



Official Gazette

City of Spokane, Washington

Statement of City Business, including a Summary of the Proceedings of the City Council

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Issue 43



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, October 17, 2016****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

Roll Call

On roll call, Council President Stuckart, Council Members Fagan, Mumm, Stratton, and Waldref were present. Council Members Beggs and Kinnear were absent.

Acting City Administrator Tim Dunivant, City Council's Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

The City Council received an overview from staff on the October 24, 2016, Advance Agenda items.

Action to Approve October 24, 2016, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the October 24, 2016, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Waldref, **to approve** the Advance Agenda for Monday, October 24, 2016; **carried unanimously (Council Member Beggs and Kinnear absent).**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed the October 17, 2016, Current Agenda for any additions or changes.

Extension of Agreement with the Downtown Spokane Development Association dba Downtown Spokane Partnership (OPR 2011-0801)

Motion by Council Member Mumm Seconded by Council Member Waldref, **to accept** the revised version of the Extension of Agreement with the Downtown Spokane Development Association dba Downtown Spokane Partnership for the Downtown Parking and Business Area for administration and operations; **carried unanimously (Council Members Beggs and Kinnear absent).**

City Clerk Report on Initiative No. 2016-6 Regarding Prohibition of Oil and Coal Shipment by Rail (LGL 2016-0036)

The City Clerk reported on Initiative No. 2016-6 filed by Todd F. Eklof regarding prohibition of oil and coal shipment by rail. On October 3, 2016, Todd F. Eklof filed a proposed initiative with the Office of the City Clerk. Pursuant to SMC 2.02.230, the City Attorney's Office reviewed the measure and in consultation with the sponsor prepared a ballot title and summary of measure. Per SMC 2.02.040, upon receiving this report from the City Clerk, the City Council may pass the measure as proposed, reject the initiative measure and propose another one dealing with the subject to be considered as council legislation or submit the initiative measure to the voters on its own merits. If the City Council does not pass the measure as proposed or submit the initiative measure to the voters, the initiative and the ballot title and summary of the measure shall be forwarded by the City Clerk to the City Hearing Examiner who shall issue a formal written opinion as to the legal validity and effect of the proposed measure to the City Council, City Clerk, and initiative measure sponsor within 14 days of receiving the initiative measure form the City Clerk.

The matter will be forwarded by the City Clerk to the Hearing Examiner for issuance of a formal written opinion as to the legal validity and effect of the proposed measure.

CONSENT AGENDA

Upon Unanimous Voice Vote (in the affirmative) (Council Members Beggs and Kinnear absent), the City Council approved Staff Recommendations for the following:

Third Extension to Master Contract with Structured Communications Systems, Inc. for the purchase of hardware and software associated with the City's current Storage-Area-Network from November 1, 2016 through October 31, 2017—\$500,000. This will also include Veritas/Symantec hardware & software. (OPR 2012-0938)

Increase estimated expenditure, to purchase, PC, Laptop and Mobile Data Hardware Equipment from Dell Marketing L.P. for WTE purchases and additional equipment from January 1, 2016 through December 31, 2016—increase of \$300,000. Total Contract Amount: \$821,760. (OPR 2016-0005)

Purchases of:

- a. technology equipment from CDWG Government (Vernon Hills, IL) from January 1, 2017 through December 21, 2017—\$100,000 (plus tax & shipping). (OPR 2016-0791)
- b. various Software Products from Washington State Department of Enterprise Services, (Olympia, WA) from January 1, 2017 through December 21, 2017—\$159,700 (plus tax & shipping). (OPR 2016-0792)
- c. Cisco hardware and software from Cerium Networks, Inc. (Spokane, WA) utilizing WA State Contract # 01114/AR233 from January 1, 2017 through December 21, 2017—\$350,000 (plus tax & shipping). (OPR 2016-0793)

Contract with AssetWorks (Wayne, PA) for annual support and upgrades of Fleet Services M-5 Equipment System Software from October 1, 2016 through September 30, 2017—\$80,519.36. (OPR 2016-0794)

Contracts to provide bacteriological and chemical analysis of groundwater and drinking water for Solid Waste Disposal, Water and Wastewater Depts. for a 3-year period from October 1, 2016 through September 30, 2019 with:

- a. Anatek Labs, Inc. (Spokane, WA) (Deferred from October 10, 2016, Agenda) (OPR 2016-0784; BID 4259-16)
- b. Edge Analytical (Burlington WA) (OPR 2016-0795 / BID 4259-16)

Estimated Annual Cost for both companies: \$62,100.

Total Estimated Contract Amount: \$186,400.

Memorandum of Understanding with Washington State University regarding monitoring and maintenance of the University District Gateway Bridge. (OPR 2016-0796)

Multi-Family Housing Property Tax Exemption Agreement with Cowles Real Estate Company for one multi-family building with 32 units located at 926 West Sprague Avenue. (Riverside Neighborhood) (OPR 2016-0797)

Extension of Agreements with the Downtown Spokane Development Association dba Downtown Spokane Partnership for the Downtown Parking and Business Area from January 1, 2017 through December 31, 2021 for:

- a. administration and operations (as amended above). (OPR 2011-0801) (Relates to First Reading ORD C35444)
- b. security and maintenance services—\$100,000 per year. (OPR 2011-0802) (Relates to First Reading ORD C35444)

Contract with Walker-Halme, Joint Venture (Spokane, WA) for construction of the CSO Basin 24 Control Facility, to be delivered via GC/CM alternative delivery—estimated construction \$19,000,000 of which Walker-Halme, Joint Venture will receive a 3.09% markup on the final negotiated amount. (PRO 2016-0035 / RFP 4290-16 / ENG 2010087)

Contract Addendum with Bernardo Wills (Spokane, WA) for additional work and compensation in conjunction with the Wall Street Surface Improvements project—\$7,230. Total Contract Amount: \$50,105. (OPR 2015-1134 / ENG 2015177)

Administrative Reserve increase on the contract with Red Diamond Construction, Inc., for Wellesley Roundabout - Relocation of Utilities—increase of \$5,924.26 for a total administrative reserve of \$60,001.64 or 11.1% of the contract price. (Hillyard Neighborhood) (PRO 2016-0016 / ENG 2015167)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through October 7, 2016, total \$6,200,104.98 (Check Nos. 529991-530230; ACH Payment Nos. 30631-30826), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,074,332.20. (CPR 2016-0002)
- b. Payroll claims of previously approved obligations through October 8, 2016: \$6,291,539.02 (Payroll Check Nos. 541620-541804). (CPR 2016-0003)

City Council Meeting Minutes: October 3, 2016 and October 6, 2016. (CPR 2016-0013)

City Clerk Report on Initiative No. 2016-6 filed by Todd F. Eklof regarding prohibition of oil and coal shipment by rail. (LGL 2016-0036) (Note: The City Council approved of this matter being forwarded by the City Clerk to the Hearing Examiner for the issuance of a formal written opinion as to the legal validity and effect of the proposed measure.)

Contract Amendment with American Traffic Solutions (OPR 2008-0120) (Taken Separately)

Upon a 4-1 Voice Vote (Council Member Fagan Voting “no” and Council Members Beggs and Kinnear absent), the City Council **approved** the Contract Amendment with American Traffic Solutions (Tempe, AZ) to return Extension #1 to the original agreement's status under which ATS bore full responsibility of the costs associated with running the Photo Red program—estimated increase: 2016: \$23,400; following years (2017-2018): \$96,000 per year. (OPR 2008-0120)

Council Recess/Executive Session

The City Council adjourned at 3:58 p.m. No Executive Session was held. The City Council reconvened again at 6:00 p.m. for the Regular Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

Roll Call

Council President Stuckart and Council Members Beggs, Fagan, Mumm, Stratton, and Waldref were present. Council Member Kinnear was absent.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present.

PROCLAMATION

October 16-22, 2016 *Friends of the Library Week*

Council Member Stratton read the proclamation and presented it to a representative of Friends of the Library. To find out more about Friends of the Library, visit www.spokanelibrary.org/friends/.

SALUTATION

Council Member Fagan read a Salutation recognizing the University of Washington. On October 21, 2016, the University of Washington will be launching a philanthropic campaign called “Be Boundless – For Washington, For the World.” Catherine Brazil and Stephanie Fleischer accepted the Salutation.

There were no **Board and Commission Appointments**.

ADMINISTRATIVE REPORTS

Community Frameworks

Tim Williams, Senior Housing Developer with Community Frameworks, reported on the just completed and soon to be leased West 315 Project (apartments at 315 W. Mission). He noted Community Frameworks is a nonprofit which has been providing affordable housing for over 40 years. Mr. Williams noted the project has 32 one bedroom units, a community room, and a manager's unit as well. Nearly half of the apartments are set aside for households who are formerly homeless or for people who have a disability. He noted it's anticipated that more than half of the units will serve special needs households. Mr. Williams remarked on the community partners who assisted with construction of the

project and those community partners who will be assisting with referrals and services. This project will help residents live independently as opposed to living in an institutional setting. The project serves low income; people who are at 60 percent or below the average median income.

Mr. Williams also mentioned a new project which just began construction today in the East Sprague area called One South Madelia on the corner of First and Madelia. This project is turning a used car lot and a very troubled house with a checkered past into 36 units of apartments (18 three-bedroom, 12 two-bedroom, and 6 one-bedroom). The project will serve large households and households with disabilities.

COUNCIL COMMITTEE REPORTS

Planning and Economic Development

Council Member Mumm reported on the Planning and Economic Development Committee meeting held earlier today (October 17, 2016). Minutes of the Planning and Economic Development Committee are filed with the City Clerk's Office and are available for review following approval by the Planning and Economic Development Committee.

OPEN FORUM

Richard Stanley commented on a project he is working on and the requirement for a licensed installer to install gas lines and a gas heater and expressed concerns that the industry is price gouging.

