

**SPECIAL MEETING NOTICE/AGENDA OF THE
SPOKANE CITY COUNCIL**

**MEETING OF THURSDAY, JANUARY 19, 2023
11:00 A.M. – CITY COUNCIL CHAMBERS**

A regular meeting of the Spokane City Council will be held at **11:00 A.M. on Thursday, Jan. 19, 2023**, in City Council Chambers - City Hall, 808 W. Spokane Falls Blvd. The meeting can also be accessed live on CityCable5 and streamed online at my.spokanecity.org/citycable5/live/ and www.facebook.com/spokanecitycouncil or by calling 1-408-418-9388 and using access code 2499 197 1781.

The meeting will be conducted in a study session format and will be open to the public both virtually and in person. No legislative action will be taken. No public testimony will be taken, and discussion will be limited to appropriate officials and staff.

Executive Session

At any time during or after the regular Study Session Agenda, the City Council may choose to adjourn into Executive Session for the purpose of discussing privileged legal matters. This portion of the meeting would be closed to the public pursuant to RCW 42.30.110.

Agenda:

Library Board Interview - Danielle DeJaegher (10 min)

Salary Review Commission Interview - Reed Jessen (10 min)

[Resolution Appointing City Council's Policy Advisor](#) (10 min)

[TRAC Purchase Resolution](#) (20 min)

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mpiccolo@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Committee Agenda Sheet

Study Session

Submitting Department	City Council
Contact Name	CP Beggs
Contact Email & Phone	bbeggs@spokanecity.org
Council Sponsor(s)	CP Beggs, CM Kinnear
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 10
Agenda Item Name	Resolution Appointing Christopher Wright as Council's Policy Advisor
Summary (Background) *use the Fiscal Impact box below for relevant financial information	Per SMC, Council's Policy Advisor is appointed by a vote of Council. After a thorough search for the best candidate, Christopher Wright is being brought forward for appointment to the position effective January 30, 2023.
Proposed Council Action	Filed for consideration on 1/23
Fiscal Impact	
Total Cost: <u>\$107,511</u> , plus additional benefits costs	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Specify funding source: City Council Budget	
Expense Occurrence <input type="checkbox"/> One-time <input checked="" type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities? N/A – this is not a proposal, but a resolution appointing Council's policy advisor position.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? Same as above.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Same as above.	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? City Council's policy advisor helps CMs craft policy that is aligned with all approved plans, resolutions, SMC, state law, etc. The position is vital to assist Council Members in achieving their policy goals.	

RESOLUTION NO. 2023-_____

A Resolution approving the appointment of the Policy Advisor for the Spokane City Council.

WHEREAS, Article III Section 9 (d) of the Spokane City Charter provides that the City Council shall have the authority to employ such staff as it may deem necessary; and

WHEREAS, the City Council adopted SMC 2.005.060 creating and setting forth the general duties for the Policy Advisor position; and

WHEREAS, subsequent to a recruiting and interview process of applicants, the City Council is prepared to move forward with the selection of the Policy Advisor position and the issuance of an offer of employment letter setting forth the terms and conditions of employment.

NOW, THEREFORE, BE IT RESOLVED that the Spokane City Council approves the appointment of Christopher Wright to the position of Policy Advisor for the City Council and authorizes the Council President to issue an offer of employment letter setting forth terms and conditions of employment with the salary set as Range 53, Step 3 or \$107,511.12/year of the Exempt-Confidential pay plan and associated benefits, as laid out in the attached draft.

Passed by the City Council this ____ day of _____, 2023.

City Clerk

Approved as to form:

Assistant City Attorney



SPOKANE CITY COUNCIL
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3335
(509) 625-6255

Breean Beggs
City Council President

January 18, 2023

Christopher Wright

Delivered via email to: [REDACTED]

Re: City Council Policy Advisor

Dear Chris,

It is with great pleasure that I offer you the position of City Council Policy Advisor, City Council Office, for the City of Spokane. I believe that you possess the experience and qualifications that the Council is looking for as well as the ability to complement current staff and Council Members.

The appointment to this at-will, exempt position will be effective January 30, 2023. Under the Spokane Municipal Code, management's prerogative to end your employment can only be exercised by a vote of at least five council members. The salary for this position will be Grade #53 starting at Step #3 of the Exempt-Confidential pay plan, or an estimated \$107,511.12 annually.

In the capacity of this position, you will receive the following benefits:

- Accrual of 3.7 hours of vacation per pay period.
- Accrual of 6.0 hours of illness leave per pay period. This leave pool is to be used for normal illness leave as well as for absences protected under the FMLA or absences resulting from OJI.
- The City observes seven (7) fixed holidays per year. For the remainder of 2023, you will receive forty (40) hours of floating holidays. Beginning in 2024, you will receive forty-eight (48) hours of floating holidays. Floating holidays may not be carried over to the following calendar year. Until the City declares the birthday of Martin Luther King Jr. and Juneteenth as official holidays, employees shall not be required to deduct a floating holiday for those offices closed to the public, provided they choose to work on those days.
- For the remainder of 2023, you will receive thirty (30) hours of personal leave to use during calendar year. Beginning in 2024, you will receive forty (40) hours of personal leave. Personal leave may not be carried over to the following calendar year.
- Medical and dental benefits, long-term disability, life insurance, Section 125 healthcare reimbursement account. Your eligibility for these benefits begins the 1st of the month following thirty (30) days of employment.
- Participation in the Spokane Employee's Retirement System (SERS) with matching employee and employer contributions of 10.50% of the employees' salary earnings. Employees are vested after seven (7) years of employment.
- Option to participate in a 457 deferred compensation program and receive a match of up to \$200/month from the City if actively contributing.

