTIME PHONE (optional)))	((CHECK IF REGISTERED ADDRESS IS DIFFERENT))
1.				
20.				

((etc.))) (Name, street address and phone number of sponsor)

[(summary of measure)]

DECLARATION OF SIGNATURE GATHERER

I, (print name legibly), swear or affirm under penalty of law that I circulated this sheet of the foregoing petition, and that, to the best of my knowledge, every person who signed this sheet of the foregoing petition knowingly and without any compensation or promise of compensation willingly signed his or her true name and that the information provided therewith is true and correct. I further acknowledge that under chapter 29A.84 RCW, forgery of signatures on this petition constitutes a class C felony, and that offering any consideration or gratuity to any person to induce them to sign a petition is a gross misdemeanor, such violations being punishable by fine or imprisonment or both.

(Signature) (Date)

(full text of measure)

Section 6. That section 2.02.070 of the Spokane Municipal Code is amended to read as follows:

2.02.070 Filing of Initiative Petition

- A. The sponsor of the initiative measure must file or cause to be filed with the city clerk, in a single batch, the sheets of the petition no later than one hundred ((twenty)) fifty calendar days prior to the date of the next general or special election upon which the initiative measure is to be placed.
- B. The city clerk must immediately file a copy of the proposed measure with the city attorney.
- C. The city clerk must immediately tally the signatures on the petition submitted to determine if it appears to bear the requisite number of signatures of registered

voters of the City of Spokane as required by the Charter.

- D. At the next meeting the city clerk makes a report to the city council on the petition and the preliminary tally of signatures, stating what percentage of the votes cast at the last preceding general municipal election the tallied signatures represent. The city clerk also files with the council members a sample sheet of the petition.
- E. An initiative may not be withdrawn or discontinued once the signature petitions have been submitted to the city clerk.

Section 7. That section 2.02.090 of the Spokane Municipal Code is amended to read as follows:

2.02.090 Validation of Signatures

- A. If directed by the city council, the city clerk without delay makes arrangements with the county auditor, as ex-officio supervisor of elections, to ~~((gain access to the voter registration rolls))~~ validate the petition signatures to determine if the petition bears the minimum number of valid signatures of registered voters of the City of Spokane as required by City Charter.
- B. For the purpose of determining the validity of the signatures on the petition, the city clerk requests the county auditor to employ ~~((s))~~ the same standards established under state law for validation of signatures.
- C. Once a certificate of the validation process has been issued to the city clerk by the county auditor revealing the number of validated signatures so tallied, ~~((T))~~ the city clerk calculates what percentage that number is of the votes cast at the last preceding general municipal election. ~~((immediately tallies the number of signatures as revealed by the process of validation.))~~ If sufficient, ~~((A))~~ at the next meeting, the city clerk makes a report to the city council concerning the number of validated signatures so tallied and what percentage that number is of the votes cast at the last preceding general municipal election.

Section 8. That section 2.02.110 of the Spokane Municipal Code is amended to read as follows:

2.02.110 Publicity

- A. If the city council votes to grant an initiative petition and enact the proposed ordinance, the ordinance is published in the *Official Gazette* upon passage in the ordinary course. ~~((If the city council determines an initiative petition is, in its opinion, legally invalid, the decision to place the petition on file is reported in a newspaper of general circulation.))~~
- B. In case the measure would amend the charter or adopt a new or revised charter, then, in addition, the measure is published in the newspaper having the largest general circulation within the city once each week for four weeks next preceding the day of the election.

- C. In addition to the summary of the proceedings of the city council, which appears weekly in the *Official Gazette*, Washington law requires that notices of municipal elections be given by the county auditor.
- D. Pursuant to section 86 of the City Charter, the city clerk shall publish every proposed or referred ordinance in each number of the *Official Gazette* issued within fifteen days before the date of the election; and shall give such other notices and do such other things relative to such election, as may be required by law.

Section 9. That section 2.02.115 of the Spokane Municipal Code is amended to read as follows:

2.02.115 Appeal of Ballot Title and Legal Challenge Regarding Legal Validity of Initiative Measure

- A. Any person, including the sponsor of an initiative measure or referendum, the city council or the city administration, dissatisfied with the ballot title prepared by the city attorney may file an appeal in superior court pursuant to RCW 29A.36.090 within ten days of the filing of the ballot title with the county auditor.
- B. No appeal of a ballot title or summary of the measure shall be filed by the city council unless at least five members of the city council vote to file the appeal.
- C. Either ~~((F))~~ the city council ~~((and))~~ or the city administration may ~~((only))~~ initiate a legal challenge to an initiative or referendum measure as illegal, ~~((or))~~ unconstitutional or other legal grounds but only after ~~((it))~~ the city council has adopted a resolution directing the county auditor to place the measure on the ballot. No challenge shall be filed by the city council unless at least five members of the city council vote to challenge the initiative or referendum measure. Any pre- or post- election legal challenge shall comply with the current jurisprudence addressing those challenges.