LEGISLATIVE AGENDA

EMERGENCY BUDGET ORDINANCES

Emergency Budget Ordinance C35442

Upon Unanimous Roll Call Vote (Council Member Kinnear absent), the City Council **passed Emergency Budget Ordinance C35442** amending Ordinance No. C35322 passed by the City Council November 23, 2015, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2016, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2016," and providing it shall take effect immediately upon passage, and declaring an emergency and appropriating funds in:

General Fund

FROM: Intergovernmental Law Enforcement, \$35,235;

TO: Various Accounts, same amount.

[This action creates an additional Sergeant position (from 37 to 38 positions).]

EMERGENCY ORDINANCES

Emergency Ordinance C35443

Subsequent to Council commentary and inquiry, with response by Chief Financial Officer Gavin Cooley; public testimony from one individual; and additional Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote (Council Member Kinnear absent), the City Council **passed Emergency Ordinance C35443** of the City of Spokane, Washington, providing for the issuance and sale of Unlimited Tax General Obligation refunding bonds, 2016, of the city in the principal amount of not to exceed \$30,000,000, for the purpose of refunding certain outstanding bonds of the city; providing for the redemption of the outstanding bonds to be refunded; providing for the annual levy of taxes to pay the principal of and interest on the bonds; authorizing preliminary and final official statements; authorizing an escrow agreement; and delegating authority to the designated representative to determine the manner of sale and terms of the bonds under the conditions set forth herein, and declaring an emergency.

There were no **Resolutions**.

FINAL READING ORDINANCES

Final Reading Ordinances C35440 and C35441

Upon Unanimous Roll Call Vote (Council Member Kinnear absent), the City Council passed the following Final Reading Ordinances:

- Final Reading Ordinance C35440 amending Ordinance No. C31011 entitled an ordinance vacating portions of Myrtle Street, Front Avenue and Riverside Avenue, and providing for an effective date, and amending Section 3 thereof.
- Final Reading Ordinance C35441 amending Ordinance No. C34070 that vacated the Alley between 2nd Avenue and 3rd Avenue from Adams Street to Jefferson Street.

FIRST READING ORDINANCES

The following ordinances were read for the First Time with further action deferred:

ORD C35444 Relating to the downtown Parking and Business Improvement Area; amending sections 04.31.030 and 04.31.080 of the Spokane Municipal Code. (Relates to OPR 2011-0801 and OPR 2011-0802 under the Consent Agenda)

There were no **Special Considerations**.

There were no **Hearings**.

No individuals spoke during the **Second Open Forum**.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:29 p.m.

STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL Thursday, September 29, 2016

A Special Meeting of the Spokane City Council was held on the above date at 3:30 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members Beggs, Fagan, Kinnear and Mumm were present. Council Members Stratton and Waldref were absent.

The following topic was discussed:

- Library Budget

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 4:58 p.m.

STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL Thursday, October 6, 2016

A Special Meeting of the Spokane City Council was held on the above date at 3:35 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Pro-Tem Waldref and Council Members Beggs, Fagan, Kinnear, Mumm and Stratton were present. Council President Stuckart was absent.

The following topic was discussed:

- Neighborhood & Business Services Budget

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 5:08 p.m.

**STUDY SESSION MEETING MINUTES
SPOKANE CITY COUNCIL
Thursday, October 13, 2016**

A Special Meeting of the Spokane City Council was held on the above date at 3:31 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members Beggs, Fagan, Stratton and Waldref were present. Council Members Kinnear and Mumm were absent.

The following topic was discussed:

- Parks Budget

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 4:25 p.m.

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
October 18, 2016**

Craig Hult, Chair, called the regular meeting to order at 9:30 a.m. Present were Craig Hult, Kathy Sewell and Judith Gilmore. Phyllis Gabel and Mark Lindsey had excused absences.

Addition of Agenda Item VI. Request by Carly Cortright to merge lists.

Mr. Hult welcomed new Commission member Judith Gilmore.

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of September 20, 2016. Hearing no changes or corrections, the minutes were approved as written.

Agenda Item II.

Staff Activities:

The Chief Examiner, Ms. Gita George-Hatcher reported the following statistics for the months of April:

August:

Announcements issued:	9	Classifications revised:	2
Examinations:	65	Classifications new/deleted:	21/3
Requisitions received:	34	Requisitions certified:	31
Class Surveys completed:	1	Class Surveys in progress:	8
Requisitions pending:	6	Requisitions canceled:	1

Average days from department initiation of request to receipt in Civil Service:	4.7
Average days from requisition receipt to certification:	0.00
Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire	1.1

Ms. George-Hatcher presented Staff Activities to the Commission. She also informed the Commission regarding completion of the process to move the classified position of Parks and Recreation Division Manager in the Parks Operations Department into an exempt position as directed by the Commission in September with the caveat that if these types of changes become frequent, the changes should be brought before the Commission for action. She also presented information and provided a written report to the Commission regarding the current work load of the Civil Service staff and requested approval to seek additional funding to hire another Analyst in 2017. With increased demands for new classification, job surveys, reclassifications, recruitments, continuous testing exhaustion of lists and departmental reorganizations, emergency tasks have taken priority causing delays and surpassing the number of cyclical review and testing obligations to be worked on thus creating delays in response and increasing backlog. As a result, staff is unable to keep up with the volume of work from City departments. Ms. George-Hatcher is requesting the addition of a new Analyst position in 2017. She noted that the addition would be approximately \$98,000 and would still keep the Civil service budget below the authorized 1%. Ms. George-Hatcher's written report also included the possibility of requesting

another Analyst in 2018. In response to questions, Ms. George-Hatcher responded that in 2018, if the addition would result in the budget going over the authorized 1%, then the request to add an Analyst in 2018 would not be made.

A motion to add an additional Analyst to the 2017 budget was made by Ms. Sewell and was seconded by Ms. Gilmore. The motion passed unanimously.

Agenda Item III.

Classification Resolution:

The following classifications are presented for adoption and deletion. There is concurrence from both labor and management.

Adoptions:

SPN 134 Information Systems Specialist I
SPN 135 Information Systems Specialist II
SPN 136 Supervisory Information Systems Specialist
SPN 137 Network Engineer
SPN 138 Network Administrator
SPN 139 Senior Network Administrator
SPN 140 Systems Administrator I
SPN 141 Systems Administrator II
SPN 142 Senior Systems Administrator
SPN 142 Senior Systems Administrator
SPN 157 Database Administrator
SPN 158 Senior Database Administrator
SPN 159 Supervisory Database Administrator
SPN 164 Information Systems Analyst I
SPN 165 Information Systems Analyst II
SPN 166 Senior Information Systems Analyst
SPN 167 Supervisory Information Systems Analyst
SPN 168 GIS Analyst
SPN 169 Supervisory GIS Analyst

Deletions:

SPN 044 Economic Development Specialist
SPN 052 Housing Program Specialist
SON 937 Medical Services Division Chief

A motion to adopt and delete the classifications was put forth by Ms. Sewell and seconded by Ms. Gilmore. The motion carried unanimously.

Agenda Item IV.

Passover Discussion:

This is a continuation from the Commission meeting from September 20, 2016. The last Rule Review Committee meeting was canceled per request of Local 270 and concurred to by Local 29. The meeting scheduled for October 19th was also requested to be canceled by Local 270 as they are working on alternate language to bring back to the Rule Review Committee on passovers and removals from the list. Mr. Hult cautioned regarding the cancellation of meetings and referred to Chief Williams' expressed apprehension about the length of time the entire Rule Review process may take.

Ms. George-Hatcher read into the record the language that was submitted to the Rule Review Committee by Civil Service on the October 12th agenda and which had yet to be discussed because of the cancellations:

Rule IV Section 16 REMOVAL: The Commission shall remove the name of an eligible from the list if the eligible has: Been certified and passed over a total of ~~five~~ three times, to include one time each by at least three different appointing authorities for the appointment; however, in classes confined to one department, the eligible shall be removed after the appointing authority has twice considered but declined to offer the position to the eligible. The appointing authority is required to interview an eligible at least one time prior to removal of the eligible from the list.

Agenda Item V.

Request for indefinite Leave of Absence:

Justin Lundgren, Police Lieutenant, has submitted a request to be placed on an indefinite leave of absence per Civil Service Rule X, Section 4 (f) from his classified position to accept the non-classified position of Assistant Police Chief. A motion to grant the indefinite leave of absence was put forth by Ms. Sewell and seconded by Ms. Gilmore. The motion passed unanimously.

Agenda Item VI.**Request to merge lists by Carly Cortright:**

Ms. Carly Cortright, Director of the 3-1-1 Program is requesting that the Customer Service Specialist list SPN 100 and the Customer Service Assistant list SPN 099 be merged. Ms. Cortright gave some background on her reasons for requesting the merge and stated that she had already interviewed people off the Customer Service Specialist list and found there were a couple of candidates on the list that she wanted to hire. Ms. George-Hatcher discussed the concerns with the Memorandum of Understanding that was signed to be retroactively effective, and which provides authorization for progressive promotion from the Assistant to the Specialist classifications and which would require reclassifying employees hired as Specialists into Assistants if they had not completed 12 months of service.

Ms. George-Hatcher discussed the concern with not complying with Civil Service Rules if lists for two separate classifications with two different requirements and two different tests are merged. She stated that Rule V, Section 3 FOURTH requires that names be certified from an original eligible list for appointment to the classification in which the vacancy occurs and explained that there is no allowance in the rules for merging lists for two separate classifications together. Ms. George-Hatcher advised that if these positions are the same, the classifications should be merged first. However, there was labor and management concurrence for the creation and adoption of the two separate classifications for which different salary ranges were designated by Human Resources. Ms. George-Hatcher provided the Commission with a background of the classification adoptions and resulting salary changes.

Ms. George-Hatcher noted that the Emergency Budget Ordinance authorized three Customer Service Specialist positions and recommended that the hires be made into that classification from the appropriate list during the transition period and conduct negotiations between labor and management regarding conditions moving forward without violating Civil Service rules or negatively impacting existing employees. Ms. George-Hatcher also reported that Civil Service is currently finishing up recruitment for the Assistant which as of the date of the meeting has over 130 candidates. She stated that a certified list for Assistant should be available by the first week of November,

Mr. Joe Cavanaugh, President of Local 270, addressed the Commission and indicated that he would not support merging the lists. He requested a one month extension to any decision on this matter while the Memorandum of Understanding is reviewed and revised. Ms. Cortright was amenable to the one month extension. Mr. Hult asked the Commissioners for questions or comments.

