

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, MAY 1, 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 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. Sale of property to the Department of Transportation located at 2726 East 3rd Avenue, described as Part of Lot 5 and all of Lot 6, Block 13, Union Park Addition—\$60,000 Revenue.
Dave Steele | Approve | OPR 2017-0303 |
| 2. Report of the Mayor of pending: | Approve &
Authorize
Payments | |
| a. 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 \$_____. | | CPR 2017-0002 |
| b. Payroll claims of previously approved obligations through _____, 2017: \$_____. | | CPR 2017-0003 |
| 3. 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 & FINAL READING ORDINANCES

(Require Four Affirmative, Recorded Roll Call Votes)

- RES 2017-0032 Supporting the increased planting of ponderosa pine trees along highways in the Greater Spokane region.
Council Member Kinnear
- RES 2017-0033 Approving amendments to the City Council standing committee administrative procedures.
Council President Stuckart
- RES 2017-0034 Joint Resolution with Spokane County in the matter of authorizing the Airport Board to acquire property identified as Spokane County Assessor Parcels 45063.2139 and 45063.2140 consisting of approximately 40,511 square feet of land which is adjacent to Felts Field Airport property.
Larry Krauter
- RES 2017-0035 Declaring Spokane Treatment and Recovery Services (STARS) a sole
OPR 2017-0304 source provider for transportation of intoxicated individuals in the downtown corridor to the STARS sobering facility and authorizing a five-year contract—Estimated annual expenditure \$100,000 (including tax). (Not to exceed \$500,000 in a five-year span.)
Brian Schaeffer
- ORD C35493 Relating to the Northeast Public Development Authority; amending Ordinance No. C34813.
Melissa Owen

FIRST READING ORDINANCE

(No Public Testimony Will Be Taken)

- ORD C35487 Relating to the creation of four new departments within the Innovation and Technology Services Division; amending SMC section 3.01A.340 & adopting new sections 3.01A.341, 3.01A.342, and 3.01A.344 to chapter 3.01A of the Spokane Municipal Code. (Deferred from the April 10, 2017, Agenda)
Michael Sloon

FURTHER ACTION DEFERRED

NO SPECIAL CONSIDERATIONS

NO HEARINGS

Motion to Approve Advance Agenda for May 1, 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 May 1, 2017, Regular Legislative Session of the City Council is adjourned to May 8, 2017.

NOTES



Agenda Sheet for City Council Meeting of:
05/01/2017

Date Rec'd	4/17/2017
Clerk's File #	OPR 2017-0303
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	ASSET MANAGEMENT
Contact Name/Phone	DAVE STEELE 625-6064
Contact E-Mail	DSTEELE@SPOKANECITY.ORG
Agenda Item Type	Contract Item
Agenda Item Name	5900 - WARRANTY DEED - DEPARTMENT OF TRANSPORTATION

Agenda Wording

Sale of property located at 2726 East 3rd Avenue, Parcel No. 35211.3105 described as Part of Lot 5 and all of Lot 6, Block 13, Union Park Addition to the Department of Transportation.

Summary (Background)

This property was foreclosed on by Spokane County in 2011 for unpaid property taxes. The City of Spokane acquired the property in July of 2015 with the intent of recouping subsequent lien costs totaling approximately \$37,000.00 through resale. The sale of the property to WSDOT for the appraised value of \$60,000.00 will allow the City to recover the cost of the liens and the cost of acquisition of the property from the County. This also allows WSDOT to move forward with planned I-90 improvements

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Revenue	\$ 60,000.00	#	1200-58100-99999-36910-99999
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	LUKAS, ED	<u>Study Session</u>	
<u>Division Director</u>	MARCHAND, CRYSTAL	<u>Other</u>	Finance - April 10, 2017
<u>Finance</u>	HUGHES, MICHELLE	<u>Distribution List</u>	
<u>Legal</u>	DALTON, PAT	Engineering Admin	
<u>For the Mayor</u>	SANDERS, THERESA	dsteele@spokanecity.org	
<u>Additional Approvals</u>		htrautman@spokanecity.org	
<u>Purchasing</u>		kschmitt@spokanecity.org	
		cbrazington@spokanecity.org	

BRIEFING PAPER

Asset Management Department

April 10, 2017

Subject:

Agreement to sell previously surplus property located at 2726 East 3rd Avenue to WSDOT for future highway purposes.

Background:

This property was foreclosed on by Spokane County in 2011 for unpaid property taxes. The property subsequently sat vacant for several years until the County approached the City to purchase.

The City of Spokane acquired this property in July of 2015 from Spokane County with the intent of demolishing the existing dilapidated single family residential home, remediating the property, and recouping subsequent lien costs totaling approximately \$37,000 through a resale.

Impact:

In 2015, the Code Enforcement Department wrote off liens in the amount of \$36,661.75 and purchased the property for \$880.55 from the County. Since this property is part of the Building Official process that is managed by Code Enforcement all funds resulting from the sale of this property will go back to Code Enforcement and be calculated into this year's allocation of Code Enforcement costs that are paid by the Developer Services Center.

The specific GL code for the expected revenue would be
1200-58100-99999-36910-99999

The sale of this property to WSDOT for the appraised value of \$60,000 will allow the City to recover the cost of the liens and cost of the acquisition of this property from the County and allows WSDOT to move forward with their planned I-90 improvements

Action:

Recommend City Council approval of Sale of Property to WSDOT

After recording return document to:

State of Washington
Department of Transportation
Real Estate Services Office
PO Box 47338
Olympia, WA 98504-7338

PLEASE MAKE NO MARK IN THE MARGIN SPACE - RESERVED FOR COUNTY AUDITOR'S USE

Document Title: Warranty Deed
Reference Number of Related Documents: none
Grantor(s): City of Spokane
Grantee(s): State of Washington, Department of Transportation
Legal Description: Part of Lot 5 and all of Lot 6, Block 13, Union Park Add.
Assessor's Tax Parcel Number: 35211.3105

WARRANTY DEED

State Route 90, Garfield Street To Jct. SR 395

The Grantor, **CITY OF SPOKANE, a municipal corporation of the State of Washington**, for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, and other valuable consideration, hereby conveys and warrants to the **State of Washington, acting by and through its Department of Transportation, Grantee**, the following described real property situated in Spokane County, in the State of Washington:

THE EAST 40 FEET OF LOT 5 AND ALL OF LOT 6, BLOCK 13, UNION PARK ADDITION, AS PER PLAT RECORDED IN VOLUME "A" OF PLATSPAGE 139;

Situate in the City of Spokane, County of Spokane, State of Washington.

It is understood and agreed that delivery of this deed is hereby tendered and that the terms and obligations hereof shall not become binding upon the State of Washington unless and until accepted and approved hereon in writing for the State of Washington, by and through its Department of Transportation, by its authorized agent.

WARRANTY DEED

Date: _____,

City of Spokane

By: _____

Name: David Condon _____

Title: Mayor, City of Spokane _____

Accepted and Approved

STATE OF WASHINGTON
Department of Transportation

By: _____
Timothy P. Golden
Real Estate Services Manager
Authorized Agent

Date: _____

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

On this _____ day of _____, 2017 before me personally appeared _____ to me known to be the _____ of the City of Spokane, Washington, that executed the within and foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of said City, for the uses and purposes therein mentioned, and each on oath stated that he/she was authorized to execute said instrument by resolution of the Mayor and City Commissioners of said City, and that the seal affixed is the official seal of said City.

My commission expires _____



Eastern Region
2714 N. Mayfair Street
Spokane, WA 99207-2090
509-324-6000 / FAX: 509-324-6005
TTY: 1-800-833-6388
www.wsdot.wa.gov

December 1, 2016

City Of Spokane
808 W. Spokane Falls Blvd.
Spokane, WA 99201

Re: SR 90, Garfield Street to Jct. SR 395
RW 5178, C.S.320800
FA No. NCPDP-0395(069)
RW Plan Sheet 9 of 15 Sheets
Parcel Number: 6-05568

Dear Mr. Steele:

The State of Washington, acting by and through its Department of Transportation (WSDOT) plans to proceed with the above-titled public project. As a part of the project, we need to purchase your property and/or property rights identified on the "Right of Way Plan" by the "parcel number" listed above. The bearer of this letter is the WSDOT's acquisition specialist assigned to complete this transaction.

