

**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 17, 2017

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 MIKE FAGAN

COUNCIL MEMBER LORI KINNEAR

COUNCIL MEMBER CANDACE MUMM

COUNCIL MEMBER KAREN STRATTON

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. Contract with Louis Allis (Warrior, AL) for additional repairs required on Ray Well Station #2 motor—not to exceed \$26,530.30 (incl. tax). Total Contract Amount: \$56,530.30.
Steve Burns | Approve | OPR 2016-0853
BID 4272-16 |
| 2. Contract with Nuvodia (Spokane, WA) for a project management contractor to assist the Innovation and Technology Services Division Project Management Office with supporting and managing priority projects for the City—2017: \$159,840. 2018: \$69,120. Total Cost: \$228,960.
Michael Sloon | Approve | OPR 2017-0267
RFP 4340-17 |
| 3. Contract Amendment/Renewal with Occupational Medicine Associates (Spokane, WA) for professional medical services through April 30, 2018—\$120,000 (Last of four one-year renewal options).
Chris Cavanaugh | Approve | OPR 2013-0295 |
| 4. Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through _____, 2017, total \$_____, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$_____. | Approve &
Authorize
Payment | CPR 2017-0002 |

5. City Council Meeting Minutes: _____, 2017.

Approve
All

CPR 2017-0013

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 SPECIAL BUDGET ORDINANCES

NO EMERGENCY ORDINANCES

RESOLUTIONS

(Require Four Affirmative, Recorded Roll Call Votes)

- RES 2017-0024 Approving the appointment of Jennifer Papich as Recreation Director for the City of Spokane.
Chris Cavanaugh
- RES 2017-0025 Approving settlement of Darryl N. McLeod and Jaimelyn S. McLeod, et al., Spokane County Superior Court Cause No. 14-202477-5, arising from a June 21, 2012, incident-\$60,000.
Nate Odle
- RES 2017-0026 Regarding the City Council's approval of the Spokane Human Rights Commission's 2017 Work Program.
Council Member Stratton

NO FINAL READING ORDINANCES

NO FIRST READING ORDINANCES

NO SPECIAL CONSIDERATIONS

NO HEARINGS

Motion to Approve Advance Agenda for April 17, 2017
(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 17, 2017, Regular Legislative Session of the City Council is adjourned to April 24, 2017.

NOTES



Agenda Sheet for City Council Meeting of:
04/17/2017

Date Rec'd	3/30/2017
Clerk's File #	OPR 2016-0853
Renews #	
Cross Ref #	
Project #	
Bid #	4272-16
Requisition #	CR 17954

Submitting Dept	WATER & HYDROELECTRIC SERVICES
Contact Name/Phone	STEVE BURNS 742-8154
Contact E-Mail	SBURNS@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Agenda Item Name	4100 - RAY WELL STATION #2 - ADDITIONAL MOTOR REPAIRS

Agenda Wording

Contract for additional repairs required on Ray Well Station #2 motor with Louis Allis (Warrior, AL) not to exceed \$26,530.30 including tax.

Summary (Background)

Upon receiving the physical motor, Louis Allis disassembled and tested the unit. They recommend additional repairs including but not limited to rotor rewind, a new slip ring assembly, and re-leading the stator to return the motor to full, dependable functionality. The original value of this repair was quoted at \$9,890.00 (additional repairs at \$85/hr and 20% markup) and contracted not to exceed \$30,000.00 including tax. The total value of this project including these funds will be \$56,530.30.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Expense	\$ 26,530.30	#	4100-42460-34148-54801-99999
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	KEGLEY, DANIEL	<u>Study Session</u>	
<u>Division Director</u>	SIMMONS, SCOTT M.	<u>Other</u>	PWC 10/10/2016
<u>Finance</u>	CLINE, ANGELA	<u>Distribution List</u>	
<u>Legal</u>	WHALEY, HUNT	TPRINCE@SPOKANECITY.ORG	
<u>For the Mayor</u>	SANDERS, THERESA	SJOHNSON@SPOKANECITY.ORG	
<u>Additional Approvals</u>			
<u>Purchasing</u>	PRINCE, THEA		



City of Spokane

**CONTRACT AMENDMENT /
EXTENSION**

Title: Motor Repair of Ray Well Station #2

This Contract Amendment / Extension is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **Louis Allis**, whose address is 645 Lester Doss Road, warrior Alabama 35180 as ("**Company**").

*WHEREAS, the parties entered into a Contract wherein the **Company** agreed to provide for the City Repair of the Westinghouse Wound Rotor Style 5P-192 Motor at the Ray Well Station #2; and*

WHEREAS, a change or revision of the Work has been requested, due to the discovery of additional repairs required additional work has been requested and the Contract time for performance needs to be extended, thus the original Contract needs to be formally Amended and Extended by this written document; and

– NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The Contract, dated November 21, 2016, 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 / Extension shall become effective on February 18, 2017 and end June 1, 2017.

3. ADDITIONAL WORK.

The Scope of Work in the original Contract is expanded to include the following additional Work:

It was discovered that additional repairs are required after the motor was transported to the Company, disassembled and tested

4. COMPENSATION.

The City shall pay an additional amount not to exceed **TWENTY SIX THOUSAND FIVE HUNDRED THIRTY AND 30/100 DOLLARS (\$26,530.30)** for everything furnished and done under this Contract Amendment / Extension. This is the maximum amount to be paid under this Amendment / Extension, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Contract and this document.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment / Extension by having legally-binding representatives affix their signatures below.