Section 10. That section 2.02.130 of the Spokane Municipal Code is amended to read as follows:

2.02.130 Commencement of Referendum

A legal resident of the City of Spokane or a political committee as defined in RCW 42.17A.005(37), whose mailing address is in the City of Spokane and whose campaign manager, treasurer, or committee officer(s) is a qualified, registered elector in the City of Spokane, begins the referendum process by requesting from the city clerk the assignment of a referendum number and identifying the ordinance, or section(s) thereof, sought to be referred. If the ordinance has not yet taken effect, then the clerk assigns the measure a number and furnishes to the sponsor a copy of the ordinance. The

resident or political committee representative sponsoring the proposed measure shall provide a notarized statement with appropriate supporting documentation to the city clerk at the time the measure is filed verifying that the requirements of this section have been met.

Section 11. That section 2.02.140 of the Spokane Municipal Code is amended to read as follows:

2.02.140 Form of Referendum Petition

- A. The mandatory and exclusive elements and requirements of a referendum petition are the same as for an initiative petition as set forth in SMC 2.02.060 except that:
1. there need not be a ballot title; and
 2. the full text of the measure is the full text sheet that accompanied the ordinance when it passed the city council.
- B. Every petition sheet must include the printed name and signed declaration of the signature gatherer. All petition signatures on a petition sheet that does not include the declaration statement signed by the signature gatherer shall be disregarded and not included in the tabulation for validation. The signature gatherer declaration shall be printed as follows:

I, (print name legibly), swear or affirm under penalty of law that I circulated this sheet of the foregoing petition, and that, to the best of my knowledge, every person who signed this sheet of the foregoing petition knowingly and without any compensation or promise of compensation willingly signed his or her true name and that the information provided therewith is true and correct. I further acknowledge that under chapter 29A.84 RCW, forgery of signatures on this petition constitutes a class C felony, and that offering any consideration or gratuity to any person to induce them to sign a petition is a gross misdemeanor, such violations being punishable by fine or imprisonment or both. (Signature) (Date)

~~((B))~~C. Each sheet of the referendum petition must be in substantially the following form:

WARNING

~~((Under Washington State law every))~~ Every person who signs ~~((an initiative or referendum))~~ this petition with any other than his or her true name, knowingly signs more than ~~((once))~~ one of these petitions, ~~((or))~~ signs this petition when he or she is not a legal voter ~~((; or signs a petition when he or she is otherwise not qualified to sign))~~, or ~~((who))~~ makes any false statement on ~~((such))~~ this petition may be ~~((guilty of a misdemeanor))~~ punished by fine or imprisonment.

REFERENDUM PETITION TO THE SPOKANE CITY COUNCIL

REFERENDUM NO. _____

We, the undersigned citizens and legal voters of the City of Spokane, Washington, respectfully direct that (the entirety) (designated sections) of Ordinance No. _____, passed by the City Council on _____, 20____, and entitled

(title of ordinance)

a concise summary of which is printed herein, be repealed, or be submitted to the electors of the City of Spokane for their approval or rejection at the next municipal election. I understand that should this petition be sufficient and timely filed, the ordinance, or designated section(s) thereof, will be suspended from taking effect until approved by the voters.

Each of us for himself or herself says: I have personally signed this petition; I am a legal voter of the City of Spokane; my residence address is correctly stated; and I have knowingly signed this petition only once.

PETITIONER'S SIGNATURE (in dark ink and as shown on the signer's voter registration)	PRINTED NAME (legibly in dark ink)	((RESIDENCE)) ADDRESS WHERE REGISTERED TO VOTE (Street Address, City, State, Zip Code)	((DAYTIME PHONE (optional)))	((CHECK IF REGISTERED ADDRESS IS DIFFERENT))
<u>1.</u>				
<u>20.</u>				

~~((etc.)))~~ (Name, street address and phone number of sponsor)

[(summary of measure)]

DECLARATION OF SIGNATURE GATHERER

I, (print name legibly) _____, swear or affirm under penalty of law that I circulated this sheet of the foregoing petition, and that, to the best of my knowledge, every person who signed this sheet of the foregoing petition knowingly and without any compensation or promise of compensation willingly signed his or her true name and that the information provided therewith is true and correct. I further acknowledge that under chapter 29A.84 RCW, forgery of signatures on this petition constitutes a class C felony, and that offering any consideration or gratuity to any person to induce them to sign a petition is a gross misdemeanor, such violations being punishable by fine or imprisonment or both. _____ (Signature) _____ (Date)

[full text of measure]

PASSED BY THE CITY COUNCIL ON _____

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

BRIEFING PAPER
Spokane City Council
Initiative and Referendum process amendments
March 28, 2016

Subject

This briefing paper summarizes the changes contained in the proposed amendments to the City's initiative and referendum processes.