A motion to defer decision on this agenda item until the next Commission meeting was put forth by Ms. Sewell and seconded by Ms. Gilmore. The motion carried unanimously.

Agenda Item VII.**Other Business:**

No other business.

There being no additional business to come before the Commission, the meeting was adjourned at 10:11 a.m.

Public Safety Committee, September 19th, 2016

Meeting minutes: meeting called to order at 1:33

Attendance:

PSC Members Present: Acting Chair CM Fagan, CM Stratton, CM Beggs, CM Mumm, CM Waldref

Staff/Others Present: Assistant Chief Lundgren, Assistant Chief Brian Schaeffer, Major Kevin King, Major Eric Olson, Ombudsman Bart Logue, Sue Raymon, Angie Napolitano, Brian McClatchey

Approval of minutes: CM Beggs made a motion to approve the meeting minutes from August 15th, 2016; M/S by CM Stratton; passed unanimously.

Consent Agenda:**Photo Red – Briefing Paper Only**

SPD provided the Photo Red briefing paper (attached).

Sit and Lie – Briefing Paper Only

SPD provided Sit and Lie briefing paper (attached). CM Fagan noted that it looks as though we are trending downward for instance/contacts that are citable. October was a big month.

Council Requests

Asset Forfeiture Ordinance – CM Beggs

CM Beggs brought for discussion. Two concepts, 1) forfeitures have been going down and we use the money for budgets 2) perceptions that because department keeps what they seize that it affects departments decisions. Ordinance basically says anything they seize goes to youth programs. CM Mumm asked how much money generally speaking. CM Beggs replied in 2015 it was \$15000, \$143000 Federal/State. CM Mumm asked what it is currently funding. AC Lundgren: Usually to replace out of date safety equipment. CM Beggs has spreadsheet of where it's been used. CM Mumm: Is there already a policy for where the money goes? AC Lundgren: State has policies about where it can go, that's what SPD currently does. CM Mumm: How does \$150000 compare to current youth program spending? AC Lundgren: Currently spend around \$50000. Growing gradually. CM Mumm: It's preventative. CM Fagan: When do you plan on dropping. CM Beggs: No date, no rush. CM Fagan: touching base with SPD on other programs as well as the youth ones? CM Beggs: Yes, started here, but getting it out there to be massaged for further details. CM Waldref: Does the code already say this? CM Beggs: No. CM Waldref: What has been changed? Brian: Everything is new, it's a new chapter. AC Lundgren: Crafting response for this from SPD perspective. Usually use these funds for emergency expenditures so they don't have to go through the normal budget process for new expensive things. CM Waldref: Think it's a good idea, but could use some parameters.

Update on Amendment to Ombudsman Ordinance – CM Beggs

CM Beggs: Reminded about study session several weeks ago. People sent comments to CM Beggs. Goal to have another version shortly with track change. Conceptually, top priority is robust closing reports. If anyone has anything else, send ASAP.

Police Overtime – CM Mumm

CM Mumm: This discussion comes up this time every year. Haven't been able to stay on budget for overtime. Close this year, but not perfect. Looked and found less than 1/3 tied to special events, most tied to patrol overtime. Were there changes to how patrols worked halfway through year that affected that? AC Lundgren: Presidential visits very expensive. CM Mumm: Minor compared overall. We budgeted too low for that. Need more accurate budgeting so we don't detract from other departments. Policies going forward need to deal with how SPD determines the use of overtime. AC Lundgren: Do hold a shift if something catastrophic happens (e.g. Homicide). Typically occurs through shift coverage though. Volunteer and seniority basis, no restrictions though. CM Mumm: Maybe pick least senior due to hourly cost and pension cost. Policy around that? AC Lundgren: It's contractual. CM Mumm: Interesting numbers, especially around Perry. Ongoing issue, biggest concern with not budgeting correctly even though it's been upped for overtime. Maybe look at hiring more people? AC Lundgren: Hiring is behind, that would help. CM Waldref: Where are we with hiring? AC Lundgren: 9 recent graduates from academy, 9 in academy that graduate in November, process of trying to hire laterals. CM Waldref: What's the goal by end of year? AC Lundgren: 9 recent grads and 2 laterals will be full staff by end of year. Recently had couple of unanticipated retirees. CM Waldref: Good to get update in November PSC meeting on numbers for budgeting. CM Mumm: For October as well.

Spokane Fire Department

Safer Grants – Assistant Chief Brian Schaeffer

Notification was received that SFD has been awarded a two-year SAFER Grant that provides 100% funding for salary and benefits to support nearly fifty positions in the SFD. Caveats to accepting the grant were discussed. SFD recommends accepting the grant as it equates directly with firefighter and public safety, would allow the ARU program to run 24/7, and would restore the SFD back to 2004 levels. An item has been placed on the Council's agenda for confirmation.

Discussion also included how the acceptance of the grant would affect the Fire Benefits Charge (FBC) in terms of staffing and service. Per Kinnon Williams, the Attorney for the FBC Project, the level of service is based on today and the SAFER Grant would support establishing a foundation for the FBC as it would show the increased level of service with the additional positions.

Council Member Fagan inquired on the hiring plan. Chief Schaeffer explained the City has an ongoing list of candidates due to the Public Safety Testing model. The interview process is expected to take approximately 3 weeks and it was anticipated there will be at least two traditional academy classes and likely lateral classes if viable candidates can be sought. The Public Safety Testing group will be conducting a physical agility test on the last Sunday of the month and Council has been invited to attend to witness the process.

Council Member Waldref commented that the use of the national exam would open up the opportunity to increase the diversity in Fire Department workforce. Chief Schaeffer added, to address the diversity issue, SFD and HR are putting together a diversity workgroup which would include former female employees and members of iWomen (International Association of Women in Fire & Emergency Services). The special study session will be held at Gonzaga University.

Survey and Rating Analysis Report – Assistant Chief Brian Schaeffer

A draft report was delivered to the SFD indicating that the City's rating will remain a three. Due to staffing changes, the expectation was that the rating would drop to a four, but due to the establishment of Station 5 and improvements to the water system, the rating remained a three. Mr. Ferrell was given the deployment plan for the SAFER Grant people and he is currently running that in his computer program to see if there would be sufficient improvement to drop the rating to a two.

Council Member Mumm commented the last time the City was graded was in 1999 and noted the importance of the rating is it affects how much people pay for fire insurance, so it's critical to get the numbers as low as possible. In order to qualify as a two, it actually must be less than a two. Lack of staffing to accomplish annual inspection of commercial buildings is one of the factors needing improvement. SFD is looking at operations members assisting in some of the fire prevention activities, such as inspections, to improve those numbers.

Chief Schaeffer will forward a copy of the draft report to the Council.

Council Member Fagan noted neither Farmers Insurance nor Allstate Insurance companies had heard of a FBC. They are checking with their underwriters to learn more about it.

Spokane Police Department**Academy/Range Eyebrow Project – Assistant Chief Lundgren**

Assistant Chief Lundgren provided the Council with the Academy/Range Eyebrow Project briefing paper (attached). Asst. Chief Lundgren explained the purpose of the eyebrow. Questions and discussion between Council members and staff followed.

Financial Fraud Identity Theft Grant - Assistant Chief Lundgren

Major Olsen provided the Council with the FFIT Grant briefing paper (attached). Questions and discussion between Council members and staff followed.

CJTC Interagency Agreement - Assistant Chief Lundgren

Assistant Chief Lundgren provided the Council with the CJTC Interagency Agreement briefing paper (attached) and explained the reasons for this change. No questions or discussion.

Blumenthal's Jumpsuit VB Increase - Assistant Chief Lundgren

Assistant Chief Lundgren provided the Council with the Blumenthal's Jumpsuit VB Increase briefing paper (attached). Questions and discussion between Council members and staff followed.

EDU Range Renovation Project - Assistant Chief Lundgren

Assistant Chief Lundgren provided the Council with the Medical Lake EDU Range Renovation Project briefing paper (attached). Questions and discussion between Council members and staff followed.

Approval of EBO (SGT Position) - Assistant Chief Lundgren

Assistant Chief Lundgren provided the Council with the EBO for Sergeant Position briefing paper (attached) and explained the reason for this position. No questions or discussion.

Blumenthal's Ballistic Vests VB - Assistant Chief Lundgren

Assistant Chief Lundgren provided the Council with the Blumenthal's Ballistic Vest VB briefing paper (attached). No questions or discussion.

Idaho Homeland Security Grant - Assistant Chief Lundgren

Assistant Chief Lundgren provided the Council with the Idaho Homeland Security Grant briefing paper (attached). Questions and discussion between Council members and staff followed. Asst. Chief Lundgren will send information to Council on how many episodes that we might respond to in the city limits vs. the county and elsewhere.

Strategic Initiatives Update - Assistant Chief Lundgren

Assistant Chief Lundgren presented the monthly Office of Professional Accountability (OPA) report (attached) to Council and highlighted a recent study performed by an intern at SPD on suicide attempt calls for the first six months of 2016; New World System will go live on Oct 4th; and about a concert by the Andrus and Bingle band on Sept 22nd & 23rd at 7:00 pm at the Service Station to benefit the Youth Police Initiative - a GoFundMe account has also been set up to help fund the YPI program. Questions and discussion between Council members and staff followed. Asst. Chief Lundgren will send the study to Council.

Staff Requests**Ombudsman Update – Bart Logue**

Logue: Spent a lot of time in August working with CM Beggs, SPARC, commission on Ombudsman Ordinance. Going very well. Relationship with IA really blossomed, heading in great direction. Office transitioning away from interim office. SOP sent to commissioners for their review. Sent to DOJ at same time, came back with minor tweaks. Very close to being published on website. Attained access to Body Cam Footage. Next week, Commissioner Conklin and Commissioner Smith attending conference in Albuquerque. CM Fagan: Have you received any feedback on SOP from commissioners? Logue: Heard from one commissioner, no written. CM Fagan: Heard from same commissioner.