Your property has been examined by qualified appraisers and appraisal reviewers who have carefully considered all the elements which contribute to the market value of your property. By law, they must disregard any general increase or decrease in value caused by the project itself. Based upon the market value estimated for your property,

Our offer is: \$60,000.00 for 12,780 square feet of land in fee.

Owners and tenants of dwellings, businesses, farm operations, or non-profit organizations being displaced cannot be required to move from the referenced property without being given a written assurance of at least 90 days prior to the date by which they will be required to vacate the property. In most cases, the WSDOT will provide this assurance in the relocation letter entitled, "Notice of Relocation Eligibility, Entitlements, and 90-Day Assurance". Occupancy of the property beyond the date the WSDOT acquires possession will require that a rental agreement be signed and rent be paid. If the occupant vacates the property within 30 days after the "payment date", the WSDOT will refund all prepaid rent.

RCW 64.06 provides for a disclosure statement from sellers of residential property including multi-family dwellings up to four units and condominiums unless the Purchaser elects to waive the necessity of said statement. The WSDOT, as Purchaser of your property, does hereby waive the necessity of your providing the disclosure statement.

Payment for your property and/or property rights will be made available to you approximately 45 days after you accept the WSDOT's offer, provided that there are no delays in closing the transaction. The date on which payment is made available to you is called the "payment date". On that date, the WSDOT becomes the owner of the property purchased and responsible for its control and management.

You may wish to employ professional services to evaluate the WSDOT's offer. If you do so, we suggest that you employ well-qualified evaluators so that the resulting evaluation report will be useful to you in deciding whether to accept the WSDOT's offer. The WSDOT will reimburse up to \$750.00 of your evaluation costs upon submission of the bills or paid receipts.

This offer is being made on a willing buyer/willing seller basis. If you decide to accept the offer, the WSDOT will pay all closing costs including the Real Estate Excise Tax on this transaction. If you decide to reject the offer, then the WSDOT will notify you in writing that this offer will be withdrawn.

The Internal Revenue Service (IRS) requires that the WSDOT obtain your correct taxpayer identification number (TIN) or social security number (SSN) to report income paid to you as a result of this real estate transaction. In addition to the IRS requirement, the Washington State Office of Financial Management (OFM) requires that all state agencies use a statewide vendor number for all payments. You will be required to complete the attached substitute Form W-9 for each owner, as well as, the attached Statewide Vendor Registration & Payment Option form, and provide said forms to the WSDOT's specialist upon acceptance of the WSDOT's offer. However, in order to expedite processing of your payment, these forms can be provided to the WSDOT at an earlier date. If you need advice on how to complete these forms, please contact an IRS office, accountant, or legal consultant.

If you have personal property presently located on the property being acquired by the WSDOT that needs to be moved, the WSDOT will reimburse you for the cost of moving it through the Relocation Assistance program.

We have attempted by this letter to provide a concise statement of our offer and summary of your rights. We hope the information will assist you in reaching a decision. Please feel free to direct any questions you may have to the undersigned. May we please have your early reply as to acceptance or rejection of this offer?

Thank you.
Sincerely,

By: Russell Hall
Property & Acquisition Specialist
(509) 324-6292

Receipt of this letter is hereby acknowledged. I understand that this acknowledgment does not signify my acceptance or rejection of this offer.

Signature

Date



DEPARTMENT OF TRANSPORTATION Real Estate Services PO Box 47338 Olympia, WA 98504-7338		GRANTOR OR CLAIMANT (NAME & ADDRESS) City of Spokane 808 W. Spokane Falls Blvd. Spokane, WA 99201		SWV NO.: 910856218 2			
PROJECT NO. F00010A							
RW PLAN TITLE SR 90, Garfield Street To Jct. SR 395							
FEDERAL AID NO. NCP DP-0395 (069)		PARCEL NO. 6-05568	WORK ORDER: RW5178	GROUP: 01	WORK OP: 0221	C.S.: 320800	ORG NO.: 463101
VOUCHER NO.:		I hereby certify under penalty of perjury that the items and amounts listed herein are proper charges against the State of Washington, that the same or any part thereof has not been paid, and that I am authorized to sign.					
		AMOUNT:		SIGNATURE IN INK FOR EACH CLAIMANT:		DATED	
LAND		\$60,000.00	SIGNATURE: City of Spokane				
IMPROVEMENTS		\$0.00					
DAMAGES:			PRINT NAME:				
COST TO CURE:		\$0.00	SIGNATURE:			DATED	
PROXIMITY:		\$0.00					
OTHER:		\$0.00					
SPECIAL BENEFITS		\$0.00	PRINT NAME:				
REMAINDER		\$0.00	SIGNATURE:			DATED	
DEDUCTIONS:							
AMOUNT PREVIOUSLY PAID		\$0.00	PRINT NAME:				
PERFORMANCE BOND		\$0.00					
SALVAGE AMOUNT		\$0.00	SIGNATURE:			DATED	
PRE-PAID RENT		\$0.00					
OTHER		\$0.00					
ADMINISTRATIVE SETTLEMENT		\$0.00	PRINT NAME:				
STATUTORY EVALUATION ALLOWANCE		\$0.00	ACQUISITION AGENT:			DATE	
ESCROW FEE		\$0.00	BY: Russell Hall				
REAL ESTATE EXCISE TAX		\$0.00	AUTHORIZED SIGNATORY FOR WSDOT:			DATE	
OTHER:		\$0.00	TOTAL AMOUNT DUE: \$60,000.00				



Agenda Sheet for City Council Meeting of:
05/01/2017

Date Rec'd	4/7/2017
Clerk's File #	RES 2017-0032
Renews #	
Cross Ref #	
Project #	
Bid #	
Requisition #	

Submitting Dept	CITY COUNCIL
Contact Name/Phone	LORI KINNEAR 509-625-6261
Contact E-Mail	LKINNEAR@SPOKANECITY.ORG
Agenda Item Type	Resolutions
Agenda Item Name	PONDEROSA PINE RESOLUTION

Agenda Wording

A Resolution supporting the increased planting of ponderosa pine trees along highways in the Greater Spokane region.

Summary (Background)

This resolution requests that the Washington State Department of Transportation include Ponderosa Pines along the construction of the North Spokane Freeway, State Highway 395. Additionally, it encourages the Washington State Department of transportation to use Ponderosa Pines as natural landscaping whenever applicable to lower the cost of weed management and beautify existing roadways.

<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>	3/2/2017
<u>Division Director</u>		<u>Other</u>	
<u>Finance</u>	DOVAL, MATTHEW	<u>Distribution List</u>	
<u>Legal</u>	PICCOLO, MIKE		
<u>For the Mayor</u>	SANDERS, THERESA		
<u>Additional Approvals</u>			
<u>Purchasing</u>			

Resolution No. 2016-0032

A Resolution supporting the increased planting of ponderosa pine trees along highways in the Greater Spokane region

WHEREAS, The City of Spokane recognizes the importance that our highways and roadways be landscaped to provide beauty, and

WHEREAS, The City is cognizant of the importance of the environment in planning highways so as to minimize the use of herbicides and pesticides along highways and roadways, and

WHEREAS, Irrigated landscapes along highways and roadways work to limit scarce resources such as water, and

WHEREAS, The City takes note of a study conducted by Gonzaga University around the utility of planting more Ponderosa Pine trees, and

WHEREAS, Spokane County has the largest expenses in the state tied to controlling noxious weeds and nuisance vegetation, and

WHEREAS, The State spent over \$800,000 in weed management between 2014-2015, and

WHEREAS, The City recognizes that the above mentioned study has found that increased use of the Ponderosa Pine for landscaping will add beauty at the same time as saving the state money for controlling weeds, grasses and other undesirable natural growth.

NOW THEREFORE, BE IT RESOLVED, The Spokane City Council requests that the Washington State Department of Transportation include Ponderosa Pine on all construction of the North Spokane Freeway, State Highway 395. Additionally, the Council further requests that the Washington State Department of Transportation include Ponderosa Pine in natural landscaping wherever possible along I-90 and all other state highways and roadways within the City in order to beautify existing and future roadways for all citizens that pass through the City of Spokane.