COMPANY

By Kensley Cornelius
Signature Date
Kensley Cornelius
Type or Print Name
Sales
Title

Attest:

City Clerk

CITY OF SPOKANE

By _____
Signature Date

Type or Print Name

Title

Approved as to form:

[Signature]
Assistant City Attorney

Attachments that are part of this Agreement:

Additional Scope of Work document

U2017-125a



LOUIS ALLIS

A Division of Alliance Specialty Motors

Date: January 16, 2017

Subject: Itemized Cost for Additional Work – Reference Bid No. 4272-16

To: Samantha Johnson, Buyer, City of Spokane

Hi Samantha,

During the inspection of the 900HP Westinghouse Vertical Wound Rotor Motor, Louis Allis discovered additional repair needs which are listed in the work scope on Louis Allis Quote 23664. Per your request, below is an itemized list of the additional repair needs which lists the cost of labor and materials using the labor rate and material mark-up listed in the original bid document.

Rotor Rewind		
Labor	123 hours x \$85/hr = \$10,455	
Material	\$14,500 x 1.2 = \$17,400	
Total Rotor Rewind Cost		\$27,855
New Slip Ring Assembly		
Labor	72 hours x \$85/hr = \$6,120	
Material	\$4760 x 1.2 = \$5,712	
Total Slip Ring Assy Cost		\$11,832
Repair NDE Bearing Fit		
Labor	14 hours x \$85/hr = \$1,190	
Material	\$160 x 1.2 = \$192	
Total Bearing Fit Repair Cost		\$1,382
Re-lead Stator		
Labor	12 hours x \$85/hr = \$1,020	



LOUIS ALLIS

A Division of Alliance Specialty Motors

Material	$\$340 \times 1.2 = \408	
Total Re-lead Stator		\$1,428
Replace Auxiliary T-Box		
Labor	$3 \text{ hours} \times \$85/\text{hr} = \255	
Material	$\$90 \times 1.2 = \108	
Total Replace Aux T-Box		\$363
Total All Add'l Rework		\$42,860

The original amount bid by Louis Allis was \$9890. Adding the cost of the additional work to that amount would yield a new total of \$52,750. Along with this letter, I am including a revised quote which lists this amount.

Please feel free to contact me if you have any questions.

Thank you,

Landon Wilson

Project Manager

205-543-1056 Direct

lwilson@louisallis.com



Agenda Sheet for City Council Meeting of: 04/17/2017

Date Rec'd	4/4/2017
Clerk's File #	OPR 2017-0267
Renews #	
Cross Ref #	
Project #	
Bid #	RFP 4340-17
Requisition #	BT
Agenda Item Name	5300 - PROFESSIONAL PROJECT MANAGER & BUSINESS ANALYST RFP 4340-17

Agenda Wording

Contract for a project management contractor to assist the Innovation and Technology Services Division (ITSD) Project Management Office (PMO) with supporting and managing priority projects for the City

Summary (Background)

The PMO is currently managing or supporting: Financial Systems Program, FMS III upgrade, Asset Management Systems Assessment, FMS Integration Business Analysis, FMS MH Gap Analysis, Legal Case Management System Replacement, Housing Quality Definition and Standards, Network projects, & Steering Committee implementation. The PM/BA contractor will provide management and business analysis during the initiation, planning, execution, and/or closing stages of assigned projects.

Fiscal Impact

Expense \$ 159,840.00

Expense \$ 69,120.00

Select \$

Select \$

Budget Account

5300-30210-18810-08500

2018 Funds TBD

#

#

Approvals

Dept Head SLOON, MICHAEL

Division Director SLOON, MICHAEL

Finance DOVAL, MATTHEW

Legal WHALEY, HUNT

For the Mayor SANDERS, THERESA

Council Notifications

Study Session 4/10/17 Finance Committee

Other

Distribution List

Accounting - kkeck@spokanecity.org

Contract Accounting - jsalstrom@spokanecity.org

Legal - hwhaley@spokanecity.org

Purchasing - cwahl@spokanecity.org

IT - itadmin@spokanecity.org

Taxes & Licenses

Additional Approvals

Purchasing

Briefing Paper
Project Manager for ITSD PMO
Request for Proposal (RFP) #4340-17
Finance and Technology Committee
April 10, 2017

Subject

Contract for a project management contractor to assist the Innovation and Technology Services Division (ITSD) Project Management Office (PMO) with supporting and managing priority projects for the City.

Background

The ITSD requires the services of a professional Project Manager (PM) and Business Analyst (BA) to assist with several major, priority projects for the City.

The projects that the PMO are currently managing or supporting are as follows:

- Financial Systems Program
 - FMS III upgrade
 - Asset Management Systems Assessment
 - FMS Integration Business Analysis
 - FMS MH Gap Analysis
- Legal Case Management System Replacement
- Housing Quality Definition and Standards
- Network projects
- Steering Committee implementation

The PM/BA contractor will provide management and business analysis during the initiation, planning, execution, and/or closing stages of assigned projects. The PM/BA may also provide project assistance to functional Project Managers within different departments of the City.

Impact

The addition of a PM/BA contractor to the PMO will alleviate the workload on the current PMO staff.

The current staff members of the PMO are:

Senior Project Manager – Sandra Willard
Project Manager – Kurt Monsen
Project Management Intern – Amy Ferris
Auxiliary Project Manager – Brandon Meiers

The PMO has had an open Senior PM position since mid-2016 which has been challenging to fill. It is currently in a hiring status.