Other

CM Mumm: We'll have the overtime info for next meeting, maybe for budget meeting as well.

CM Stratton: Today is international talk like a pirate day. Please don't arrest people who talk like pirates. Free donuts at KK if you talk like a pirate.

Action Items: N/A.

Adjournment: The meeting was adjourned at 2:31pm

Attachments are on file for review in the Office of the City Clerk.

Hearing Notices

NOTICE OF CITY COUNCIL PUBLIC HEARING PROPOSED COMPREHENSIVE PLAN AMENDMENT LAND USE MAP CHANGES

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **Monday, November 7, 2016, at 6:00 p.m.** in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. This hearing may be continued to a later date. This public hearing is for three applications for Comprehensive Plan Amendments. The Planning Department file numbers are Z1500078COMP and Z1500084COMP; and Z1500085COMP.

Z1500078COMP (Avista Corporation) is in the vicinity of N. Crescent Avenue & Ross Court, NE of the existing Avista headquarters in the Logan Neighborhood. The proposal is to change the land use map from "Residential 15-30" to "Light Industrial".

Z1500084COMP (Morningside Investments LLC) is in the vicinity of north of Barnes Road, south of Shawnee Ave. and west of N. Indian Trail Road in the North Indian Trail Neighborhood. The proposal is to change the land use map from "Residential 4-10" to "Residential 10-20" and "Residential 15-30".

Z1500085COMP (QueenB Radio Inc.) is in the vicinity of Regal Street and E. 49th Avenue in the Southgate Neighborhood. The proposal is to change the land use map from "Open Space" to "CC Core".

Documents relating to these amendments are available for viewing at:
www.spokanecity.org/projects/comprehensive-plan-amendment-cycle-2015-2016

Written comments and oral testimony at the public hearings for these proposed actions will be made part of the public record. Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the City Council.

Any person may submit written comments on the proposed actions to compplancomments@spokanecity.org or call for additional information at:

*Planning & Development Department
Attn: Tirrell Black, Assistant Planner
808 West Spokane Falls Boulevard*

Spokane, WA 99201-3329

Phone (509) 625-6185

tblack@spokanecity.org

More information on the process: The City Council will be briefed on the Comprehensive Plan Amendments on Monday, October 24, 2016 at 3:30 p.m. There is no public testimony at the briefing. The 1st Reading of the ordinances relating to the Comprehensive Plan Amendments before City Council is scheduled for Monday, October 31, 2016. Generally no presentations are made at the 1st reading, and no public testimony is taken at the 1st reading. The 2nd reading and Public Hearing for the proposed amendments is scheduled for Monday, November 7, 2016. At this meeting there will be opportunity for public testimony. The public may also submit written comment to the City Council at compplancomments@spokanecity.org or citycouncil@spokanecity.org. The City Council reserves the right to continue this public hearing.

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) 625-6383 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Publish October 19, 26, and November 2, 2016

Ordinances

These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.

ORDINANCE NO. C35440

An ordinance amending Ordinance No. C-31011 entitled an ordinance vacating portions of Myrtle Street, Front Avenue and Riverside Avenue, and providing for an effective date, and amending Section 3 thereof.

WHEREAS, petitions for the vacation of portions of Myrtle Street, Front Avenue and Riverside Avenue have been filed with the City Clerk by the owners of the property abutting these public ways, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council of the City of Spokane has found that the public use, benefit and welfare will best be served by the vacation of these public ways; - Now, Therefore,

The City of Spokane does ordain:

Section 1. The following public ways are vacated upon completion of the conditions set out in Section 2 of this ordinance:

1. Myrtle Street from the south line of Alki Avenue to the north line of the Union Pacific Railroad right of way EXCEPT Main Avenue, Ferry Avenue and Olive Avenue.
2. Front Avenue from the east line of Julia Street to the west line of vacated Cuba Street EXCEPT Myrtle Street and a 150' diameter cul-de-sac immediately west of vacated Cuba Street, described in Appendix "A".
3. Riverside Avenue from the east line of Julia Street to the west line of Havana Street Except Myrtle Street.

Section 2. The petitioners, or any of them, shall perform the following conditions:

1. They shall deliver a deed for a 150' diameter cul-de-sac lying immediately west of vacated Cuba Street.
2. They shall execute and deliver a bond, signed by a corporate surety, in the amount of Twenty-Five Thousand Dollars (\$25,000) to guarantee the costs of future railroad realignment at Julia Street between Olive Avenue and Aldi Avenue and City charges in connection with this vacation EXCEPT those in subsection (3) and (5) below.
3. The bond shall be effective for five years and shall be renewed for an additional five years unless realignment is completed before the expiration of the five years and all costs paid. The bond shall be on a form prepared by the Corporation Counsel and shall be approved as required by the City Charter.
4. They shall prepare and present for acceptance a proposed agreement between themselves and the City of Spokane for the protection, maintenance, operation, relay, construction, reconstruction and repair of all existing utilities in these public ways. The agreement shall provide for all necessary and proper access to these utilities; it shall provide that no structure may be built over existing utilities and that existing structures will be removed, or, in the alternative, the City will be held harmless for any damage caused to any structure over or adjoining the utilities which results from work on the utilities; and it shall require that they purchase the existing water main in Riverside Avenue at the present fair market value, install a vault and meter at Julia and Riverside at their expense, pay for removal or purchase two existing fire hydrants in the area to be vacated, and pay for the cutting and plugging of the main at Florida and Riverside.
5. They shall deliver a deed for the easterly 37 ½ feet of vacated Julia Street between Alki and Olive Avenues together with the westerly 37 ½ feet of Lots 6 and 7, Block 93, East Side Syndicate Addition to the City of Spokane, County of Spokane, State of Washington.
6. They shall provide for the proper closure of the intersection of Riverside and Havana Streets by the installing of straight curbing across Riverside Avenue or curb drops, and providing for proper drainage. They shall provide for the closure of the intersection of Front Avenue and Julia Street in the normal manner by removing the radius curbs in Front Avenue, installing straight curbs across Front Avenue, removing and replacing all necessary paving in the intersection and installing any necessary drainage.

Section 3. That Section 3 of Ordinance No. C-31011 be amended as follows:

The City reserves an Easement over the full width of the area vacated, except the north 30 feet of Riverside Avenue from Cuba Street to Havana Street, **and except for Myrtle Street from the north line of Main Avenue to the south line of vacated Front Avenue.** for the construction, repair and maintenance of all existing and future public and private utilities and railroad tracks and appurtenances, for itself and its franchisees, successors and assigns. No building or structure which affects or hinders the construction, repair and maintenance of an existing and future utility may be erected on the area to be vacated without the written permission of the City Engineer or the Easement holder.

Section 4. This ordinance shall take effect and be in force thirty (30) days from and after its passage or thirty (30) days after completion of all the conditions set out in Section 2, whichever is later.

Passed by City Council October 17, 2016

Delivered to Mayor October 24, 2016

ORDINANCE NO. C35441

Amending ordinance number C34070 that vacated the Alley between 2nd Avenue and 3rd Avenue from Adams Street to Jefferson Street

WHEREAS, a petition for the vacation of the Alley between 2nd Avenue and 3rd Avenue from Adams Street to Jefferson Street has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

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

The City of Spokane does ordain:

Section 1. That the Alley between 2nd Avenue and 3rd Avenue from Adams Street to Jefferson Street is hereby vacated. Parcel number not assigned. NW ¼ S19,T25N, R43E, W.M.

~~((Section 2. An easement is reserved and retained over and through the entire vacated area for the utility services of (Avista Utilities, Qwest, and Comcast) to protect existing and future utilities.))~~

~~((Section 3. Adequate emergency vehicle access shall be maintained to existing and future buildings.))~~

~~((Section 4. That this ordinance shall not become effective until the owners of property abutting upon the area to be vacated shall have compensated the City of Spokane in an amount equal to (one half or full) the assessed value of the area herein vacated.))~~

Passed by City Council October 17, 2016

Delivered to Mayor October 24, 2016

ORDINANCE NO C35442

An ordinance amending Ordinance No. C-35322, passed the City Council November 23, 2015, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2016, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2016, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2016 budget Ordinance No. C-35322, as above entitled, and which passed the City Council November 23, 2015, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	0680-11710	General Fund	
	21400-33821	Intergovernmental Law Enforcement	<u>\$ 35,235</u>
TO:	0680-11710	General Fund	
	21400-09150	Sergeant	27,200
		(from 37 to 38 positions)	
	21400-52110	Social Security	400
	21400-52230	Pension Leoff II	1,500
	21400-52310	Medical Insurance	4,000
	21400-52330	Life Insurance	10
	21400-52320	Dental Insurance	375
	21400-52320	Long Term Disability	100
	21400-51295	Education	550
	21400-51640	Deferred Comp	1100
			<u>\$ 35,235</u>

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

Passed by City Council October 17, 2016

Delivered to Mayor October 24, 2016

ORDINANCE NO. C35443

AN ORDINANCE OF THE CITY OF SPOKANE, WASHINGTON, PROVIDING FOR THE ISSUANCE AND SALE OF UNLIMITED TAX GENERAL OBLIGATION REFUNDING BONDS, 2016, OF THE CITY IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$30,000,000, FOR THE PURPOSE OF REFUNDING CERTAIN OUTSTANDING BONDS OF THE CITY; PROVIDING FOR THE REDEMPTION OF THE OUTSTANDING BONDS TO BE REFUNDED; PROVIDING FOR THE ANNUAL LEVY OF TAXES TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS; AUTHORIZING PRELIMINARY AND FINAL OFFICIAL STATEMENTS; AUTHORIZING AN ESCROW AGREEMENT; AND DELEGATING AUTHORITY TO THE DESIGNATED REPRESENTATIVE TO DETERMINE THE MANNER OF SALE AND TERMS OF THE BONDS UNDER THE CONDITIONS SET FORTH HEREIN, AND DECLARING AN EMERGENCY.