Passed by the City Council this ____ day of _____, 2017.

City Clerk

Approved as to form:

Assistant City Attorney



Agenda Sheet for City Council Meeting of:
05/01/2017

Date Rec'd	4/17/2017
Clerk's File #	RES 2017-0033
Renews #	

Submitting Dept	CITY COUNCIL	Cross Ref #	
Contact Name/Phone	BEN STUCKART 6256269	Project #	
Contact E-Mail	AMCDANIEL@SPOKANECITY.ORG	Bid #	
Agenda Item Type	Resolutions	Requisition #	
Agenda Item Name	0320 STANDING COMMITTEE ADMIN PROCEDURES RESOLUTION		

Agenda Wording

A Resolution approving amendments to the City Council standing committee administrative procedures.

Summary (Background)

This resolution approves amendments to the City Council standing committee administrative procedures.

<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>	
<u>Finance</u>	DOVAL, MATTHEW	<u>Distribution List</u>	
<u>Legal</u>	PICCOLO, MIKE		
<u>For the Mayor</u>	SANDERS, THERESA		

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

RESOLUTION NO. 2017-0033

A Resolution approving amendments to the City Council standing committee administrative procedures.

WHEREAS, the pursuant to section 9.1 of the City Council's Rules of Procedure, the City Council has established five standing committees; and

WHEREAS, each standing committee requires and depends upon smooth and efficient interactions between the City Council, Council staff, the City administration, and City staff; and

WHEREAS, City departments routinely adopt policies to assist in the performance of various administrative functions; and

WHEREAS, The City Council previously approved Resolution 2011-0023 (April 11, 2011), which approved the administrative procedures for the operation of City Council standing committees; and

WHEREAS, the attached amended administrative policy relates to the City Council standing committees, is consistent with the City Council's Rules of Procedure, the Spokane Municipal Code, and prior resolutions regarding standing committees, and amends the existing administrative policy to reflect changes to the standing committee procedures.

NOW, THEREFORE, BE IT RESOLVED that the Spokane City Council approves the attached amended administrative procedures for the operation of City Council standing committees.

Passed by the City Council this ____ day of _____, 2017.

City Clerk

Approved as to form:

Assistant City Attorney

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0320-17-07 LGL 2006-0032
TITLE: : CITY COUNCIL STANDING COMMITTEE PROCEDURES EFFECTIVE DATE: August 10, 2006 REVISION EFFECTIVE DATE: _____, 2017	

1.0 GENERAL

1.1 This document provides procedures for both City staff and the City Council in regards to standing committee meetings of the City Council.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

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

3.0 REFERENCES

SMC 2.005.010
City Council Rules of Procedure Rule 9

4.0 DEFINITIONS

None

5.0 POLICY

5.1 It is the policy of the City Council to utilize standing committee meetings to facilitate Council business and to become fully informed on City administration activities of interest to the Council.

6.0 PROCEDURE

- 6.1 The City Council has established five (5) standing committees. Those committees and their meeting times and locations are as follows:
 - a. Planning and Economic Development Committee – meets third Monday of the month at 10:30 a.m. in the City Council Briefing Center.
 - b. Public Works Committee – meets second and fourth Monday of the month at 1:30 p.m. in the City Council Briefing Center.
 - c. Finance Committee – meets first Monday of the month at 1:30 p.m. in the City Council Briefing Center.
 - d. Public Safety Committee – meets third Monday of the month at 1:30 p.m. in the City Council Briefing Center.
 - e. Community, Health & Environment Committee – meets first Monday of the month at 10:30 a.m. in the City Council Briefing Center.
- 6.2 Standing committee meetings are intended to provide members of the City Council and City staff an opportunity to review and discuss in detail issues or topics that are of interest to the City administration and the City Council and to facilitate the efficient conduct of Council business.
- 6.3 No public testimony will be taken during standing committee meetings. Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff, and other individuals recognized by the committee.
- 6.4 Staffing.
 - 6.4.1 The Senior Executive Assistant to the City Council President will be in charge of coordination and execution of meeting notices with approval from the standing committee chairs and their staff.
 - 6.4.2 The divisions or departments routinely reporting to a respective standing committee shall provide staff to assist the chairperson of the standing committee by taking minutes and distributing material.
 - 6.4.3 Agendas for standing committee meetings shall be set by the chairperson of the standing committee with input from Council staff and the appropriate department or division head. Agendas for

standing committee meetings shall be approved by the chairperson of the standing committee prior to publication or distribution.

6.5 Minutes / Briefing Papers

6.5.1 Minutes shall be taken using the attached template (Attachment No. 1). Original approved and signed standing committee meeting minutes shall be filed with the City Clerk's Office and online. Minutes of standing committee meetings shall be retained pursuant to the applicable retentions schedule.

6.5.2 Staff for the Council Member or department or division which is bringing forward the topic or item under consideration by the standing committee shall prepare a briefing paper on each topic being submitted to the standing committee, which shall be formatted using the attached template (Attachment No. 2).

7.0 RESPONSIBILITIES

The Council President, with the assistance of City administration, shall administer this policy.

8.0 APPENDICES

Attachment No. 1 – Minutes Template

Attachment No. 2 – Briefing Paper Template

APPROVED BY:

City Attorney

Date

Council President

Date

City Administrator

Date

ATTACHMENT 1
STANDING COMMITTEE MINUTES
City of Spokane
Committee Name
Date

Attendance

Include names of individuals in attendance.

Approval of Minutes:

Approval of minutes should be obtained.

Agenda Items:

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

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

Adjournment

What time the meeting adjourned

Prepared by:

Approved by:

Chair

For further information contact:

ATTACHMENT 2

BRIEFING PAPER City of Spokane Department/Committee Date

Subject

Include a brief description of the subject and, of appropriate, the person or agency interested in the matter.

Background

Provide background on the subject with a short history, what is involved, how it relates to the City, and any existing policy that provides guidance on the subject.

Impact

Convey the impact(s) of the issue as it relates to the city, county, region, community or other specific group(s) and what it may mean to other city programs or functions.

Action

What action is required or expected? What is the timeline?

Funding

Provide all funding sources, i.e. federal, state and local dollars. The individual amounts associated with each source and the funding sources respective compliance requirements. As an example: federal funds require compliance with A-133 guidelines, The Catalogue of Federal Domestic Assistance Number (CFDA) and the applicable compliance supplement. Additionally, please stipulate any and all matching requirements.

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

05/01/2017

<u>Date Rec'd</u>	4/18/2017
<u>Clerk's File #</u>	RES 2017-0034
<u>Renews #</u>	

<u>Submitting Dept</u>	AIRPORTS	<u>Cross Ref #</u>	
<u>Contact Name/Phone</u>	LARRY 455-6419	<u>Project #</u>	
<u>Contact E-Mail</u>	LKRAUTER@SPOKANEAIRPORTS.NET	<u>Bid #</u>	
<u>Agenda Item Type</u>	Resolutions	<u>Requisition #</u>	
<u>Agenda Item Name</u>	AIRPORT - JOINT CITY COUNTY RESOLUTION - PROPERTY ACQUISITION		

Agenda Wording

Joint Resolution with Spokane County in the matter of authorizing the Airport Board to acquire property identified as Spokane County Assessor Parcels 45063.2139 and 45063.2140 consisting of approximately 40,511 square feet of land which is adjacent to Felts Field Airport property.

Summary (Background)

Pursuant to Paragraph 8(b) of Spokane Airport's Joint Operation Agreement, the County and City must by joint action approve the acquisition, sale, transfer or disposal of real property. The Airport Board recommends to the City and the County the acquisition of the Spokane County Assessor Tax Parcels as identified on Exhibit A attached to the Joint Resolution.