Action

A five-month long, formal assessment of the PMO was completed in November 2016 by Nuvodia and they recommended that the PMO leader, Sandra Willard, be provided with project management staff augmentation. This included one full-time Project Manager in addition to temporary project support as needed.

Eric Finch, CITO, along with Mike Sloon, Director of ITSD, were in agreement of this assessment and recommended that assistance by a contractor was needed.

Following up on their recommendation, the PMO issued an informal RFP in December to seek temporary, contractual support for some of their high priority projects. The contract was awarded and from January until April 2017, the PMO utilized a contractor to support ongoing project work. This contract concluded on April 7, 2017.

A formal RFP (#4340-17) for a year-long contract was made available to the public on March 6, 2017 and it closed on March 27, 2017. There were 5 proposals submitted and “Nuvodia” was awarded the contract.

Funding

A total of approximately \$159,840.00 in 2017 funding and \$69,120.00 in 2018 funding will be allocated by Innovation and Technology Services Division.

OPR 2017-0267

No Contract Available at time of Packet creation.



Agenda Sheet for City Council Meeting of:
04/17/2017

Date Rec'd	4/5/2017
Clerk's File #	OPR 2013-0295
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	MASTER CONTRACT

Submitting Dept	HUMAN RESOURCES
Contact Name/Phone	CHRIS CAVANAUGH 625-6383
Contact E-Mail	CCAVANAUGH@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Agenda Item Name	OMA CONTRACT RENEWAL

Agenda Wording

Contract Amendment/Renewal #4 of 4 for OMA

Summary (Background)

Contract Amendment/Renewal #4 of 4 for OMA

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

<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	CAVANAUGH, CHRISTINE	<u>Study Session</u>	
<u>Division Director</u>	CAVANAUGH, CHRISTINE	<u>Other</u>	4/10/17
<u>Finance</u>	DOVAL, MATTHEW	<u>Distribution List</u>	
<u>Legal</u>	WHALEY, HUNT		
<u>For the Mayor</u>	SANDERS, THERESA		
<u>Additional Approvals</u>			
<u>Purchasing</u>			



City of Spokane
CONTRACT AMENDMENT/RENEWAL
#4 of 4
OCCUPATIONAL MEDICINE ASSOCIATES (OMA)

This Contract Amendment/Renewal is made and entered into by and between the City of Spokane as ("City"), a Washington municipal corporation, and **OCCUPATIONAL MEDICINE ASSOCIATES (OMA)**, whose address is 323 East 2nd Avenue, Spokane, Washington, 99202 as ("OMA").

WHEREAS, the parties entered into an original Contract wherein OMA agreed to provide and perform professional medical services for the City; and

WHEREAS, a change or revision of the Work has been requested, thus the original Contract needs to be formally Amended by this written document, and shall include no additional compensation for the Work performed under this Contract Amendment/Renewal; and

WHEREAS, the original Agreement allows up to four (4) additional one (1) year periods; this will be the final renewal #4 of 4 available under this Contract.

– NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The original Contract dated March 28, 2013 and April 29, 2013, 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/Renewal shall become effective upon signature of both parties and shall run through April 30, 2018.

3. ADDITIONAL WORK.

The Scope of Work in the original Contract and subsequent Amendment are revised to include the following:

Item	Code	Fee	Item	Code	Fee
Twinrix	90636	\$92.50	Nursing admin. fee	90471	\$11.25
Hep A	90632	\$65.00	Nursing admin. fee	90471	\$11.25
Heb B	90746	\$60.00	Nursing admin. fee	90471	\$11.25
Lift Test	00498	\$10.00			
Tetanus	90714	\$16.00			
Quantiferon Gold blood test	00124	\$170.00 with pre-approval by City	Nursing admin. fee	90471	\$11.25
Varicella-Zoster IG IM	90396	\$93.00			
Varicella-Zoster Titer	86787	\$60.00			
Hep B Surface Antibody	86706	\$42.50			

TDAP Vaccine – Tetanus, Diphtheria, Pertussis	90715	\$51.00			
Influenza Virus Immunization	90658	\$20.00			
Additional vaccination nursing fee	90472	\$6.25 if more than one vaccine is administered at the same time			

4. COMPENSATION.

The City shall pay a maximum of **ONE HUNDRED TWENTY THOUSAND AND NO/100 DOLLARS (\$120,000.00)** for everything furnished and done under this Contract Amendment/Renewal.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Contract Amendment by having legally-binding representatives affix their signatures below.

OCCUPATIONAL MEDICINE ASSOCIATES, P.S.

CITY OF SPOKANE

By Terrence D. Rempel 2-12-2012
Signature Date

By _____
Signature Date

Terrence D. Rempel, MD
Type or Print Name

Type or Print Name

Partner
Title

Title

Attest:

Approved as to form:

City Clerk

[Signature]
Assistant City Attorney



Agenda Sheet for City Council Meeting of:
04/17/2017

Date Rec'd	4/4/2017
Clerk's File #	RES 2017-0024
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	
Submitting Dept	HUMAN RESOURCES
Contact Name/Phone	CHRIS CAVANAUGH 625-6383
Contact E-Mail	CCAVANAUGH@SPOKANECITY.ORG
Agenda Item Type	Resolutions
Agenda Item Name	0620 RESOLUTION APPOINTING JENNIFER PAPICH DIRECTOR OF RECREATION

Agenda Wording

A Resolution approving the appointment of Jennifer Papich as the Director of Recreation for the Parks & Recreation Department for the City of Spokane.