WHEREAS, the City of Spokane, Washington (the "City") now has outstanding its Unlimited Tax General Obligation Bonds, Series 2008, issued on June 18, 2008, pursuant to Ordinance No. C34244, passed by the Council on June 2, 2008 (the "2008 Bond Ordinance"), in the aggregate principal amount of \$42,900,000 (the "2008 Bonds"), which remain outstanding as follows:

<u>Years (December 1)</u>	<u>Amounts</u>	<u>Interest Rates</u>	<u>CUSIP Nos.</u>
2016	\$2,040,000	4.00%	849067N58
2017	2,120,000	4.00	849067N66
2018	2,205,000	4.00	849067N74
2019	2,295,000	4.00	849067N82
2020	2,385,000	5.00	849067N90
2021	2,505,000	5.00	849067P23
2022	2,630,000	5.00	849067P31
2023	2,760,000	5.00	849067P49
2024	2,900,000	4.25	849067P56
2025	3,025,000	4.25	849067P64
2026	3,150,000	4.25	849067P72
2027	3,285,000	4.25	849067P80

; and

WHEREAS, the 2008 Bonds maturing on and after December 1, 2018 are callable for redemption at any time on or after June 1, 2018, at a price of par plus accrued interest to the date of redemption; and

WHEREAS, it is deemed necessary and in the best interest of the City to modify its debt service and other terms of the Refunded Bonds to achieve cost savings by refunding the 2008 Bonds through the issuance of Unlimited Tax General Obligation Refunding Bonds, 2016 (the "Bonds"); and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SPOKANE, WASHINGTON as follows:

Section 1. Definitions. As used in this ordinance, the following words shall have the following meanings:

Acquired Obligations means the Government Obligations acquired by the City under the terms of this ordinance and the Escrow Agreement to effect the defeasance and refunding of the Refunded Bonds.

Approved Bid means the winning bid submitted for the Bonds if the Bonds are sold by Competitive Sale.

Beneficial Owner means any person that has or shares the power, directly or indirectly to make investment decisions concerning ownership of any Bonds (including persons holding Bonds through nominees, depositories or other intermediaries).

Bond Fund means the City of Spokane General Obligation Debt Service Fund maintained pursuant to Section 11 of this ordinance.

Bond Purchase Contract means, if the Bonds shall be sold by Negotiated Sale, the purchase contract relating to the Bonds between the City and the Underwriter providing for the purchase of the Bonds by the Underwriter and setting forth certain terms approved by the Designated Representative as provided in Section 13 of this ordinance.

Bond Register means the books or records maintained by the Registrar containing the name and mailing address of the owner of each Bond or nominee of such owner and the principal amount and number of Bonds of a series held by each owner or nominee.

Bonds means the City of Spokane, Washington, Unlimited Tax General Obligation Refunding Bonds, 2016, issued pursuant to this ordinance. The Bonds may be issued in one or more series.

Bond Year means each one-year period that ends on the date selected by the City. The first and last Bond Years may be short periods. If no day is selected by the City before the earlier of the final maturity date of the Bonds or the date that is five years after the date of issuance of the Bonds, Bond Years end on each anniversary of the date of issue and on the final maturity date of the Bonds.

Call Date means the date on which bonds will be prepaid, as selected by the City, which date will be no earlier than 30 days after closing of the Bonds.

Chief Financial Officer means the duly qualified, appointed and acting Chief Financial Officer of the City or any other officer who succeeds to the duties now delegated to that office.

City means the City of Spokane, a municipal corporation and first class charter city duly organized and existing under the laws of the State of Washington and the Charter of the City.

Code means the Internal Revenue Code of 1986, as amended, and shall include all applicable regulations and rulings relating thereto.

Commission means the United States Securities and Exchange Commission.

Competitive Sale means the process by which the Bonds (or a portion of them) are sold through the public solicitation of bids from underwriting firms.

Continuing Disclosure Agreement means an agreement entered into by the Chief Financial Officer pursuant to Section 14 of this ordinance in order to permit the purchaser of the Bonds of a series to comply with the Rule.

Cost of Issuance Agreement means the agreement of that name, to be entered into by the City and the Escrow Agent, providing for the payment of certain costs of issuance with respect to the issuance of the Bonds, substantially in the form attached hereto as Exhibit B.

Council means the City Council as the general legislative authority of the City, as the same shall be duly and regularly constituted from time to time.

Designated Representative means the Chief Financial Officer or the Director of Management and Budget.

Director of Management and Budget means the duly qualified, appointed and acting Director of Management and Budget of the City or any other officer who succeeds to the duties now delegated to that office.

DTC means The Depository Trust Company, New York, New York, a limited purpose trust company organized under the laws of the State of New York, as depository for the Bonds pursuant to Section 4 hereof, or any successor depository.

Escrow Agreement means the Escrow Deposit Agreement to be dated as of the date of closing and delivery of the Bonds substantially in the form attached hereto as Exhibit A.

Escrow Agent means the financial institution selected by the Treasurer pursuant to Section 8 of this ordinance, also known as **Refunding Trustee**.

Government Obligations means those obligations now or hereafter defined as such in chapter 39.53 RCW.

Issue Date means, with respect to the Bonds, the date of initial issuance and delivery of the Bonds to the Underwriter in exchange for the purchase price of the Bonds.

Letter of Representations means the blanket issuer letter of representations from the City to DTC.

MSRB means the Municipal Securities Rulemaking Board or any successor to its functions.

Negotiated Sale means the process by which the Bonds (or a portion of them) are sold by negotiation to one or more underwriting firms selected by the Designated Representative.

Net Proceeds, when used with reference with the Bonds, means the principal amount of the Bonds, plus accrued interest and original issue premium, if any, and less original issue discount, if any.

Notice of Sale means, if the Bonds shall be sold by Competitive Sale, the notice of bond sale authorized to be given in Section 13 of this ordinance.

Private Person means any natural person engaged in a trade or business or any trust, estate, partnership, association, company or corporation.

Private Person Use means the use of property in a trade or business by a Private Person if such use is other than as a member of the general public. Private Person Use includes ownership of the property by the Private Person as well as other arrangements that transfer to the Private Person the actual or beneficial use of the property (such as a lease, management or incentive payment contract or other special arrangement) in such a manner as to set the Private Person apart from the general public. Use of property as a member of the general public includes attendance by the Private Person at municipal meetings or business rental of property to the Private Person on a day-to-day basis if the rental paid by such Private Person is the same as the rental paid by any Private Person who desires to rent the property. Use of property by nonprofit community groups or community recreational groups is not treated as Private Person Use if such use is incidental to the governmental uses of property, the property is made available for such use by all such community groups on an equal basis and such community groups are charged only a *de minimis* fee to cover custodial expenses.

Refunded Bonds means the 2008 Bonds maturing on and after December 1, 2018.

Registered Owner means the person named as the registered owner of a Bond in the Bond Register. For so long as the Bonds are held in book-entry only form, DTC shall be deemed to be the sole Registered Owner.

Registrar means the fiscal agency of the State of Washington or such other registrar as may be designated in a certificate by the Designated Representative for the purposes of registering and authenticating the Bonds of a series, maintaining the Bond Register, effecting transfer of ownership of such Bonds, and paying the principal of, premium, if any, and interest on such Bonds.

Rule means the Commission's Rule 15c2-12 under the Securities Exchange Act of 1934, as the same may be amended from time to time.

Treasurer means the Treasurer of the City or the person succeeding to the functions currently performed by the Treasurer.

2008 Bond Ordinance means Ordinance No. C34244, passed by the Council on June 2, 2008.

2008 Bonds means the Unlimited Tax General Obligation Bonds, Series 2008, of the City issued June 18, 2008, and authorized by the 2008 Bond Ordinance.

Underwriter means, the underwriter(s) of the Bonds of a series if such Bonds are sold by Negotiated Sale or the successful bidder(s) submitting the Approved Bid if the Bonds of a series are sold by Competitive Sale.

UTGO 2016 Debt Service Account means the account of that name previously created by the City and maintained pursuant to Section 11 of this ordinance.

Rules of Interpretation. In this ordinance, unless the context otherwise requires:

(a) The terms "hereby," "hereof," "hereto," "herein," "hereunder" and any similar terms, as used in this ordinance, refer to this ordinance as a whole and not to any particular article, section, subdivision or clause hereof, and the term "hereafter" shall mean after, and the term "heretofore" shall mean before, the date of this ordinance;

(b) Words of the masculine gender shall mean and include correlative words of the feminine and neuter genders, and words importing the singular number shall mean and include the plural number and vice versa;

(c) Words importing persons shall include firms, associations, partnerships (including limited partnerships), trusts, corporations and other legal entities, including public bodies, as well as natural persons;

(d) Any headings preceding the text of the several articles and sections of this ordinance, and any table of contents or marginal notes appended to copies hereof, shall be solely for convenience of reference and shall not constitute a part of this ordinance, nor shall they affect its meaning, construction or effect; and

(e) All references herein to "articles," "sections" and other subdivisions or clauses are to the corresponding articles, sections, subdivisions or clauses hereof.

Section 2. Emergency. The Council declares that an emergency exists in order that there be no delay in issuing the Bonds, ensuring the favorable marketing of the Bonds for the benefit of the City. Therefore, this ordinance shall be in full force and effect immediately upon its passage by the Council.

Section 3. Authorization of Bonds and Bond Details. For purposes of refunding the 2008 Bonds that are callable and paying the costs of issuance of the Bonds, thereby effecting a restructuring of the debt service and terms of the 2008 Bonds in the best interests of the City and its taxpayers, the City shall issue its Unlimited Tax General Obligation Refunding Bonds, 2016 in one or more series in the aggregate principal amount of not to exceed \$30,000,000 (the "Bonds").