<u>Fiscal Impact</u>		<u>Budget Account</u>
Select	\$	#
Select	\$	#
Select	\$	#
Select	\$	#
<u>Approvals</u>		<u>Council Notifications</u>
<u>Dept Head</u>	PFISTER, TERRI	<u>Study Session</u>
<u>Division Director</u>		<u>Other</u>
<u>Finance</u>	DOVAL, MATTHEW	<u>Distribution List</u>
<u>Legal</u>	PICCOLO, MIKE	lkrauter@spokaneairports.net
<u>For the Mayor</u>	SANDERS, THERESA	Todd.woodard@spokaneairports.net
<u>Additional Approvals</u>		judyg@spokaneairports.net
<u>Purchasing</u>		darmstrong@spokaneairports.net
		gvasquez@spokanecounty.org

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON
AND
THE SPOKANE CITY COUNCIL OF SPOKANE, WASHINGTON**

IN THE MATTER OF AUTHORIZING)
THE AIRPORT BOARD TO) JOINT RESOLUTION
ACQUIRE PROPERTY IDENTIFIED)
AS SPOKANE COUNTY ASSESSOR)
PARCELS 45063.2139 & 45063.2140)

WHEREAS, pursuant to Chapter 14.08 RCW, Spokane County ("County") , by and through its Board of County Commissioners, and the City of Spokane ("City"), by and through its City Council, entered into an agreement dated August 28, 1990 ("Agreement") to provide for the joint operation of Spokane International Airport, Felts Field Airport and Spokane International Airport Business Park; and

WHEREAS, pursuant to Paragraph 8(b) of the Agreement, the County and City must by joint action approve the acquisition, sale, transfer or disposal of real property; and

WHEREAS, the Airport Board has recommended to the County and City the acquisition of Spokane County Assessor Tax Parcels as identified on Exhibit A, attached hereto, ("Property") comprising of approximately 40,511 square feet of land which is adjacent to Felts Field Airport property; and

WHEREAS, the Property is necessary for long term aviation development and approach protection at Felts Field Airport ; and

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Spokane County, Washington and by the City Council of the City of Spokane:

1. That the Airport Board is authorized to purchase the Property identified as Spokane County Assessor's Tax Parcels on Exhibit A located in Spokane County, Washington, to be paid for with Airport funds, at no cost, expense, or liability to either Spokane County or the City of Spokane;
2. That title to Spokane County Assessor's Tax Parcels as identified on Exhibit A shall vest in Spokane County and the City of Spokane, as tenants in common; and
3. That the Chief Executive Officer of the Airport Board be and is hereby authorized to prepare and execute any documents on behalf of Spokane County and City of Spokane to acquire Spokane County Assessor's Tax Parcels as identified on Exhibit A.

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

Terri L. Pfister, City Clerk

Approved as to form:

Assistant City Attorney

ADOPTED by the Board of County Commissioners of Spokane County, Washington this _____
day of _____, 2017.

Al French, Chair

ATTEST:

Josh Kerns, Vice-Chair

Ginna Vasquez
Clerk of the Board

Shelly O'Quinn, Commissioner

EXHIBIT A

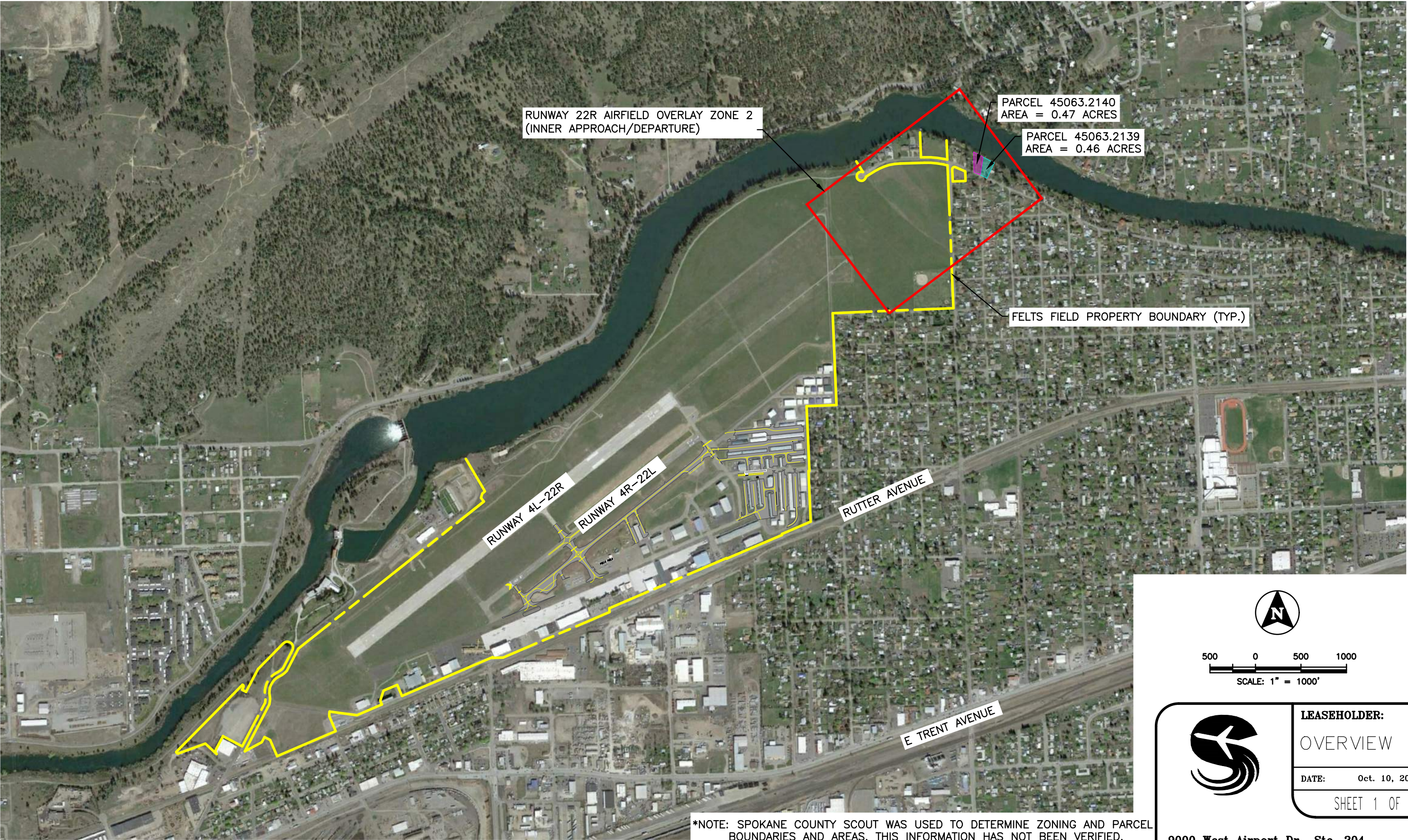
PARCEL NUMBERS OF PROPERTY

45063.2139

45063.2140

J:\120125\Acaddwg\Sheets\Exhibits (2016)\C16-055 - Parcel 45063.2140 Land Purchase\Overview.dwg, 10/10/2016 12:38:45 PM, Dai, Trey, None

PARCELS 45063.2140 & 45063.2139
OVERVIEW EXHIBIT



*NOTE: SPOKANE COUNTY SCOUT WAS USED TO DETERMINE ZONING AND PARCEL BOUNDARIES AND AREAS. THIS INFORMATION HAS NOT BEEN VERIFIED.



LEASEHOLDER:

OVERVIEW

DATE: Oct. 10, 2016

SHEET 1 OF 1

9000 West Airport Dr., Ste. 204
Spokane, WA 99224



Agenda Sheet for City Council Meeting of:
05/01/2017

Date Rec'd	4/13/2017
Clerk's File #	RES 2017-0035
Renews #	

Submitting Dept	FIRE	Cross Ref #	
Contact Name/Phone	BRIAN 625-7002	Project #	
Contact E-Mail	BSCHAEFFER@SPOKANEFIRE.ORG	Bid #	
Agenda Item Type	Resolutions	Requisition #	CR18029
Agenda Item Name	1970 SPOKANE TREATMENT AND RECOVERY SERVICES (STARS)		

Agenda Wording

A resolution declaring Spokane Treatment and Recovery Services (STARS) a sole source and a contract for emergency service van patrol. Not to exceed \$500,000 in a five year span.