Summary (Background)

A Resolution approving the appointment of Jennifer Papich as the Director of Recreation for the Parks & Recreation Department for the City of Spokane.

Fiscal Impact

Budget Account

Select	\$	#
Select	\$	#
Select	\$	#
Select	\$	#

Approvals

Council Notifications

<u>Dept Head</u>	CAVANAUGH, CHRISTINE	<u>Study Session</u>	
<u>Division Director</u>	CAVANAUGH, CHRISTINE	<u>Other</u>	
<u>Finance</u>	DOVAL, MATTHEW	<u>Distribution List</u>	
<u>Legal</u>	DALTON, PAT		
<u>For the Mayor</u>	SANDERS, THERESA		

Additional Approvals

<u>Purchasing</u>		

RESOLUTION 2017-0024

A Resolution approving the appointment of Jennifer Papich as Recreation Director for the City of Spokane.

WHEREAS, Section 24 of the City Charter provides that the Mayor shall have the power to appoint department heads subject to the approval of the City Council; and

WHEREAS, Section 5.2.6 of the City Council Rules of Procedure states that approval of appointment of department heads shall be by Resolution; and

WHEREAS, after full consideration, Mayor David Condon has appointed Jennifer Papich as Recreation Director for the City of Spokane --

NOW, THEREFORE,

BE IT RESOLVED by the City Council for the City of Spokane that it hereby approves the appointment of Jennifer Papich as Recreation Director for the City of Spokane.

ADOPTED BY THE CITY COUNCIL ON _____, 2017

City Clerk

Approved as to form:

Assistant City Attorney

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

04/17/2017

<u>Date Rec'd</u>	4/5/2017
<u>Clerk's File #</u>	RES 2017-0025
<u>Renews #</u>	
<u>Cross Ref #</u>	
<u>Project #</u>	
<u>Bid #</u>	
<u>Requisition #</u>	CLAIMS
<u>Agenda Item Name</u>	0500 RESOLUTION APPROVING SETTLEMENT - MCLEOD

Agenda Wording

Resolution approving settlement of Darryl N. McLeod and Jaimelyn S. McLeod, et al., Spokane County Superior Court Cause No. 14-202477-5, arising from a June 21, 2012, incident-\$60,000.

Summary (Background)

This suit was settled through mediation.

Fiscal Impact**Budget Account**

Expense	\$ \$60,000	# 5800-78100-14780-54601
Select	\$	#
Select	\$	#
Select	\$	#

Approvals**Council Notifications**

<u>Dept Head</u>	DALTON, PAT	<u>Study Session</u>	
<u>Division Director</u>		<u>Other</u>	Exec Session on 4/10/17
<u>Finance</u>	DOVAL, MATTHEW	<u>Distribution List</u>	
<u>Legal</u>	DALTON, PAT	nodle@spokanecity.org	
<u>For the Mayor</u>	SANDERS, THERESA	jasampson@spokanecity.org	
<u>Additional Approvals</u>		dstragier@spokanecity.org	
<u>Purchasing</u>		tdunivant@spokanecity.org	
		cmarchand@spokanecity.org	
		james.scott@asrisk.com	

RESOLUTION NO. 2017-0025

RESOLUTION RE SETTLEMENT OF CIVIL CLAIM AGAINST CITY OF SPOKANE

WHEREAS, the City of Spokane is a defendant in litigation brought in the Spokane County Superior Court under the caption *Darryl N. McLeod and Jaimelyn S. McLeod, a married couple, and Jaimelyn S. McLeod, as Guardian Ad Litem for ISM, a minor child v. City of Spokane; Lonnie Tofsrud and Jane Doe Tofsrud, a marital community; Jonathan Andersen and Jane Doe Andersen, and the marital community, thereof*, Cause No. 14-202477-5, arising from a June 21, 2012 vehicle collision as more fully described in the Complaint filed in said cause, and

WHEREAS, the City has determined to resolve all claims with Plaintiffs and any third parties who may claim a subrogated interest against the City, its officers, agents, employees and contractors, for a payment of SIXTY THOUSAND and NO/100 DOLLARS (\$60,000.00).

WHEREAS, Plaintiffs have agreed to accept said payment and in return to dismiss with prejudice their underlying lawsuit and any and all claims against the City.

NOW THEREFORE, be it resolved by the City Council of the City of Spokane:

1. The City of Spokane authorizes that payment in the amount of SIXTY THOUSAND and NO/100 DOLLARS (\$60,000.00), to be paid to Plaintiffs Darryl McLeod, Jaimelyn McLeod, and ISM, and their counsel, without admission of fault or liability, as a full settlement and compromise of the above-referenced lawsuit. In exchange, Plaintiffs will dismiss the underlying lawsuit with prejudice and without costs of said litigation, and provide a signed release fully extinguishing all claims held, asserted or un-asserted, by Plaintiffs in connection with the case and pledging to fully protect and indemnify the City of Spokane, its officers, agents, employees, contractors, and insurers, against all loss or liability in connection with said case and/or claim for damages or other relief.

PASSED the City Council this _____ day of April, 2017.