Summary

The proposed ordinance makes the following changes to the initiative and referendum process:

- Requires verification by the measure's sponsor of compliance with the ordinance's requirements regarding qualifications to file a petition, at the time the measure is filed.
- Requires submission of contact information for signature-gathering firms used for the measure.
- Prohibits language or graphic elements on the ballot title or summary of the measure which are argumentative or are reasonably likely to create prejudice for or against the measure.
- Requires that the City Clerk provide a copy of the form of the petition sheet to the sponsor and requires that the sponsor then send to the City Clerk the petition sheet to be used in signature gathering.
- Under the proposed changes, Council can reject a proposed initiative and proposed another on the same subject for Council legislation. The Council would still process the proposed petition unless the sponsor decides to discontinue the petition based on the Council's alternative legislation.
- Signatures must be turned in in one single batch; this eliminates the option for proponents to submit multiple batches over a period of months.
- Petition signatures can only be turned in by the sponsor or the sponsor's designated representative.
- Proponents have 365 days to turn in their signatures. Signatures turned in after that deadline are not accepted and are returned to the sponsor

immediately. Sponsor must turn in signatures no later than 150 days (increased from 120 days in the prior version) before the election date.

- Provides that the elements of the petition sheet listed in the ordinance are the mandatory and exclusive elements – no other elements allowed. Any additional information or alteration of the petition signature sheets will lead to that sheet (and the signatures on it) being disregarded.
- Petition sheet also must have a signed declaration of the signature gatherer. Petition sheets without the signed declaration are disregarded. Removes phone number of signer, but adds requirement that signature be in dark ink and that the printed name be printed legibly.
- Clarifies that an initiative may not be withdrawn once the signature petitions are submitted to the City Clerk.
- Clarifies that the County Auditor merely validates signatures – that number then goes back to City Clerk for determination of whether the correct number of signatures has been provided.
- Strikes obsolete language concerning City Council determination of legal invalidity and publication thereof.
- Clarifies that a legal challenge to an initiative or referendum measure can be initiated either by the City Council or the City administration only after the City Council has adopted a resolution directing the County Auditor to place the measure on the ballot.

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

04/18/2016

Date Rec'd

4/6/2016

Clerk's File #

ORD C35381

Renews #**Submitting Dept**

CITY COUNCIL

Contact Name/Phone

LORI KINNEAR 6261

Contact E-Mail

LKINNEAR@SPOKANECITY.ORG

Agenda Item Type

First Reading Ordinance

Agenda Item Name

AN ORDINANCE RELATING TO THE MUNICIPAL COURT.

Cross Ref #**Project #****Bid #****Requisition #****Agenda Wording**

An ordinance relating to the municipal court; amending section 05A.05.020 of the Spokane Municipal Code.

Summary (Background)

This ordinance amends the salary-setting process for municipal court commissioners.

Fiscal Impact

Select \$

Select \$

Select \$

Select \$

Budget Account

#

#

#

#

Approvals**Dept Head**

STUCKART, BEN

Division Director**Finance**

KECK, KATHLEEN

Legal

DALTON, PAT

For the Mayor

SANDERS, THERESA

Council Notifications**Study Session****Other**

PSC, 4/21/2016

Distribution List

szambelan@spokanecity.org

hdelaney@spokanecity.org

Additional Approvals**Purchasing**

ORDINANCE NO. C35381

An ordinance relating to the municipal court; amending section 05A.05.020 of the Spokane Municipal Code.