Summary (Background)

Spokane Treatment and Recovery Services (STARS), formerly Community Detox Services, will be providing transport service to transport publicly intoxicated individuals, with response time criteria, training standards, and future goals for continued integration into the emergency response system, and they are the only local company able and willing to provide this service. Contract term is March 1, 2017 through February 28, 2022.

Fiscal Impact		Budget Account	
Expense	\$ 500,000	#	0020-88100-66000-54201-99999
Select	\$	#	
Select	\$	#	
Select	\$	#	
Approvals		Council Notifications	
Dept Head	SCHAEFFER, BRIAN	Study Session	PSC 04/17/17
Division Director	SCHAEFFER, BRIAN	Other	
Finance	ORLOB, KIMBERLY	Distribution List	
Legal	PICCOLO, MIKE	Fireaccounting	
For the Mayor	SANDERS, THERESA	mlopez	
Additional Approvals		bschaeffer	
Purchasing			

RESOLUTION No. 2017-0035

A resolution declaring SPOKANE TREATMENT AND RECOVERY SERVICES (STARS) as a sole source provider for transportation of intoxicated individuals in the downtown corridor to the STARS sobering facility - Estimated annual expenditure - \$100,000 including tax.

WHEREAS, the program allows Spokane Fire Department (SFD) personnel to request the STARS transport van when SFD personnel encounter an intoxicated individual in the downtown corridor. Stars then responds in a van and transports the individual to the STARS sobering facility where the individual is able to become sober and is offered the opportunity to enter recovery services at the STARS facility; and

WHEREAS, when not engaged with SFD requests, the STARS driver makes regular sweeps through the downtown corridor in search of intoxicated individuals who can then also be transported to the STARS facility for sobering and possible treatment; and

WHEREAS, STARS is a licensed alcohol and chemical dependency recovery facility; and

WHEREAS, this is a unique program in that it is the only recovery program in the area that combines transportation and recovery services together; and

WHEREAS, ultimately, this program reduces the number of chronic inebriates in the downtown corridor, improving the overall downtown environment. No other chemical dependency organization operates with this model in the community.

WHEREAS, the annual cost of these services exceeds the 2017 public bid limit of \$49,000 -- Now, Therefore,

BE IT RESOLVED by the City Council for the City of Spokane that it hereby declares Spokane Treatment and Recovery Services (STARS) a sole source provider for the transporting of intoxicated individuals in the downtown corridor to the STARS sobering facility; and authorizes a five (5) year contract - annual expenditure of \$100,000.00 including tax.

ADOPTED BY THE CITY COUNCIL ON _____

City Clerk

Approved as to form:


Assistant City Attorney

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

04/24/2017

Date Rec'd

3/28/2017

Clerk's File #

ORD C35493

Renews #Submitting Dept

PLANNING

Cross Ref #Contact Name/Phone

MELISSA OWEN 625-6063

Project #Contact E-Mail

MOWEN@SPOKANECITY.ORG

Bid #Agenda Item Type

First Reading Ordinance

Requisition #Agenda Item Name

0650 - ORDINANCE FOR NEPDA CHARTER & BYLAW AMENDMENT

Agenda Wording

An ordinance relating to the Northeast Public Development Authority; amending Ordinance No. C-34813. A Northeast Public Development Authority (NEPDA) Charter and Bylaws Amendment to expand board member positions to include the Mayor or

Summary (Background)

At the NEPDA's February 10, 2017 meeting, the Board approved an expansion of their membership from seven to no more than nine members which necessitates a Charter and Bylaws Amendment and City Council Approval. The NEPDA is completing multi-year planning efforts and entering into a new implementation phase for the redevelopment of The YARD. This new phase of board work and the implementation of plan priorities can be more effectively pursued with greater communication and participation

Fiscal ImpactBudget Account

Neutral \$

#

Select \$

#

Select \$

#

Select \$

#

ApprovalsCouncil NotificationsDept Head

KEY, LISA

Study SessionDivision Director

MALLAHAN, JONATHAN

Other

PED 4-17-17

Finance

HUGHES, MICHELLE

Distribution ListLegal

RICHTMAN, JAMES

sbishop@spokanecity.org

For the Mayor

SANDERS, THERESA

jmallahan@spokanecity.org

Additional Approvals

lkey@spokanecity.org

Purchasing

aworlock@spokanecity.org

mpiccolo@spokanecity.org

mhughes@spokanecity.org

tstripes@spokanecity.org



Continuation of Wording, Summary, Budget, and Distribution

Agenda Wording

designee and one City Council Member or their designee selected by the City Council.

Summary (Background)

with City leadership.

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

Ordinance No. C35493

An ordinance relating to the Northeast Public Development Authority; amending Ordinance No. C-34813.

WHEREAS, on December 12, 2011, the City Council approved Ordinance No. C-34813 creating the Northeast Public Development Authority (NEPDA), which authorized a charter and bylaws for the NEPDA; and

WHEREAS, Article VIII of the NEPDA Charter provides that the Bylaws may be amended consistent with the NEPDA Charter, State law and the Spokane Municipal Code; and

WHEREAS, Article IX Section 9 of the NEPDA Charter provides that amendments to the Charter and Bylaws must be adopted by the NEPDA Board of Directors and subsequently submitted to the City Council for approval by ordinance; and

WHEREAS, on February 10, 2017, the NEPDA Board of Directors approved the Charter amendments set forth in this ordinance; and

WHEREAS, on March 10, 2017, The NEPDA Board of Directors approved amendments to the NEPDA Bylaws; - - Now, Therefore,

The City of Spokane does ordain:

Section 1. That Article VI of the Charter for the Northeast Public Development Authority located as an attachment in Ordinance No. C-34813 is amended to read as follows:

ARTICLE VI

Board of Directors

Section 6.1 Board Composition. Management and control of all Authority affairs shall reside in the Board. The Board shall be composed of ~~((either five (5) or seven (7)))~~ no more than nine (9) members. ~~((who))~~ Seven members shall be ~~((approved))~~ appointed by the Mayor and confirmed by the City Council. Two (2) members shall be the Mayor or his or her designee and one council member or their designee selected by City Council. ~~((No Directors shall be the Mayor of the City of Spokane nor member of the City Council. The Mayor or a City Council member selected by the City Council will act as a non-voting ex-officio member of the Board.))~~ Board members may include members who are non-city residents.

Section 6.2 Terms of Office.

~~((A. The terms of office of the initially appointed members of the Board shall commence on the effective date of this charter and shall be staggered as follows:~~

~~Group I. One member for a one-year term;~~

~~Group II. Two members for two-year terms; and~~

~~Group III. Two members for three-year terms.~~

~~B. In making the appointments of the initial board members, the Mayor shall designate which members are assigned to the three groups identified in subsection A above for purposes of determining the length of terms of such initial board members.~~

~~C. Except for the initial members of the Board,))~~

~~A. ((e))~~Each member shall be appointed to serve for a three-year term. Each member shall continue to serve until his or her successor has been appointed and qualified. Members may serve consecutive terms. Appointments to fill a vacancy created during an unexpired term shall be for the remainder of the unexpired term.

~~((D. Terms shall expire at the end of the day prior to the anniversary of the effective date of the Charter of the year in which the respective group is scheduled to terminate. New appointees or reappointees shall be processed in the manner provided herein.~~

~~E. Terms for newly created board positions appointed pursuant to Section 6.1 may be staggered as recommended by the Mayor and approved by the City Council in order to maintain an even distribution of terms between the board members.))~~

B. The appointment of the Mayor or his or her designee is a standing appointment and shall continue for the term of the Mayor. The appointment of a council member or their designee is a standing appointment and shall be appointed or reappointed on no less than an annual basis.