The Bonds shall be general obligations of the City, shall be designated "City of Spokane, Washington, Unlimited Tax

General Obligation Refunding Bonds, 2016," shall be fully registered as to both principal and interest, shall be issued in the aggregate principal amount set forth in the Bond Purchase Contract or the Notice of Sale and the Approved Bid for such Bonds, shall be numbered separately in the manner and with any additional designation as the Bond Registrar deems necessary for purposes of identification, shall be dated their date of delivery, and shall be in the denomination of \$5,000 each or any integral multiple of \$5,000 within a maturity. The Bonds shall bear interest from their dated date or from their most recent interest payment date to which interest has been paid or duly provided for, whichever is later, at the rates payable, commencing no later than one year following the Issue Date, and semiannually thereafter on each December 1 and June 1, to the maturity or earlier redemption of the Bonds, and shall mature on the dates and in the principal amounts set forth in the Bond Purchase Contract or the Notice of Sale and the Approved Bid for such Bonds, all as approved by the Designated Representative.

Section 4. Registration, Exchange and Payments.

(a) *Registrar/Bond Register.* The City hereby specifies and adopts the system of registration approved by the Washington State Finance Committee from time to time through the appointment of state fiscal agencies. The City shall cause a bond register to be maintained by the Registrar. So long as any Bonds of a series remain outstanding, the Registrar shall make all necessary provisions to permit the exchange or registration or transfer of such Bonds at its principal corporate trust office. The Registrar may be removed at any time at the option of the Designated Representative upon prior notice to the Registrar and a successor Registrar appointed by the Designated Representative. No resignation or removal of the Registrar shall be effective until a successor shall have been appointed and until the successor Registrar shall have accepted the duties of the Registrar hereunder. The Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of such Bonds and this ordinance and to carry out all of the Registrar's powers and duties under this ordinance. The Registrar shall be responsible for its representations contained in the Certificate of Authentication of such Bonds.

(b) *Registered Ownership.* The City and the Registrar, each in its discretion, may deem and treat the Registered Owner of each Bond as the absolute owner thereof for all purposes (except as provided in Section 14 of this ordinance), and neither the City nor the Registrar shall be affected by any notice to the contrary. Payment of any such Bond shall be made only as described in Section 4(h) hereof, but such Bond may be transferred as herein provided. All such payments made as described in Section 4(h) shall be valid and shall satisfy and discharge the liability of the City upon such Bond to the extent of the amount or amounts so paid.

(c) *DTC Acceptance/Letters of Representations.* The Bonds initially shall be held in fully-immobilized form by DTC acting as depository. To induce DTC to accept the Bonds as eligible for deposit at DTC, the City has executed and delivered to DTC a Blanket Issuer Letter of Representations. Neither the City nor the Registrar will have any responsibility or obligation to DTC participants or the persons for whom they act as nominees with respect to the Bonds in respect of the accuracy of any records maintained by DTC or any DTC participant, the payment by DTC or any DTC participant of any amount in respect of the principal of or interest on the Bonds, any notice which is permitted or required to be given to Registered Owners under this ordinance (except such notices as shall be required to be given by the City to the Registrar or to DTC), or any consent given or other action taken by DTC as the Registered Owner. For so long as any Bonds are held in fully-immobilized form hereunder, DTC or its successor depository shall be deemed to be the Registered Owner for all purposes hereunder, and all references herein to the Registered Owners shall mean DTC or its nominee and shall not mean the owners of any beneficial interest in such Bonds.

(d) *Use of Depository.*

(1) The Bonds shall be registered initially in the name of "Cede & Co.," as nominee of DTC, with one Bond maturing on each of the maturity dates for the Bonds in a denomination corresponding to the total principal therein designated to mature on such date. Registered ownership of such immobilized Bonds, or any portions thereof, may not thereafter be transferred except (A) to any successor of DTC or its nominee, provided that any such successor shall be qualified under any applicable laws to provide the service proposed to be provided by it; (B) to any substitute depository appointed by the Designated Representative pursuant to subsection (2) below or such substitute depository's successor; or (C) to any person as provided in subsection (4) below.

(2) Upon the resignation of DTC or its successor (or any substitute depository or its successor) from its functions as depository or a determination by the Designated Representative to discontinue the system of book entry

transfers through DTC or its successor (or any substitute depository or its successor), the Designated Representative may hereafter appoint a substitute depository. Any such substitute depository shall be qualified under any applicable laws to provide the services proposed to be provided by it.

(3) In the case of any transfer pursuant to clause (A) or (B) of subsection (1) above, the Registrar shall, upon receipt of all outstanding Bonds, together with a written request of the Designated Representative, issue a single new Bond for each maturity then outstanding, registered in the name of such successor or such substitute depository, or their nominees, as the case may be, all as specified in such written request of the Designated Representative.

(4) In the event that (A) DTC or its successor (or substitute depository or its successor) resigns from its functions as depository, and no substitute depository can be obtained, or (B) the Designated Representative determines that it is in the best interest of the Beneficial Owners of the Bonds of a series that such owners be able to obtain such bonds in the form of Bond certificates, the ownership of such Bonds may then be transferred to any person or entity as herein provided, and shall no longer be held in fully-immobilized form. The Designated Representative shall deliver a written request to the Registrar, together with a supply of definitive Bonds, to issue Bonds as herein provided in any authorized denomination. Upon receipt by the Registrar of all then outstanding Bonds of a series together with a written request of the Designated Representative to the Registrar, new Bonds shall be issued in the appropriate denominations and registered in the names of such persons as are requested in such written request.

(e) *Registration of Transfer of Ownership or Exchange; Change in Denominations.* The transfer of any Bond may be registered and Bonds may be exchanged, but no transfer of any such Bond shall be valid unless it is surrendered to the Registrar with the assignment form appearing on such Bond duly executed by the Registered Owner or such Registered Owner's duly authorized agent in a manner satisfactory to the Registrar. Upon such surrender, the Registrar shall cancel the surrendered Bond and shall authenticate and deliver, without charge to the Registered Owner or transferee therefor, a new Bond (or Bonds at the option of the new Registered Owner) of the same date, maturity and interest rate and for the same aggregate principal amount in any authorized denomination, naming as Registered Owner the person or persons listed as the assignee on the assignment form appearing on the surrendered Bond, in exchange for such surrendered and cancelled Bond. Any Bond may be surrendered to the Registrar and exchanged, without charge, for an equal aggregate principal amount of Bonds of the same date, maturity and interest rate, in any authorized denomination. The Registrar shall not be obligated to register the transfer or to exchange any Bond during the 15 days preceding any interest payment or principal payment date any such Bond is to be redeemed.

(f) *Registrar's Ownership of Bonds.* The Registrar may become the Registered Owner of any Bond with the same rights it would have if it were not the Registrar, and to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as member of, or in any other capacity with respect to, any committee formed to protect the right of the Registered Owners of Bonds.

(g) *Registration Covenant.* The City covenants that, until all Bonds have been surrendered and canceled, it will maintain a system for recording the ownership of each Bond that complies with the provisions of Section 149 of the Code.

(h) *Place and Medium of Payment.* Both principal of and interest on the Bonds shall be payable in lawful money of the United States of America. Interest on the Bonds shall be calculated on the basis of a year of 360 days and twelve 30-day months. For so long as all Bonds are in fully-immobilized form, payments of principal and interest thereon shall be made as provided in accordance with the operational arrangements of DTC referred to in the Letter of Representations. In the event that the Bonds of a series are no longer in fully-immobilized form, interest on such Bonds shall be paid by check or draft mailed to the Registered Owners at the addresses for such Registered Owners appearing on the Bond Register on the fifteenth day of the month preceding the interest payment date, or upon the written request of a Registered Owner of more than \$1,000,000 of Bonds (received by the Registrar at least 15 days prior to the applicable payment date), such payment shall be made by the Registrar by wire transfer to the account within the continental United States designated by the Registered Owner. Principal of the Bonds shall be payable upon presentation and surrender of such Bonds by the Registered Owners at the principal office of the Registrar.

Section 5. Redemption Prior to Maturity and Purchase of Bonds.

(a) *Optional or Extraordinary Redemption.* The Bonds of a series shall be subject to optional and/or extraordinary redemption on the dates, at the prices and under the terms set forth in the Bond Purchase Contract or the Notice of Sale and the Approved Bid as approved by the Designated Representative pursuant to Section 13 of this ordinance.

(b) *Mandatory Redemption.* The Bonds of a series shall be subject to mandatory redemption to the extent, if any, set forth in the Bond Purchase Contract or the Approved Bid and as approved by the Designated Representative pursuant to Section 13 of this ordinance.

(c) *Effect of Purchase.* To the extent that the City shall have purchased any term bonds since the last scheduled mandatory redemption of such term bonds, the City may reduce the principal amount of the term bonds to be redeemed in like principal amount. Such reduction may be applied in the year specified by the Designated Representative.

(d) *Selection of Bonds for Redemption.* If Bonds of a series are called for optional redemption, the maturities of Bonds to be redeemed shall be selected by the Designated Representative. If any Bonds to be redeemed (optional or mandatory) then are held in book-entry-only form, the selection of Bonds to be redeemed within a maturity shall be made in accordance with the operational arrangements then in effect at DTC. If the Bonds to be redeemed are no longer held in book-entry-only form, the selection of such Bonds to be redeemed shall be made in the following manner. If the City redeems at any one time fewer than all of the Bonds having the same maturity date, the particular Bonds or portions of Bonds and maturity to be redeemed shall be selected by lot utilizing a random selection process (reasonably determined by the Registrar) in increments of \$5,000. In the case of a Bond of maturity in a denomination greater than \$5,000, the City and Registrar shall treat each Bond of that maturity as representing such number of separate Bonds each of the denomination of \$5,000 as is obtained by dividing the actual principal amount of such Bond of that maturity by \$5,000. In the event that only a portion of the principal sum of a Bond is redeemed, upon surrender of such Bond at the principal office of the Registrar there shall be issued to the Registered Owner, without charge therefor, for the then-unredeemed balance of the principal sum thereof a Bond or, at the option of the Registered Owner, Bonds of like maturity and interest rate in any of the denominations herein authorized.