NOW THEREFORE, The City of Spokane does ordain:

Section 1. That section 05A.05.020 of the Spokane Municipal Code is amended to read as follows:

Section 05A.05.020 Other Judicial Officers

A. Judges Pro Tem.

1. Pursuant to RCW 3.50.090, the presiding municipal court judge may designate one or more persons as judges pro tem to serve in the absence or disability of the elected or duly appointed judges of the court, subsequent to the filing of an affidavit of prejudice, or in addition to the elected or duly appointed judges when the administration of justice and the accomplishment of the work of the court make it necessary.
2. The qualifications of a judge pro tempore shall be the same as for judges as provided under RCW 3.50.040, except that a judge pro tempore need not be a resident of the City or County of Spokane.
3. Judges pro tempore shall have all of the powers of the duly appointed or elected judges when serving as judges pro tempore of the court.
4. Before entering his or her duties, each judge pro tempore shall take, subscribe, and file an oath as is taken by a duly appointed or elected judge.
5. Judges pro tempore shall receive, and the City shall pay, compensation as fixed by ordinance. The compensation of a judge pro tem shall be one hundred twenty-five dollars per half-day of service.
6. The City shall have authority to appoint a district judge as its municipal judge when the municipal judge is not required to serve full time. In the event of the appointment of a district judge, the City shall pay a pro rata share of the salary.

B. Court Commissioners.

1. Pursuant to RCW 3.50.075, one or more court commissioners may be appointed by the presiding judge of the municipal court. Each commissioner holds office at the pleasure of the appointing judge.
2. A commissioner authorized to hear or dispose of cases must be a lawyer who is admitted to practice law in the State of Washington or a nonlawyer who has passed, prior to January 1, 2003, the qualifying examination for lay judges for courts of limited jurisdiction under RCW 3.34.060.
3. On or after July 1, 2010, when serving as a commissioner, the commissioner does not have authority to preside over trials in criminal matters or jury trials in civil matters unless agreed to on the record by all parties.
4. A commissioner need not be a resident of the City or County of Spokane.
5. Full-time commissioners shall receive compensation equivalent to ~~((the City's 2014 pay plan for elected officials and outside agencies, Group A09, Grade 69,~~

as it may be hereafter amended or retitled)) between seventy-five percent (75%) and eighty percent (80%) of the salary set for a Spokane Municipal Court judge under the provisions of Section 05A.05.040(B) of the Spokane Municipal Code.

In the event the Presiding Judge, in consultation with the Associate Judges, elects to name a Court Commissioner as the Administrative Court Commissioner, with additional duties related to functions associated with unfilled positions for Court Administrator and Chief Probation Officer, the Administrative Court Commissioner shall receive compensation equivalent to between ninety percent (90%) and ninety-five percent (95%) of the salary set for a Spokane Municipal Court judge under the provisions of Section 05A.05.040(B) of the Spokane Municipal Code.

Newly appointed court commissioners or administrative court commissioners may be placed at any ~~((of the pay plan's six steps))~~ percentage of a Spokane Municipal Court judge's salary within the specified ranges, at the discretion of the Presiding Judge. ~~((Step))~~ Salary increases will not occur annually on an automatic basis, but will be approved or disapproved and established on an annual basis based upon an individual commissioner receiving a satisfactory rating on that commissioner's annual performance review. Performance reviews shall be conducted by the Presiding Judge, in consultation with the Associate Judges, on the annual anniversary date of each commissioner's appointment as a commissioner, or as soon thereafter as may be practical.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

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

04/18/2016

Date Rec'd

4/1/2016

Clerk's File #

ORD C35382

Renews #**Submitting Dept**

CITY COUNCIL

Cross Ref #**Contact Name/Phone**

LORI KINNEAR 6261

Project #**Contact E-Mail**

LKINNEAR@SPOKANECITY.ORG

Bid #**Agenda Item Type**

First Reading Ordinance

Requisition #**Agenda Item Name**

AN ORDINANCE RELATING TO THE MUNICIPAL COURT PROBATION DEPARTMENT

Agenda Wording

An ordinance relating to the probation department of the municipal court; amending section 03.01A.710 of the Spokane Municipal Code.

Summary (Background)

This ordinance amends the description of the supervisor of the municipal court probation department.

Fiscal Impact**Budget Account**

Neutral \$

#

Select \$

#

Select \$

#

Select \$

#

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

STUCKART, BEN

Study Session**Division Director****Other**

PSC, 4/21/2016

Finance

KECK, KATHLEEN

Distribution List**Legal**

DALTON, PAT

mszambelan@spokanecity.org

For the Mayor

SANDERS, THERESA

hdelaney@spokanecity.org

Additional Approvals**Purchasing**

ORDINANCE NO. C35382

An ordinance relating to the probation department of the municipal court; amending section 03.01A.710 of the Spokane Municipal Code.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 03.01A.710 of the Spokane Municipal Code is amended to read as follows:

Section 03.01A.710 Probation

- A. The probation department supervises offenders place on probation by the municipal court to ensure compliance with court orders, supervises conditions of pre-trial release, refers offenders to various community agencies for programs, facilitates evidence based programs proven to reduce re-offense, conducts pre and post sentence investigations, conducts financial screening for public defense services, and works with law enforcement and community agencies to promote offender compliance and rehabilitation and promote victim and community safety.
- B. The ~~((chief of probation))~~person responsible for the administrative oversight and day-to-day management of the probation department is appointed by presiding judge of the municipal court upon a majority vote of judges present at a regularly scheduled judges' meeting.