Section 2. That Article IX of the Charter for the Northeast Public Development Authority located as an attachment in Ordinance No. C-34813 is amended to read as follows:

ARTICLE IX

Amendments to Charter and Bylaws

Section 9.2 Vote Required for Amendments to Charter or Bylaws. Resolutions of the Board approving proposed amendments to the Charter or Bylaws require an affirmative vote of a simple majority of the confirmed Board members voting on the issue ~~((, provided that such majority equals not less than three (3) votes of a five (5) member board or four (4) votes of a seven (7) member board.))~~

PASSED BY THE CITY COUNCIL ON _____, 2017.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

BYLAWS OF THE NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

TABLE OF CONTENTS

ARTICLE I – Board

Section 1.1 Quorum

ARTICLE II – Officers and Committees

Section 2.1 Election, Qualifications and Terms of Office

Section 2.2 Powers and Duties

Section 2.3 Removal

Section 2.4 Vacancies

Section 2.5 Establishment of Committees

Section 2.6 Advisory Committees

ARTICLE III – Meetings

Section 3.1 Regular Board Meetings

Section 3.2 Special Board Meetings

Section 3.3 Notice of Special Board Meetings

Section 3.4 Waiver of Notice

ARTICLE IV- Administrative Provisions

Section 4.1 Books and Records

Section 4.2 Indemnification of Board Members

Section 4.3 Principal Office

ARTICLE I

Board

Section 1.1 Quorum. ~~At least four (4)~~ A simple majority of confirmed members of the Board must be present at any regular or special meeting to comprise a quorum. A lesser number in attendance at such a meeting may adjourn the meeting and reconvene it within forty-eight (48) hours of the adjourned meeting without further notice.

ARTICLE II

Officers and Committees

Section 2.1 Election, Qualifications and Term of Office. If offices other than the President, Vice President, Secretary and Treasurer are hereinafter created, these offices shall be referred to as “Elected Offices.” The holders of Elected Offices (“Elected Officers”) shall be elected by the Board at the first regular meeting of each year, for a one-year term, and each Elected Officer shall hold office during said one (1) year term and until his or her successor is elected. The first Elected Officers of the Board shall be elected by the Board at its organizational meeting or as soon as practicable following the Board’s creation of such Elected Office.

Section 2.2 Powers and Duties.

- A. President. The President shall be the chief executive officer of the Authority and shall have general supervision over the business of the Authority, subject, however to the control of the Board of Directors. The President shall preside at all meetings of the Board of Directors. The President may sign and execute, in the name of the authority, deeds, mortgages, leases, bonds, contracts and other instruments duly authorized by the Board of Directors, and generally shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to such office by the Board of Directors.
- B. Vice President. The Vice President shall perform the duties and have the powers of the President during the absence or disability of the President. In addition, the Vice President shall perform such other duties and have such other powers as the Board of Directors shall

designate and the Vice President shall assist the President in all other respects.

C. Secretary. The Secretary shall:

1. Certify and keep at the office of the Authority or at such other place as the Board of Directors may order, the original or a copy of the Bylaws, as amended or otherwise altered;
2. Keep at the office of the Authority, or at such other place as the Board of Directors may order, a book of minutes of all meetings of the Directors and of the resolutions of the Board, recording therein the time and place holding such meetings, whether regular or special, and if special how authorized, the notice thereof given, and the proceedings thereat;
3. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
4. Be custodian of the records and seal of the Authority;
5. Exhibit at all reasonable times to any Director, upon application, the Bylaws and minutes of the proceedings of the Directors of the Authority; and
6. Perform such other duties as may be assigned to such office by the Board of Directors or the President.

D. Treasurer. The Treasurer shall;

1. Receive and have charge of all funds of the Authority and shall disburse such funds only as directed by the Board of Directors; and
2. All disbursements shall require two signatures
3. Perform all duties incident to the office of the Chief Financial Officer; and
4. In general perform such other duties as may from time to time be assigned to such office by the Board of Directors or the President.
5. Shall audit before payment all claims presented by persons furnishing materials, rendering services, performing labor or for any other contractual purpose.
6. The Treasurer shall file as soon as practicable with the Authority a fidelity bond in an amount determined by the Authority to be adequate and appropriate, and may hold the corporate office only as long as such bond continues in effect.

Section 2.3 Removal. Upon reasonable prior notice to all Board members of the alleged reasons for dismissal, after an opportunity for the Elected Officer to be heard, the Board by an affirmative vote of a simple

majority of the confirmed ~~whole~~ Board may remove any Elected Officer from his or her office whenever in its judgment the best interest of the Authority will be served thereby. If removed as an officer, the member shall continue to serve as a board member of the Authority.

~~Section 2.3 Removal. Upon reasonable prior notice to all Board members of the alleged reasons for dismissal, and after an opportunity for the Elected Officer to be heard, the Board by an affirmative vote of a majority of the whole Board me remove any Elected Officer from his or her office whenever in its judgment the best interest of the Authority will be served thereby. If removed as an officer, the member shall continue to serve as a board member of the Authority.~~

Section 2.4 Vacancies. The Board shall fill any Elected Office which becomes vacant with a successor who shall hold office for an un-expired term and until his or her successor shall have been duly elected and qualified.

Section 2.5 Establishment of Committees. The Board, by resolution adopted by a majority of the full Board, may designate from among its members one (1) or more committees, each consisting of at least two (2) members, to represent the Board and, on matters other than those described in Section 10 of the Ordinance, act for and on behalf of the Board. The designation of any such committee and the delegation thereto of authority shall not operate to relieve any member of the Board of any responsibility imposed by law.

Section 2.6 Advisory Committees. The Board may from time to time establish advisory committees to report on possible projects or activities and shall fill such committees by appointment of suitable persons.

ARTICLE III

Meetings

Section 3.1 Regular Board Meetings. ~~All meetings of the Board shall be special meetings.~~ The Board shall establish its regularly scheduled meetings consistent with the Washington State Open Public Meeting Act (OPMA), Chapter 42.30 RCW. The Board shall meet as necessary but not less than six (6) times a year. The place, date and time or regular meetings may be changed by a majority vote of the Board members. The City Clerk's Office shall be notified of the Board's regular meeting schedule.

Section 3.2 Special Board Meetings. Subject to Article VII of the Charter of the Authority and Section 18 of the Ordinance, Special meeting of the Board may be held at any place at any time whenever called by the President or a majority of the members of the Board. Delivery, display and posting of the special board meeting notice and agenda shall be provided consistent with the OPMA.

Section 3.3 Notice of Special Board Meeting. Notice of all special meetings of the Board shall be given by the Secretary or by the person or persons calling the special meeting by delivering personally or by mail (or email) written notice at least two (2) days prior to the time of the meeting to each Board member and to each local newspaper of the general circulation and to each radio or television station that has requested notice as provided in the Open Public Meetings Act, Chapter 42.30 RCW, as now or hereafter amended. In addition, the Authority shall provide notice of special meetings to any individual specifically requesting it in writing. If the President deems that an emergency exists, the President may shorten the notice of a special meeting to not less than twenty-four (24) hours.

The time and place of the special meeting and the business to be transacted must be specified in the notice. Final disposition shall not be taken on any other matter at such meetings.

Section 3.4 Waiver of Notice. Notice as provided in Section 3.3 hereof may be dispensed with as to any member of the Board who at or prior to the time the meeting convenes files with the Board of the Authority a written waiver of notice or who is actually present at the meeting at the time it convenes. Such notice may also be dispensed with as to special meetings called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, where time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. Notice, as provided in Article IX of the Charter concerning proposed amendments to the Charter or Bylaws and votes on such amendments, may not be waived.

ARTICLE IV

Administrative Provisions

Section 4.1 Books and Records. The Authority shall keep current and complete books and records of account and shall keep minutes of the proceedings of its Board and its committees.

Section 4.2 Indemnification of Board Members. The Authority elects to defend and indemnify its present and former officials and their successors, spouses and marital communities to the full extent authorized by the Charter. In addition, the right of indemnification shall inure to each Board member or officer and his or her spouse and marital communities upon his or her appointment to the Board and in the event of his or her death shall extend to his or her heirs, legal representatives and estate. Each person who shall act as a Board member or officer of the Authority shall be deemed to do so in reliance upon such indemnification and such right shall not be exclusive of any other right which he or she may have.

Section 4.3 Principal Office. The initial principal office of the Authority shall be at the Northeast PDA, ~~XXXX St~~808 West Spokane Falls Blvd., Spokane Washington ~~XXXXXX~~99201, or such other place as hereinafter designated.