City Clerk

Approved as to form:

Assistant City Attorney



Agenda Sheet for City Council Meeting of:
04/17/2017

Date Rec'd	3/30/2017
Clerk's File #	RES 2017-0026
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	
Submitting Dept	CITY COUNCIL
Contact Name/Phone	KAREN STRATTON 6256269
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG
Agenda Item Type	Resolutions
Agenda Item Name	APPROVING SPOKANE HUMAN RIGHTS COMMISSION'S 2017 WORK PROGRAM

Agenda Wording

A resolution regarding the City Council's approval of the Spokane Human Rights Commission's 2017 Work Program.

Summary (Background)

This resolution approves the 2017 Spokane Human Rights Commission Work Program.

Fiscal Impact

Select \$

Select \$

Select \$

Select \$

Budget Account

#

#

#

#

Approvals

Dept Head MCDANIEL, ADAM

Division Director

Finance ORLOB, KIMBERLY

Legal PICCOLO, MIKE

For the Mayor SANDERS, THERESA

Council Notifications

Study Session

Other CHE

Distribution List

Additional Approvals

Purchasing

Resolution No. 2017-0026

A resolution regarding the City Council's approval of the Spokane Human Rights Commission's 2017 Work Program.

WHEREAS, the Spokane Human Rights Commission advises and makes recommendations to the City Council regarding issues related to human rights and unjust discrimination and the implementation of programs consistent with the needs of all residents of the City of Spokane; and

WHEREAS, the City Council and John Lemus of the Spokane Human Rights Commission met on March 6, 2017 at the Community, Health, & Environment Work Plan to review and discuss the proposed Spokane Human Rights Commission 2017 Work Program.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPOKANE that the City Council hereby adopts the Spokane Human Rights Commission 2017 Work Program as set forth in Attachment A.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL that the Council and the Spokane Human Rights Commission commit to review the progress of the Work Program in December 2017.

ADOPTED by the City Council this _____ day of March, 2017.

City Clerk

Approved as to form:

Assistant City Attorney

CITY OF SPOKANE

HUMAN RIGHTS COMMISSION

Mission:

To promote and secure mutual understanding and respect among all people regardless of race, color, sex, ancestry, gender, religion, sexual orientation, gender identity, age, disability, familial/marital status, economic status or political affiliation; and to be a resource for citizens that need help resolving differences in cases of alleged discrimination. to work with organizations, groups, and leaders, encouraging them to be advocates for eliminating discrimination and improving human relations. To develop and conduct community programs that increase respect for all people. Assisting with issues of Mental Health; Healthy Living (Drugs and Alcohol); Community Safety; Diversity & Race; Domestic Violence/ Violence against Women & Children; Poverty Issues; Disabilities; Violence Prevention; Hate Crime; and Interreligious/Interfaith Cooperation.



Welcome to the Spokane Human Rights Commission 2017 Work Plan!

2017 Work Plan

This document was put together by our subcommittee leads with community input. This plan represents the vision of the SHRC for the next year. As we move forward we look forward to opportunities to collaborate and partner with community members and organizations on the work plans core focus areas. This year the commission will be focusing on efforts to engage citizens with our efforts each of the subcommittees within the work plan are open for citizen participation so if something catches your eye please feel free to reach out.

In addition to the work plan efforts the SHRC will be continuing the quarterly courageous conversations initiative where we will call the community together to discuss solutions to common community issues.

2016 was very much a rebuilding year for the SHRC we are now well equipped to do some great work alongside some incredible community partners in 2017.

As the SHRC embarks on its 25th year as a city commission advancing human rights in the City of Spokane we will continue to do our part for the citizens and community that we serve.

We Are All Spokane,

John Lemus

SHRC Chair

Ashley Torres

SHRC Vice Chair

Chair LGBTQIA Subcommittee

Nicole Bishop

Chair Education & Planning Subcommittee

Chair Human Trafficking Subcommittee

Amina Fields

Chair Complaint Subcommittee

Aaron Riley

Chair Rules & Procedures Subcommittee

Aaron Tilbury

Commissioner at Large

Andrea Fallenstein

Commissioner at Large



LBGTQIA Sub-Committee Work Plan

<i>Designation</i>	Goal	Narrative	Measurable	Achievable	Relevant	Time	Resources Needed	Target Completion Date
<i>LBGTQIA 1.1</i>	To create a more inclusive environment among community organizations both through communication and collaborations.	The feedback from the community meetings was a concern for the lack of collaboration among community organizations. In providing a more cohesive way for groups to share via the Facebook platform and would include leaders from each community organization.	In the first quarter of the year a survey would be sent out through social media to gauge the current level of inclusiveness. The group would be created and contribution would be voluntary but encouraged. At the end of 2017 a second survey would be sent out to re-evaluate the level of inclusiveness. Results would be measured to see if the feedback results an increased feeling of collaboration between organizations	In order to create the group it would take some time in compiling the contact information and creating the survey. However, once started it will be easy to maintain and measure.	Goal #1: It is important to create this group so that organizations can provide better service to the community. In doing so, the community will feel more inclusive and be a stronger force and support system.	The “pilot” for this program will begin by March 2017 and conclude December of 2017. At that time the data will be assessed to see if the group has been successful.		
<i>LBGTQIA 1.2</i>	To increase community awareness of the Spokane Human Rights Commission in the LBGTQIA community	Although the SHRC has been involved in community events since inception, there is still a lack of community awareness. By becoming involved in community outreach events in the LBGTQIA community, the commission will become	The best way to measure the awareness of the commission will be through social media and event attendance. We will promote the commission’s Facebook page at all events and keep track of attendance for	Community awareness can be attained as mentioned by attending the Pride Festival/Parade. There will be a cost for the table/booth and an option to purchase a handle on the Pride flag which will be carried in	It is important for the Spokane Human Rights Commission to have presence in the LBGTQIA community as the SHRC is often advocating for their rights.	The 2017 Pride Festival/Parade commences the second week of June 2017. However, the SHRC will continue to be represented at community meetings and summits as they are scheduled		