(e) *Purchase of Bonds.* The City also reserves the right to purchase any of the Bonds offered to the City at any time at a price deemed reasonable by the City.

(f) *Notice of Redemption.* Written notice of any redemption of Bonds prior to maturity, which notice may be conditional, shall be given by the Registrar on behalf of the City by first class mail, postage prepaid, not less than 20 days nor more than 60 days before the date fixed for redemption to the Registered Owners of Bonds that are to be redeemed at their last addresses shown on the Bond Register. This requirement shall be deemed complied with when notice is mailed to the Registered Owners at their last addresses shown on the Bond Register, whether or not such notice is actually received by the Registered Owners.

So long as the Bonds are in book-entry only form, notice of redemption shall be given to Beneficial Owners of Bonds to be redeemed in accordance with the operational arrangements then in effect at DTC, and neither the City nor the Registrar shall be obligated or responsible to confirm that any notice of redemption is, in fact, provided to Beneficial Owners.

Each notice of redemption prepared and given by the Registrar to Registered Owners of Bonds shall contain the following information: (1) the proposed redemption date, (2) the redemption price, (3) if fewer than all outstanding Bonds of a series are to be redeemed, the identification by maturity (and, in the case of partial redemption, the principal amounts) of the Bonds to be redeemed, (4) that on the date fixed for redemption the redemption price will become due and payable upon each Bond or portion called for redemption, and that interest shall cease to accrue from the date fixed for redemption (unless the notice of redemption is a conditional notice, in which case the notice shall state that interest shall cease to accrue from the date fixed for redemption if and to the extent that funds have been provided to the Registrar for the redemption of Bonds), (5) that the Bonds are to be surrendered for payment at the principal office of the Registrar, (6) the CUSIP numbers of all Bonds being redeemed, (7) the dated date of the Bonds being redeemed, (8) the rate of interest for each Bond being redeemed, (9) the date of the notice, and (10) any other information deemed necessary by the Registrar to identify the Bonds being redeemed.

Upon the payment of the redemption price of Bonds being redeemed, each check or other transfer of funds issued for such purpose shall bear the CUSIP number identifying, by issue and maturity, the Bonds being redeemed with the proceeds of such check or other transfer.

(g) *Effect of Redemption.* Unless the City has revoked a notice of redemption (or unless the City provided a conditional notice and the conditions for redemption set forth therein are not satisfied), the City shall transfer to the Registrar amounts that, in addition to other money, if any, held by the Registrar for such purpose, will be sufficient to redeem, on the date fixed for redemption, all the Bonds to be redeemed. If, and to the extent that, funds have been

provided to the Registrar for the redemption of Bonds then such Bonds shall become due and payable on the date fixed for redemption and interest on such Bond shall cease to accrue from and after such date.

(h) *Use of CUSIP Numbers.* Upon the payment of the redemption price of Bonds being redeemed, each check or other transfer of funds issued for such purpose shall bear the CUSIP number identifying, by maturity, the Bonds being redeemed with the proceeds of such check or other transfer.

(i) *Amendment of Notice Provisions.* The foregoing notice provisions of this section, including but not limited to the information to be included in redemption notices and the persons designated to receive notices, may be amended by additions, deletions and changes to maintain compliance with duly promulgated regulations and recommendations regarding notices of redemption of municipal securities.

Section 6. Form of Bonds. The Bonds shall be in substantially the following form:

UNITED STATES OF AMERICA

NO.

\$ _____

STATE OF WASHINGTON

CITY OF SPOKANE

UNLIMITED TAX GENERAL OBLIGATION REFUNDING BONDS, 2016

INTEREST RATE: %

MATURITY DATE:

CUSIP NO.:

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT:

THE CITY OF SPOKANE, a municipal corporation organized and existing under and by virtue of the laws of the State of Washington (the "City"), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns, on the Maturity Date identified above, the Principal Amount indicated above and to pay interest thereon from _____, 20__, or the most recent date to which interest has been paid or duly provided for until payment of this bond at the Interest Rate set forth above, payable on _____ 1, 20__, and semiannually thereafter on the first days of each succeeding December and June. Both principal of and interest on this bond are payable in lawful money of the United States of America. Interest shall be paid as provided in the Blanket Issuer Letter of Representations (the "Letter of Representations") from the City to The Depository Trust Company ("DTC"). Initially, the City has specified and adopted the registration system for the bonds of this issue specified by the State Finance Committee, and the fiscal agency of the State will act as registrar, paying agent and authenticating agent (the "Bond Registrar").

The bonds of this issue are issued under and in accordance with the provisions of the Constitution and applicable statutes of the State of Washington, the City Charter, and Ordinance No. C35443 duly passed by the City Council on October 17, 2016 (the "Bond Ordinance"). Capitalized terms used in this bond have the meanings given such terms in the Bond Ordinance.

This bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Ordinance until the Certificate of Authentication hereon shall have been manually signed by or on behalf of the Bond Registrar or its duly designated agent.

This bond is one of an authorized issue of bonds of like date, tenor, rate of interest and date of maturity, except as to number and amount in the aggregate principal amount of \$_____ and is issued pursuant to the Bond Ordinance for the purposes of refunding its Unlimited Tax General Obligation Bonds, Series 2008 and paying costs of issuance.

The bonds of this issue are subject to redemption as stated in the [Bond Purchase [Contract] [Notice of Sale for such Bonds] [Approved Bid].

For so long as the bonds of this issue are outstanding, the City hereby irrevocably pledges to levy taxes annually, without limitation as to rate or amount, on all of the taxable property within the City in an amount sufficient, together with other money legally available and to be used therefor, to pay, when due, the principal of and interest on the bonds of this issue. The full faith, credit and resources of the City are hereby irrevocably pledged for the annual levy and collection of such taxes and the prompt payment of such principal and interest.

The bonds are not "private activity bonds" as such term is defined in the Internal Revenue Code of 1986, as amended (the "Code"). The bonds of this issue have not been designated by the City as "qualified tax-exempt obligations" under Section 265(b) of the Code for banks, thrift institutions and other financial institutions. The interest on the bonds of this issue is excludable from federal income taxation.

The pledge of tax levies for payment of principal of and interest on the bonds may be discharged prior to maturity of the bonds by making provision for the payment thereof on the terms and conditions set forth in the Bond Ordinance.

It is hereby certified that all acts, conditions and things required by the Constitution and statutes of the State of Washington to exist, to have happened, been done and performed precedent to and in the issuance of this bond have happened, been done and performed and that the issuance of this bond and the bonds of this issue does not violate any constitutional, statutory or other limitation upon the amount of bonded indebtedness that the City may incur.

IN WITNESS WHEREOF, the City of Spokane, Washington, has caused this bond to be signed with the facsimile or manual signature of the Mayor, to be attested by the facsimile or manual signature of the City Clerk, and the corporate seal of the City to be reproduced hereon, all as of this ____ day of _____, 2016.

CITY OF SPOKANE, WASHINGTON

By _____ Mayor

ATTEST:

City Clerk

[SEAL]

The Bond Registrar's Certificate of Authentication on the Bonds shall be in substantially the following form:

CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within-mentioned Bond Ordinance and is one of the Unlimited Tax General Obligation Refunding Bonds, 2016, of the City of Spokane, Washington, dated _____, 2016.

WASHINGTON STATE FISCAL AGENCY, Registrar

By _____
Authorized Signer

Section 7. Execution of Bonds. The Bonds shall be executed on behalf of the City with the manual or facsimile signature of the Mayor and attested by the manual or facsimile signature of the City Clerk, and the seal of the City shall be impressed or a facsimile thereof imprinted or otherwise reproduced on the Bonds.

Only such Bonds as shall bear thereon a Certificate of Authentication in the form hereinbefore recited, manually executed by the Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance. Such Certificate of Authentication shall be conclusive evidence that the Bonds so authenticated have been duly executed, authenticated and delivered hereunder and are entitled to the benefits of this ordinance.

In case either of the officers who shall have executed the Bonds shall cease to be an officer or officers of the City before the Bonds so signed shall have been authenticated or delivered by the Registrar, or issued by the City, such Bonds may nevertheless be authenticated, delivered and issued and upon such authentication, delivery and issuance, shall be as binding upon the City as though those who signed the same had continued to be such officers of the City. Any Bond may also be signed and attested on behalf of the City by such persons who are at the actual date of delivery of such Bond the proper officers of the City although at the original date of such Bond any such person shall not have been such officer of the City.

Section 8. Designation of Refunded Bonds; Refunding Plan.

Designation of Refunded Bonds. The following maturities of the 2008 Bonds are designated as the Refunded Bonds:

<u>Years</u> <u>(December 1)</u>	<u>Amounts</u>	<u>Interest</u> <u>Rates</u>	<u>CUSIP Nos.</u>
2018	\$2,205,000	4.00%	849067N74
2019	2,295,000	4.00	849067N82
2020	2,385,000	5.00	849067N90
2021	2,505,000	5.00	849067P23
2022	2,630,000	5.00	849067P31
2023	2,760,000	5.00	849067P49
2024	2,900,000	4.25	849067P56
2025	3,025,000	4.25	849067P64
2026	3,150,000	4.25	849067P72
2027	3,285,000	4.25	849067P80

(b) *Application of Bond Proceeds.* The net proceeds of the Bonds (exclusive of any amounts that may be designated by the Designated Representative in a closing certificate to be allocated to pay costs of issuance), together with other available funds of the City in the amount (if any) specified by the Designated Representative, shall be held by the City and used at the direction of the Designated Representative to pay the costs of or reimbursing the City for the costs of redeeming the Refunded Bonds or may be placed into the escrow account pursuant to the terms of the Escrow Agreement to effect a defeasance of the Refunded Bonds.