**These Bylaws approved by City of Spokane Ordinance No. C-34813,
adopted by the Spokane City Council on December 12, 2011.**

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

03/27/2017

<u>Date Rec'd</u>	3/15/2017
<u>Clerk's File #</u>	ORD C35487
<u>Renews #</u>	

<u>Submitting Dept</u>	INNOVATION & TECHNOLOGY	<u>Cross Ref #</u>	
<u>Contact Name/Phone</u>	MICHAEL 625-6468	<u>Project #</u>	
<u>Contact E-Mail</u>	MSLOON@SPOKANECITY.ORG	<u>Bid #</u>	
<u>Agenda Item Type</u>	First Reading Ordinance	<u>Requisition #</u>	
<u>Agenda Item Name</u>	5300 - ORDINANCE		

Agenda Wording

An ordinance relating to the creation of 4 new departments within the Innovation and Technology Services Division; amending SMC section 3.01A.340 & adopting new sections 3.01A.341, 3.01A.342, & 3.01A.344 to chapter 3.01A of the Spokane Municipal Code

Summary (Background)

The ITSD is responsible for strategic & operational information technology system support, to include electronic mail, telephone system, network infrastructure, enterprise server & Cloud services, desktop support, Geographic Information Systems, datacenter operations, & security & monitoring systems. Central management of technology innovation & strategic planning, information security, administration, technology contracts & procurement, & mail center functions are maintained @ division level.

<u>Fiscal Impact</u>		<u>Budget Account</u>	
Neutral	\$	#	
Select	\$	#	
Select	\$	#	
Select	\$	#	
<u>Approvals</u>		<u>Council Notifications</u>	
<u>Dept Head</u>	SLOON, MICHAEL	<u>Study Session</u>	Fin & Tech Meeting
<u>Division Director</u>	FINCH, ERIC	<u>Other</u>	
<u>Finance</u>	DOVAL, MATTHEW	<u>Distribution List</u>	
<u>Legal</u>	PICCOLO, MIKE	Accounting - kkeck@spokanecity.org	
<u>For the Mayor</u>	SANDERS, THERESA	Contract Accounting - jsalstrom@spokanecity.org	
<u>Additional Approvals</u>		Legal - hwhaley@spokanecity.org	
<u>Purchasing</u>		Purchasing - cwahl@spokanecity.org	
		IT - itadmin@spokancity.org	
		Taxes & Licenses	

ORDINANCE NO. C35487

An ordinance relating to the creation of four new departments within the Innovation and Technology Services Division; amending SMC section 3.01A.340 and adopting new sections 3.01A.341, 3.01A.342, 3.01A.343 and 3.01A.344 to chapter 3.01A of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1. That SMC section 3.01A.340 is amended to as follows:

3.01A.340 Innovation and Technology Services Division (ITSD)

~~((A. The innovation and technology services department is responsible for information technology application and system support, to include electronic mail, telephone system, network infrastructure, city web site, help desk, GIS, datacenter operations, and security and monitoring systems.~~

~~B. The mail room services section collects and distributes interoffice mail and posts outgoing City mail including utility billing invoices.~~

~~C. The reprographic services section provides full digital imaging and printing services for the City.))~~

The innovation and technology services division is responsible for strategic and operational information technology system support, to include electronic mail, telephone system, network infrastructure, enterprise server and Cloud services, desktop support, Geographic Information Systems, datacenter operations, and security and monitoring systems. Central management of technology innovation and strategic planning, information security, administration, technology contract/procurement management, and mail center functions are maintained at the division level.

Section 2. That there is adopted a new section 3.01A.342 to chapter 3.01A of the Spokane Municipal Code to read as follows:

3.01A.341 ITSD – Public Works Technology Department

The innovation and technology services – public works technology department provides dedicated and integrated technology roles for systems and related process needs that can match or exceed the other parts of the City ITSD budget.

Section 3. That there is adopted a new section 3.01A.342 to chapter 3.01A of the Spokane Municipal Code to read as follows:

3.01A.342 ITSD – Program Management Department

The innovation and technology services – program management department provides strategic partnerships, innovation support, project management, continuous improvement, resiliency and business continuity planning, and open government/open data services.

Section 4. That there is adopted a new section 3.01A.343 to chapter 3.01A of the Spokane Municipal Code to read as follows:

3.01A.343 ITSD – Information Delivery Services Department

The innovation and technology services – information delivery services department provides application, GIS, database and records management support that focus on delivering digital solutions and information directly to both internal and external users.

Section 5. That there is adopted a new section 3.01A.344 to chapter 3.01A of the Spokane Municipal Code to read as follows:

3.01A.344 ITSD – Technology Operations Department

The innovation and technology services – technology operations department provides critical back-office functions including desktop support, physical and wireless communications infrastructure, enterprise services, and data center services.

PASSED BY THE CITY COUNCIL ON _____, 2017.

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date



Council Update

City of Spokane – March 2017

Agenda:

- Strategic technology alignment
- Evolving the IT organization
- Open Government and Open Data update
- 2017-2018 projects for initial visibility