Spokane Human Rights Commission
2017 Work Plan

LGBTQIA 1.3

	more familiar. One of the main events to attend would be the 2017 Pride Festival/Parade.	subcommittee meetings. At the end of 2017 we can calculate if there has been an increase in attendance and in the social media presence.	the parade for years to come. Please see the attached proposed budget items		throughout the year.		
To maintain the protective legislations currently in place for the LGBTQIA community in the City of Spokane.	The LGBTQIA community has voiced great concern for the current political state of our country. With these concerns also comes the fear that legislation that is currently in place to protect the rights of the LGBTQIA community may be overturned. By keeping up to date on proposed legislation the LGBTQIA subcommittee can work to address concerns regarding this legislation both at the city and state level. The LGBTQIA subcommittee will ask for support for or against legislation that has an effect on the members of the LGBTQIA community members	The success of this goal will be measured by the interaction with city and state representatives on legislation presented. We hope to prevent any impact that discriminatory legislation may have on the LGBTQIA community.	In a time where it is clear that there will be many changes on the horizon that will ultimately affect the LGBTQIA community it is important to provide support. By keeping ourselves current on state legislation and advocating for the community we can help to diminish the effect these changes may have.	In a time where it is clear that there will be many changes on the horizon that will ultimately affect the LGBTQIA community it is important to provide support. By keeping ourselves current on state legislation and advocating for the community we can help to diminish the effect these changes may have	The subcommittee will continue to advocate and raise awareness on this issue for the entire year of 2017. This will also include any pre-filed bills in 2017 that have an impact on the LGBTQI community members		



Human Trafficking Sub-Committee Work Plan

Designation	Goal	Narrative	Measurable	Achievable	Relevant	Time	Resources Needed	Target Completion Date
Human Trafficking 1.1	To create a more collaborative environment between the SHRC and local agencies that work with Human Trafficking in Spokane; bring further attention to Human Trafficking.	Although there are various agencies in Spokane that offer some services to individuals who have been involved in sex trafficking, most are not aware of the services others offer, nor of the full impact the other agencies are currently having in the community. Because different agencies have a focus in different arenas, it would be a major boon to the cause if we could unify these services for better ease of collaboration. In order to achieve this, we wanted to partner with youth organizations, such as the Chase Youth Commission to create a Human Trafficking Youth Unity Event, where the various agencies would set up booths, offer information, exchange knowledge of their	This process would begin by creating a successful partnership with the Chase Youth Commission and local high schools and/or middle schools, offering a commitment to the HT Youth Community Event. Further research will be needed on the entirety of the agencies in Spokane that address Human Trafficking in some capacity.	Once the appropriate partnerships are created and enough agencies are signed up to attend, we can collaborate to set a date, time, and location for the event, along with a list of information agencies should come prepared with for maximum success.	This would be a great starting point to achieve the first primary purpose of the subcommittee- to get our names and faces out there to make it be known that the SHRC is a quality contact working in the community to address the scourge of human trafficking.	Although the first event of this type would occur at some point during this school year (ideally around April), this is something that may well become an annual event as a way to create annual awareness.		



Spokane Human Rights Commission
2017 Work Plan

Human
Trafficking
1.2

	services with one another, and educate the public on the cause. We firmly feel that involving youth in the cause will help to ameliorate issues between the agencies and involve the demographic most severely affected by human trafficking: Adolescents.						
To change public discourse and perception regarding Human Trafficking victims	Many, chiefly the media, use the term "child prostitution" to discuss victims of human trafficking. However, this discourse implies that there is agency on behalf of the victim. The preferred term for victims of human trafficking/sexual slavery is "Victims of Commercial Sexual Exploitation." The subcommittee feels that changing the way this issue is framed by the media can do a world of good to change the perception of these victims in the eyes of the public or their peers.	The best way to measure this is by legislation. As a subcommittee, we would advocate for and possibly propose an ordinance that would change the preferred verbiage from "child prostitutes" to the more accurate term, "Victims of Commercial Sexual Exploitation."	The best way to achieve this, we feel, is to use other cities who have done similar things as a model. What avenues did they use? What was the verbiage of their ordinances for this cause? These would be important to answer. Moreover, a public education campaign on this idea may be important as well. Many high school students are much maligned, considered prostitutes by their peers and in many cases teachers and parents. A public information campaign, in addition to the ordinance, could do a great deal to turn that tide.	It is important to accurately represent the issue of human trafficking. Referring to it as "child prostitution" only minimizes and deflects from the human rights crisis that is actually being endured.	This is an issue that may require ongoing attention, at least in terms of educating the public. On the issue of the ordinance, this may require 2-5 months of research, advocacy, and organization with local agencies that deal with Human Trafficking, to create a strong enough case and groundswell to become an ordinance that could pass.		