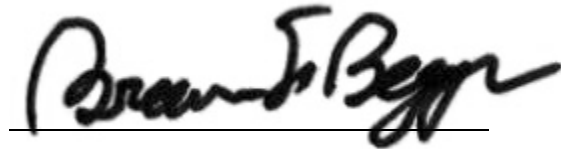
Please note that the above benefits match those of the bargaining unit that your position most closely aligns with, Managerial & Professional Association – Exempt A, and are subject to change as those bargained benefits change.

Per the Spokane Municipal Code, this offer of employment is subject to a formal appointment vote by the majority of the City Council. You will report directly to me, though you will also receive work requests and some direction from other Council Members and staff.

One of your first assignments will be to work with me to develop a work plan for the coming year and an agreed list of tangible expectations in your work. I am a believer in feedback that goes both ways and look forward to regular conversations in reference to your work plan and how we can best support you accomplishing your professional goals.

I look forward to working with you!

Best,

A handwritten signature in black ink, appearing to read "Breean Beggs", is written over a horizontal line.

Breean Beggs, Spokane City Council President

I hereby accept the position of City Council Policy Advisor, City Council Office, with the City of Spokane and agree to the salary and benefits stated herein.

I understand that this assignment is to an at-will, exempt position that serves at the pleasure of the City Council which can terminate employment with a vote of at least five members.

Signed: _____

Christopher Wright

Date: _____

Committee Agenda Sheet

Study Session

Submitting Department	City Council
Contact Name	CP Beggs
Contact Email & Phone	bbeggs@spokanecity.org
Council Sponsor(s)	CP Beggs & CM Zappone
Select Agenda Item Type	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion Time Requested: 20
Agenda Item Name	Resolution Expressing Intent to Purchase TRAC Property
Summary (Background) *use the Fiscal Impact box below for relevant financial information	Follow up resolution to 2022-0066 expressing the City's intent to purchase the property currently being leased for the Trent Resource and Assistance Center. Formal approval for needed funding will come at a later date after negotiations and appraisal have occurred.
Proposed Council Action	Filed for approval on 1/23
Fiscal Impact	
Total Cost: <u>Unknown – to be determined by independent appraiser</u>	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Funding Source <input type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Specify funding source: TBD	
Expense Occurrence <input checked="" type="checkbox"/> One-time <input type="checkbox"/> Recurring	
Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impacts (If N/A, please give a brief description as to why)	
What impacts would the proposal have on historically excluded communities? This resolution itself will not have any impacts.	
How will data be collected, analyzed, and reported concerning the effect of the program/policy by racial, ethnic, gender identity, national origin, income level, disability, sexual orientation, or other existing disparities? No data will be collected on the resolution, though data is collected by CMIS/CHHS related to usage of TRAC.	
How will data be collected regarding the effectiveness of this program, policy or product to ensure it is the right solution? Same as above.	
Describe how this proposal aligns with current City Policies, including the Comprehensive Plan, Sustainability Action Plan, Capital Improvement Program, Neighborhood Master Plans, Council Resolutions, and others? Five-Year Strategic Plan to End Homelessness; SMC 18.05; Resolution 2022-0066	

RESOLUTION NO. 2023-_____

A Resolution expressing written notice to the owner of 4320 E. Trent Avenue that the City of Spokane intends to purchase the building.

WHEREAS, at City Council's request, the Administration negotiated a purchase option in its lease agreement for the Trent Resource and Assistance Center (TRAC) located at 4320 E. Trent Avenue; and

WHEREAS, the negotiated purchase option expires after January 31, 2023; and

WHEREAS, the 2020-2025 City-County Five-Year Strategic Plan to Prevent and End Homelessness, Spokane Municipal Code Chapter 18.05, and other City policies, call for a large congregate shelter space sufficient to meet surge capacity for heat, cold and smoke events; and

WHEREAS, City Council passed Resolution 2022-0066 on July 18, 2022, requesting that the City Administration provide written notice to the property owner of the City's intention to purchase the building and in the months since, individual Council Members and the Administration have had many conversations about this potential purchase and the Administration has recently expressed agreement that it may be in the best financial interest of the City; and

WHEREAS, the Administration has identified three potential sources of funds that could be used to purchase the property: American Rescue Plan Act funds, Commerce Department Relocation funds, Real Estate Excise Tax funds, Spokane Investment Pool funds and 2021 accrued unallocated general fund budget reserves; and

WHEREAS, time is of the essence to secure this critical infrastructure facility at a reasonable price before the market further increases and additional improvements are installed.

NOW, THEREFORE, BE IT RESOLVED by the Spokane City Council that this resolution expresses the formal intent of the City of Spokane to purchase the property located at 4320 E. Trent Avenue and to exercise the City's rights under the lease agreement to purchase the property and engage in negotiations on the selection of an independent appraiser and the purchase price for the property.

BE IT FURTHER RESOLVED that the members of the City Council's budget workgroup should be included in meetings regarding the negotiation of the purchase where practicable.

BE IT FINALLY RESOLVED that the City Council authorizes the Council President to send a letter to the property owner with a copy of this resolution attached to inform them of the City's intent to exercise its option prior to January 31, 2023.

Passed by the City Council this ____ day of _____, 2023.

City Clerk

Approved as to form:

Assistant City Attorney

DRAFT