Technology Alignment

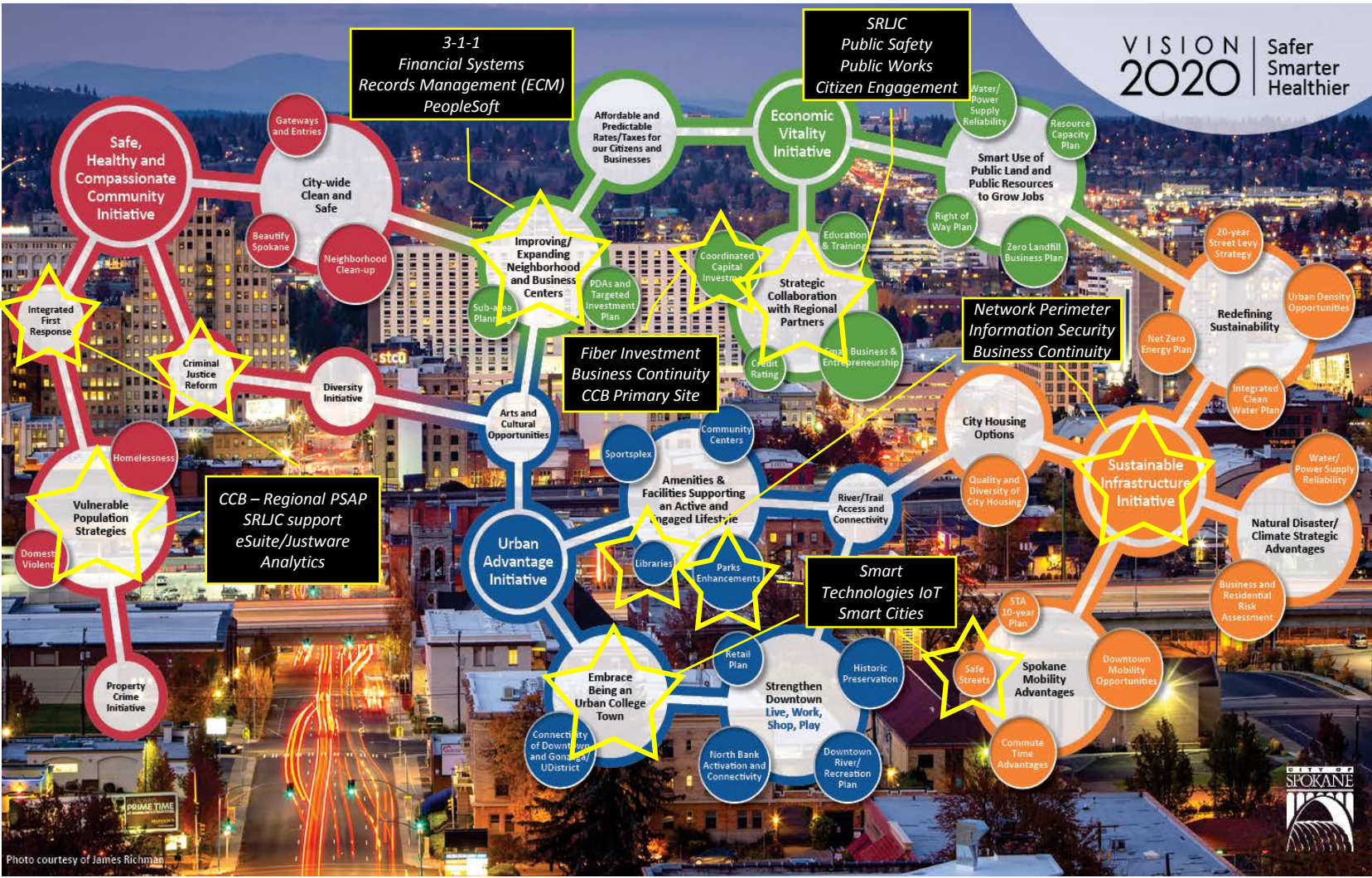


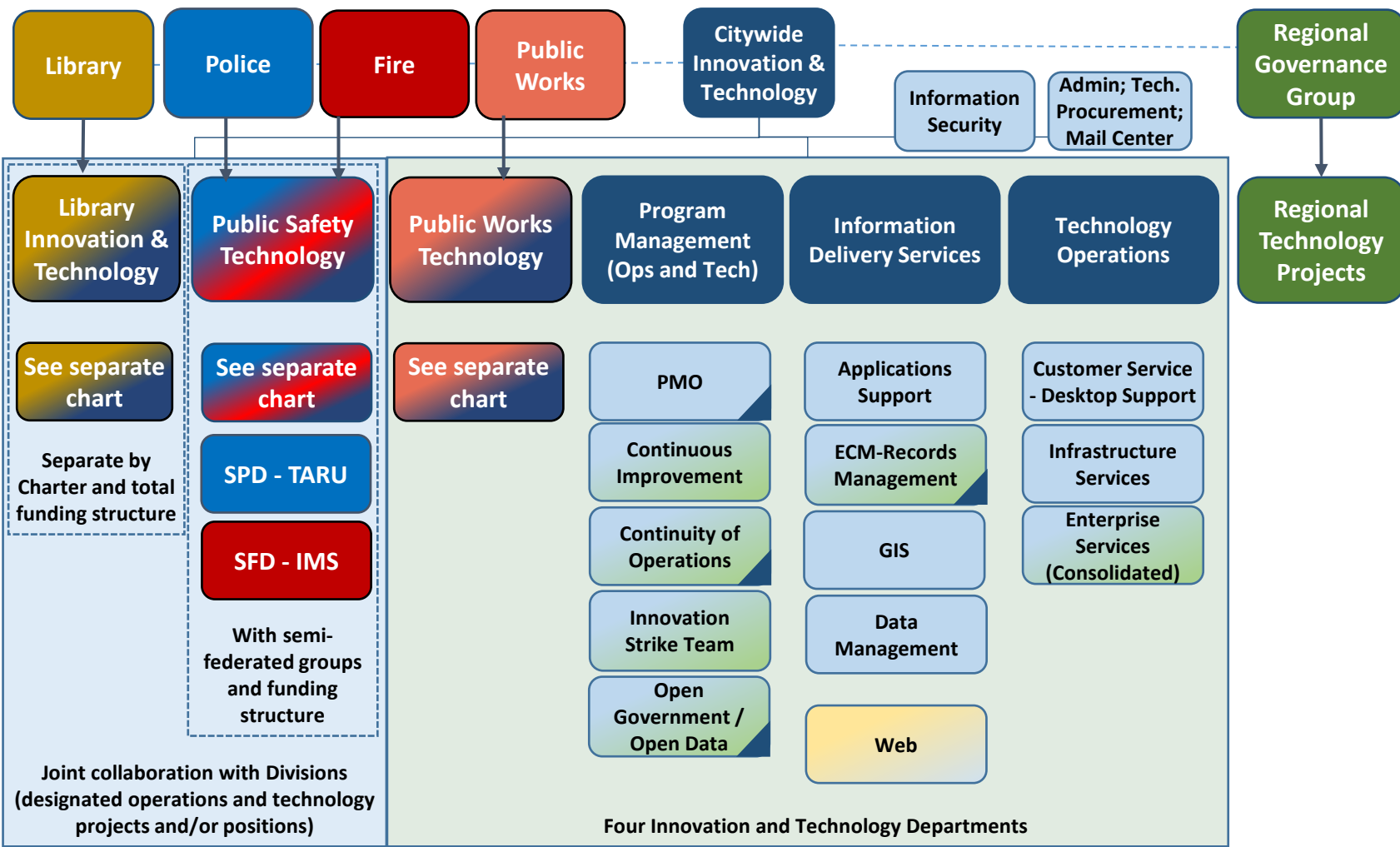
Photo courtesy of James Richman



2017 ITS Organization Structure

DRAFT
v4

Innovation and Technology Services Division



= CITO focus area

New for 2017 **2017 PW, IT** **2017 SPD, SFD, IT** **Communications, IT**



Innovation and Technology Division

Personnel and Leadership Trends

Trends seen that continue to evolve the technology workforce:

- **Need more Planners and Problem Solvers** – ITSD has a great support relationship with majority of departments, and has been staffed as a more reactive rather than proactive/planning entity.
- **More out with customers versus at a desk** – Following the overall trend of all City staff to be more outward facing, the technology support model is evolving in the same way.
- **Democratization of technology and data** – Innovation is happening lower in the organization with departmental staff. Technology needs to do the above two (problem solvers out with departments) to facilitate innovation. We need to be partners with departments.
- **Mobile and IoT** – The significant increase and trend for mobile devices, smart technologies, technologies embedded in department services and equipment, and the need to help manage and secure that information is critical to better resource in the future.





2017-2018 Open Government/Open Data

- Charter and goal setting discussions
- Align operational and efficiency goals
- Partnerships with Library and State
- Resource alignment
 - Reclass of senior data position completed last week
- Priorities
 - Charter and goal setting (in progress)
 - Prioritize frequent PRR and other needs for operational benefit
 - Formalize in 2018 budget (2Q2017)
 - Develop data review process (confidentiality review)
 - Deliver initial data source goals on current portal (3Q2017)
 - Implement the open data website/portal (2018)





Open Government and Public Records Summit, September 26-27 2016

This is the list of major take-aways recorded during the session:

- **No personal devices or “BYOD” for government work activities**
- Understanding/shaping public record (PR) policy & procedures is complex
 - Ongoing cyclical engagement in the jurisdiction is important across disciplines
- **Centralized PR management (not necessarily action) is preferred**
 - Standard formats, processes, tracking, responses, information flow and mitigates risk
- Cultural change a key component that requires leadership and mandates
 - Active steps to overcome digital hoarding
- **Education and training component needs to be formalized**
- Make a real connection with your legislature representatives
- Privacy - Joint nature of open data, public data, and private data
- Analysis/identification of “grey area” of PR in technology and business processes
- **Need to take enterprise content management (ECM) seriously**
- Technology is a key leverage partner for solutions





2017-2018 Other Major Initiatives

- Financial Management Systems
- Network and Information Security Updates
 - Mostly Capital with some new investment
 - CCB as a primary data center
 - Build infrastructure for business continuity needs
- Enterprise Content Management (ECM)
 - Records Management and Retention process/systems
 - Public Records Request improvements
 - Linkage to Open Government/Open Data
- Utility Billing and Management Systems review
 - Current system 20 years old
 - Abandoned by vendor 10+ years ago; inherited by City
 - Multi-year review to start this year



BRIEFING PAPER
City of Spokane
Information Technology
March 20, 2017

Subject

An ordinance relating to the creation of four new departments within the Innovation and Technology Services Division; amending SMC section 3.01A.340 and adopting new sections 3.01A.341, 3.01A.342, 3.01A.343 and 3.01A.344 to chapter 3.01A of the Spokane Municipal Code.

Background

The innovation and technology services division is responsible for strategic and operational information technology system support, to include electronic mail, telephone system, network infrastructure, enterprise server and Cloud services, desktop support, Geographic Information Systems, datacenter operations, and security and monitoring systems. Central management of technology innovation and strategic planning, information security, administration, technology contract/procurement management, and mail center functions are maintained at the division level.

Impact

The creation of these four new departments will allow us to better organize staff and leadership to meet City priorities and strategic initiatives

Action

City ITSD Staff recommends approval

Funding

N/A