Spokane Human Rights Commission
2017 Work Plan

**Human
Trafficking
1.3**

To unite community agencies that deal with Human Trafficking victims under cohesive, consistent, and transparent service design	There is not a whole lot of transparency with agencies that deal directly with victims of human trafficking. For example, there are some agencies that may have a 3 month blackout period where the victims of commercial sexual exploitation cannot even reach out to their advocate. Because so many of these services for intake and aftercare are all across the board, the subcommittee finds it important to use the SHRC to serve as a third party, identifying goals for agencies to coalesce under.	This goal would be considered a success if a) We had an inventory of all of the area agencies along with a list of their standard protocols. b) Had a community liaison within the subcommittee who worked with agencies to discuss their ongoing policies and plans to progress over time. c) Have dedicated members trained to be able to work with agencies and in the community to educate others on the matter.	For the previous points a) This would be easily achievable by breaking the subcommittee into a smaller task force of individuals interested in doing research on agencies and their protocols. The meeting revealed a large number of people interested in this particular task. This information would be used to create an endorsement by the SHRC in regards to agencies that best serve victims with transparent aftercare policies. b) A subcommittee-appointed community liaison could be responsible for follow-up, and tracking progress of various agencies. c) Lutheran Community Services, who works heavily with human trafficking victims, offers trainings, which they volunteered to offer for the SHRC. This way, each member who wishes, can go forth and educate within the community-whether it's agencies, schools, or businesses.	This would fulfill a great need in the Spokane community to offer a third party resource to victims of human trafficking. There are many who wish to get free of the lifestyle, but with fear already holding them back, lack of transparent resources may further stifle that process. This could ensure that more victims are encouraged to make a big step, and also offer better services and care to those who have already made the step.	The subcommittee will work to create a task force within this calendar year. Within that time, we hope to have a resource compiled that offers information and makes transparent the policies that the community liaison will check in on with regularity.		
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Human
Trafficking
1.4

To provide advocates with a clear and identifiable process that the police who deal with Human Trafficking victims follow when investigating a case so that the advocate can pass on those expectations to the individual they are working with.	Advocates struggle to provide consistent information to the individuals they work with if one of those individuals chooses to attempt to prosecute their oppressor. There is not a consistent process. Sometimes, the process can take months to progress to the next step, leaving the victims in an uncomfortable limbo. It would be nice to resolve this by having one or both of the following things in place: 1) A best practices guidelines for police when following-up on human trafficking victims. 2) Information on steps advocates can tell the individuals for whom they advocate that police follow. Whether the process can take one day or three months, that information is important for the advocates to know to tell their clients.	This would be considered a success if the SHRC HT Subcommittee could leave with identifiable courses of action that police follow. Moreover, we will consider this a success once we have drafted a committee-approved best practices guidelines as a SHRC recommendation to police to follow.	The first step would be to meet with police who deal with this, particularly if possible a summit with the SHRC HT Subcommittee. Fostering a relationship where we can start by following the process and clarifying what is currently being done and why will help to elucidate proper changes to propose as well as offer a list to advocates of what is currently being done.	One of the best ways to end the scourge of human trafficking is to stop it before it claims its next victim. As it currently stands, victims are not necessarily fostered to speak up because after trauma, the process is too frightening, intimidating, and full of too many unknowns. Clarifying the unknowns into knowns could mean the world of difference for someone struggling to find the courage and strength to speak up against and prosecute their oppressor.	Fostering a relationship with the police will be an ongoing endeavor we hope to continue during the duration of the SHRC HT Subcommittee. However, creating best practices guidelines to recommend and finding a calendar that police follow when working with human trafficking victims are all goals we would like to see achieved within the calendar year.		
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Education & Planning Sub-Committee Work Plan

<i>Designation</i>	<i>Goal</i>	<i>Narrative</i>	<i>Measurable</i>	<i>Achievable</i>	<i>Relevant</i>	<i>Time</i>	<i>Resources Needed</i>	<i>Target Completion Date</i>
<i>Education & Planning 1.1</i>	Create one page educational materials to place in relevant locations across the city. These materials would educate relevant target audiences about their rights, the issue as it stands, what the SHRC Seeks to do about it, what they can do about it, and where they can go for assistance.	There are a number of issues about which people do not have enough access to concise information that is addressed to them in a digestible manner. This would fulfill the "education" intention of the subcommittee. In particular, as there are more national events that place individuals in a more vulnerable position, having accessible information on understanding their rights and courses of action are ever-more important.	This would be considered a success if the subcommittee could have materials drafted and distributed on at least 7 subject areas. It would be important to work with the other subcommittees to create a sheet on their subject area as well, such as LGBTQIA and Human Trafficking. Beyond that, I envisioned this covering: Immigrants/Refugees, Homelessness, Hate Crimes, Single Parenthood, and Energy Assistance. This list would be crafted and refined by the subcommittee members by the end of the second meeting.	This is a task that would require research within the SHRC as well as the community. Because a large portion of this would require knowledge of community resources, that would be an important task. It would be most achievable by delegating various subject areas to different members of the subcommittee to be responsible for and bring to the group for edits.	This will help to make the SHRC a preeminent source for information related to human rights. Having information present at the appropriate locations to reach the designated target audience would also be helpful in making sure that the populace is well-educated on matters that directly affect them.	This is a task that would be feasible to have done by the end of the summer. The start of fall, particularly with schools starting anew for the school year, would be a great time to ensure all print materials are ready and disseminated.	Printing costs are essential.	