PASSED by the City Council on _____.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date



Agenda Sheet for City Council Meeting of:
04/25/2016

Date Rec'd	4/12/2016
Clerk's File #	ORD C35383
Renews #	

Submitting Dept	CITY COUNCIL	Cross Ref #	
Contact Name/Phone	KAREN STRATTON 6291	Project #	
Contact E-Mail	KSTRATTON@SPOKANECITY.ORG	Bid #	
Agenda Item Type	First Reading Ordinance	Requisition #	
Agenda Item Name	RELATING TO THE CITY/COUNTY HISTORIC LANDMARKS COMMISSION		

Agenda Wording

An ordinance relating to the city/county landmarks commission; amending sections 04.35.020 and 04.35.050 of the Spokane Municipal Code.

Summary (Background)

This ordinance makes changes to the composition of the city/county historic landmarks commission, reduces the quorum requirement, and adds a non-voting youth liaison at the discretion of the commission.

<u>Fiscal Impact</u>	<u>Budget Account</u>
Select \$	#
Select \$	#
Select \$	#
Select \$	#

<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	MCDANIEL, ADAM	<u>Study Session</u>	
<u>Division Director</u>		<u>Other</u>	PED 4/18/2016
<u>Finance</u>	KECK, KATHLEEN	<u>Distribution List</u>	
<u>Legal</u>	WHALEY, HUNT	mduvall@spokanecity.org	
<u>For the Mayor</u>	SANDERS, THERESA		

<u>Additional Approvals</u>	
<u>Purchasing</u>	

ORDINANCE NO. C35383

An ordinance relating to the city/county landmarks commission; amending sections 04.35.020 and 04.35.050 of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That section 04.35.020 of the Spokane Municipal Code is amended to read as follows:

Section 04.35.020 Establishment – Membership

- A. There is created the city/county historic landmarks commission (herein called the “commission”) consisting of eleven total members who shall have demonstrated experience and/or interest in historic preservation:~~((; nine members nominated by the mayor and appointed by the city council and two))~~ two members of the commission shall appointed at large by the County board and nine members shall be nominated by the mayor and appointed by the city council~~((all who have demonstrated experience and/or interest in historic preservation))~~. ~~((Seven))~~ The commission should have the following composition~~((members should have the following expertise))~~:
1. ~~((an))~~ two members shall be architects ~~((who is))~~ registered in the state of Washington, one of whom may be a registered landscape architect;
 2. One member shall be a state-certified ~~((general))~~ real estate appraiser;
 3. two members shall be historians with appropriate degrees or equivalent experience;
 4. one member shall be a professional archaeologist or anthropologist with the appropriate ~~((degrees))~~ degree;
 - ~~((5. an owner or managing agent in a fiduciary capacity of real estate in Spokane’s central business district; and))~~
 - ~~((6))~~ 5. One member shall be an experienced preservation construction specialist.
 6. two members shall be city residents chosen at-large.
- B. All ~~((The City))~~ city appointments to the commission other than the two members chosen from city residents at-large may include non-residents of the City.
- C. A non-voting “youth liaison” may also be appointed by the commission to act as liaison to a younger audience and report on issues pertaining to youth in Spokane. The youth liaison will provide a platform for younger voices in local government and must:
1. Be a resident of the city or county of Spokane;
 2. be a junior or senior in high school; and

3. have a demonstrated interest in historic preservation, architecture, history or related field.

Section 2. That section 04.35.050 of the Spokane Municipal Code is amended to read as follows:

Section 04.35.050 Rules and Regulations

- A. The commission by rule prescribes the selection and function of officers, including at least a chair and vice chair.
- B. A quorum is ~~((seven))~~ six voting members. A quorum is necessary to transact any official business of the commission. Any action of the commission requires a majority vote. ((The commission uses)) Matters of procedure for the conduct of commission meetings and the transaction of commission business not provided for by the commission's rules are determined by reference to *Robert's Rules of Order, newly revised*~~((as the established rules for the conduct of its meetings and the transaction of business))~~.

~~((B))~~C. The commission through rules and regulations adopts standards to guide the various activities provided in SMC 04.35.080.

PASSED BY THE CITY COUNCIL ON _____

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date