Spokane Human Rights Commission

2017 Work Plan

Education & Planning 1.2

Host an event targeted toward educating youth on the SHRC and allowing them a chance to find small ways to get involved and understand the importance of human rights.	I recently had the opportunity to speak at Indian Trail Elementary School. The school administrators there were thirsty for events to involve their students. Moreover, youth is a great time to get individuals interested in important ideas that will carry with them for the rest of their lives. Having an event targeted to youth where they can meet the SHRC, learn about various aspects of human rights, engage, interact, and possibly even create on behalf of the SHRC would be a great way to increase engagement for the future as well.	There are several pieces in place that would be required to make this event a success; A. A venue to host this. B. Involving schools to ensure there is cooperation among the schools and high attendance among the students. C. Creating small modules about various areas of human rights (to be decided by subcommittee and the SHRC as a whole). D. Creating a way for youth to get involved by offering a demonstrative task. Possible ideas include: An essay contest, a contest to create the SHRC banner for the year, or simply creating artwork we would combine to create a collage by the students.	We can achieve this by starting quickly to work with schools to secure a workable date and venue location. Next, delegation would be important to ensure we had members of the subcommittee working on their various modules. (ie: One person may create an exhibit focused on civil rights, another may create an exhibit about the dangers of bullying). With this information delegated, it would be a more digestible task to come together to create this successful event.	This is something I would hope to continue annually to continue to engage schools and youth in the cause. This could also help to bring more attention to the SHRC for adults. Having students come and participate can bring their parents into the fold, which would be important to making the SHRC an institution that is looked to as an authority on human rights in Spokane.	Ideally, I would like to have this set up by the summer before District 81 is done with their school year. I think it is important to have this in tandem with the academic calendar so that we get maximum involvement. If we do not make the summer deadline, then I would opt to push it to the start of the school year in the fall.	Possible cost for venue location (though likely not), possible scholarship costs for essay/poetry prizes, possible banner printing cost.	The end of this school year.
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Spokane Human Rights Commission
2017 Work Plan

Education & Planning 1.3

Have a regular media presence, whether its articles we submit to the Inlander, the Spokesman Review, the Black Lens, or other local papers.	In order to gain more clout as a commission, it is important that we get our voices out there as an authority on human rights. Accordingly, if we could gain partnerships with local area print media to have periodic features, written on various topics (one time, perhaps someone on the LGBTQIA can write about something relevant, another time, someone can write about homelessness, or immigration issues). If we can create a relationship with the media to create a space to write our editorials, it would be a great stride toward educating the public on multiple issues and bringing others into the fold on the existence of the SHRC and what we do as a commission.	This would be considered a success if we have at least 5 editorials run in a calendar year. If we can be a regular contributor of a particular periodical or two, that would be even more successful. Repeated exposure in one periodical would help to find a consistent audience following our contributions.	This would first be achieved by reaching out to various periodicals and trying to establish a relationship. Having a meeting with individuals from the media we want to be a part of to set up a meeting would be important. After we find what their needs are for subjects of editorials, we would need to find individuals who can speak as authorities on subjects to draft an editorial for that publication. This would be done on a rotating basis.	This would educate Spokane on the relevant issues we discuss while also keeping the SHRC as a constant presence in the media. Doing so will develop the commission further, making us more integral to human rights issues in Spokane.	This would ideally work on an ongoing basis. However, we would want to get started right away, reaching out to newspapers to see how we can best become a part of their regular commentary.		
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Spokane Human Rights Commission
2017 Work Plan

Education & Planning 1.4		25 Year Campaign <ul style="list-style-type: none">- Use this information as a communication piece to the community.- Presentation to city council. Present the history and future goals.						
Education & Planning 1.5		Involvement in the Unity in the Community event (August) setting up a booth for this event (\$75).						
Education & Planning 1.6		Human Rights Awards						



Rules & Procedures Sub-Committee Work Plan

Designation	Goal	Narrative	Measurable	Achievable	Relevant	Time	Resources Needed	Target Completion Date
Rules & Procedures 1.1	The committee at minimum will meet on a quarterly basis to review the Commission's Bylaws, Policies and Procedures that may be limiting or presenting barriers to the Commission's ability to function effectively and efficiently.							
Rules & Procedures 1.2	From the committee's ongoing review of the Commission Bylaws, Policies and Procedures recommendations for changes to the Bylaws, Policies or Procedures will be developed with the intent to enhance or improve the Commission's ability to effectively and efficiently function in achieving the Commission's annual work plan and Mission.							



Spokane Human Rights Commission
2017 Work Plan

**Rules &
Procedures
1.3**

Recommended changes to the Bylaws, Policies and Procedures will be presented to the City Attorney’s office for review to assure the recommended change(s) complies with the Commission’s enabling legislation as well as to comply with all rules, regulations, ordinances, and laws of the City of Spokane and the State of Washington.

**Rules &
Procedures
1.4**

After review and approval by the City Attorney’s office, recommended changes to the Bylaws, Policies and procedures will be presented at the next monthly regular meeting of the full Commission for consideration and subsequent approval and adoption as deemed necessary by the full Commission.



Complaint Sub-Committee Work Plan

<i>Designation</i>	Goal	Narrative	Measurable	Achievable	Relevant	Time	Resources Needed	Target Completion Date
<i>Rules & Procedures 1.1</i>	Issue Tracking for Spokane area (Council Member Request)	Complaint Committee will develop a data base in which commissioners can report issues they receive as far as discrimination complaints	A report will be disseminated amongst commissioners and council once per calendar year in November.					