(c) *Defeasance of Refunded Bonds.* In order to effect the defeasance of the Refunded Bonds, the net proceeds of the Bonds shall be deposited with an Escrow Agent and shall be utilized to purchase the Acquired Obligations and to maintain such necessary beginning cash balance to defease the Refunded Bonds and to discharge the other obligations of the City relating thereto under the 2008 Bond Ordinance authorizing their issuance, by providing for the payment of the interest on the Refunded Bonds to the date fixed for redemption and the redemption price (the principal amount) on the date fixed for redemption of the Refunded Bonds. When the final transfer has been made for the payment of such redemption price and interest on the Refunded Bonds, any balance then remaining with the Escrow Agent shall be transferred to the account designated by the City and used for the purposes specified by the Designated Representative.

(d) *Acquired Obligations.* The Acquired Obligations, if any, shall be payable in such amounts and at such times that, together with any necessary beginning cash balance, will be sufficient to provide for the payment of:

(1) the interest on the Refunded Bonds as such becomes due on and before the date fixed for redemption or maturity of the Refunded Bonds; and

(2) the price of redemption of the Refunded Bonds on the date fixed for redemption of the Refunded Bonds or the maturity value of the Refunded Bonds that are defeased to maturity.

(e) *Appointment of Escrow Agent.* The City hereby authorizes the Treasurer to select a financial institution to act as the Escrow Agent for the Refunded Bonds (the "Escrow Agent"). The Bond proceeds designated in the foregoing subsection together with any cash contribution from the City shall be transferred to the Escrow Agent in order to implement the refunding plan. A beginning cash balance, if any, and Acquired Obligations shall be deposited irrevocably with the Escrow Agent in an amount sufficient to defease the Refunded Bonds. The proceeds of the Bonds remaining after acquisition of the Acquired Obligations and provision for the necessary beginning cash balance shall be utilized to pay expenses of the acquisition and safekeeping of the Acquired Obligations and expenses of the issuance of the Bonds and/or returned to the City for the payment of such expenses. The Treasurer is hereby further authorized to select a verification agent who will confirm the accuracy of certain financial information regarding the funds to be deposited with the Refunding Trustee and the implementation of the refunding plan.

Section 9. Call For Redemption of Refunded Bonds and Escrow Agreement.

(a) *Call For Redemption of the Refunded Bonds.* The City hereby irrevocably sets aside sufficient funds out of the purchase of Acquired Obligations from proceeds of the Bonds to make the payments described in Section 8 of this ordinance.

The City hereby irrevocably calls the Refunded Bonds for redemption on the Call Date in accordance with terms of the 2008 Bond Ordinance authorizing the redemption and retirement of the Refunded Bonds prior to their fixed maturities.

Said defeasance and call for redemption of the Refunded Bonds shall be effective and irrevocable after the final establishment of the escrow account and delivery of the Acquired Obligations to the Escrow Agent.

The Escrow Agent is hereby authorized and directed to provide for the giving of notice of the redemption of the Refunded Bonds in accordance with the applicable provisions of the 2008 Bond Ordinance. The Designated Representative of the City is authorized and requested to provide whatever assistance is necessary to accomplish such redemption and the giving of notice therefor.

The Escrow Agent is hereby authorized and directed to pay to the fiscal agency or agencies of the State of Washington, sums sufficient to pay, when due, the payments specified in Section 8 of this ordinance. All such sums shall be paid from the moneys and Acquired Obligations deposited with said Escrow Agent pursuant to the previous section of this ordinance, and the income therefrom and proceeds thereof. All moneys and Acquired Obligations deposited with said Escrow Agent and any income therefrom shall be credited to a refunding account and held, invested (but only at the direction of the Designated Representative) and applied in accordance with the provisions of this ordinance and with the laws of the State of Washington for the benefit of the City and owners of the Refunded Bonds.

The City will take such actions as are found necessary to see that all necessary and proper fees, compensation and expenses of the Escrow Agent for the Refunded Bonds shall be paid when due.

(b) *Escrow Agreement/Cost of Issuance Agreement.* The Designated Representative is authorized and directed to execute and deliver to the Escrow Agent an Escrow Deposit Agreement substantially in the form attached to this ordinance as Exhibit A (the "Escrow Agreement") and a Cost of Issuance Agreement substantially in the form attached to this ordinance as Exhibit B (the "Cost of Issuance Agreement"), with such changes or modifications as the Designated Representative, with the advice of bond counsel to the City, consider necessary or advisable.

The City hereby irrevocably sets aside for and pledges to the payment of the Refunded Bonds the moneys and obligations to be deposited with the Escrow Agent pursuant to the Escrow Agreement to accomplish the plan of refunding and defeasance of the Refunded Bonds set forth herein and in the Escrow Agreement. When all of the Refunded Bonds shall have been redeemed and retired, the City may cause any remaining money to be transferred to the UTGO 2016 Debt Service Account for the purposes set forth above.

Section 10. Tax Covenants. The City covenants that it will not take or permit to be taken on its behalf any action that would adversely affect the exemption from federal income taxation of the interest on the Bonds and will take or require to be taken such acts as may reasonably be within its ability and as may from time to time be required under applicable law to continue the exemption from federal income taxation of the interest on the Bonds.

(a) *Arbitrage Covenant.* Without limiting the generality of the foregoing, the City covenants that it will not take any action or fail to take any action with respect to the proceeds of sale of the Bonds or any other funds of the City which may be deemed to be proceeds of the Bonds pursuant to Section 148 of the Code and the regulations promulgated

thereunder which, if such use had been reasonably expected on the dates of delivery of the Bonds to the initial purchasers thereof, would have caused the Bonds to be treated as "arbitrage bonds" within the meaning of such term as used in Section 148 of the Code.

The City represents that it has not been notified of any listing or proposed listing by the Internal Revenue Service to the effect that it is an issuer whose arbitrage certifications may not be relied upon. The City will comply with the requirements of Section 148 of the Code and the applicable regulations thereunder throughout the term of the Bonds.

(b) *Private Person Use Limitation for Bonds.* The City covenants that for as long as the Bonds issued as governmental bonds or tax advantaged bonds are outstanding, it will not permit:

- (1) More than 10% of the Net Proceeds of the Bonds to be allocated to any Private Person Use; and
- (2) More than 10% of the principal or interest payments on the Bonds in a Bond Year to be directly or indirectly:
 - (A) secured by any interest in property used or to be used for any Private Person Use or secured by payments in respect of property used or to be used for any Private Person Use, or
 - (B) derived from payments (whether or not made to the City) in respect of property, or borrowed money, used or to be used for any Private Person Use.

The City further covenants that, if:

- (3) More than 5% of the Net Proceeds of the Bonds are allocable to any Private Person Use; and
- (4) More than 5% of the principal or interest payments on the Bonds in a Bond Year are (under the terms of this ordinance or any underlying arrangement) directly or indirectly:

(A) secured by any interest in property used or to be used for any Private Person Use or secured by payments in respect of property used or to be used for any Private Person Use, or

(B) derived from payments (whether or not made to the City) in respect of property, or borrowed money, used or to be used for any Private Person Use, then, (i) any Private Person Use of the project described in subsection (3) hereof or Private Person Use payments described in subsection (4) hereof that is in excess of the five percent limitations described in such subsections (3) or (4) will be for a Private Person Use that is related to the state or local governmental use of the projects financed or refinanced with the proceeds of the Bonds (including the Refunded Bonds), and (ii) any Private Person Use will not exceed the amount of Net Proceeds of the Bonds allocable to the state or local governmental use portion of the project(s) to which the Private Person Use of such portion of the projects financed or refinanced with the proceeds of the Bonds (including the Refunded Bonds) relate. The City further covenants that it will comply with any limitations on the use of the projects financed or refinanced with the proceeds of the Bonds by other than state and local governmental users that are necessary, in the opinion of its bond counsel, to preserve the tax exemption of the interest on the Bonds. The covenants of this section are specified solely to assure the continued exemption from regular income taxation of the interest on the Bonds.

(c) *Modification of Tax Covenants.* The covenants of this section are specified solely to assure the continued exemption from regular income taxation of the interest on the Bonds. To that end, the provisions of this section may be modified or eliminated without any requirement for formal amendment thereof upon receipt of an opinion of the City's bond counsel that such modification or elimination will not adversely affect the tax exemption of interest on any Bonds.

(d) *No Designation under Section 265(b) of the Code.* The Bonds are not "qualified tax-exempt obligations" under Section 265(b)(3) of the Code for banks, thrift institutions and other financial institutions.

Section 11. Bond Fund and Provision for Tax Levy Payments. The Treasurer currently maintains a fund to be used for the payment of debt service on all general obligation bonds, designated as the "General Obligation Debt Service Fund" (the "Bond Fund"). Within the Bond Fund, the City currently maintains a subsidiary account designated as the "UTGO 2016 Debt Service Account," which shall continue to be maintained by the office of the Treasurer. The UTGO 2016 Debt Service Account shall be used solely for the purpose of paying the principal of, premium, if any, and interest, when due, on the Bonds and any other unlimited tax general obligation bonds of the City authorized for Parks purposes. The taxes hereafter levied for the purpose of paying principal of and interest on the Bonds and other funds to be used to pay the Bonds shall be deposited in the UTGO 2016 Debt Service Account no later than the date such funds are required for the payment of principal of and interest on the Bonds. Money in the UTGO 2016 Debt Service Account not needed to pay the interest or principal next coming due may temporarily be deposited in such institutions or invested in such obligations as may be lawful for the investment of City funds.

The City hereby irrevocably covenants and agrees for as long as any of the Bonds are outstanding and unpaid that each year it will include in its budget and levy an *ad valorem* tax upon all the property within the City subject to taxation in an amount that will be sufficient, together with all other revenues and money of the City legally available for such purposes, to pay the principal of and interest on the Bonds as the same shall become due. All of such taxes so collected and any other money to be used for such purposes shall be paid into the UTGO 2016 Debt Service Account.

For so long as the Bonds are outstanding, the City hereby irrevocably pledges to levy taxes annually, without limitation as to rate or amount, on all of the taxable property within the City in an amount sufficient, together with other money legally available and to be used therefor, to pay, when due, the principal of and interest on the Bonds. The full faith, credit and resources of the City are hereby irrevocably pledged for the annual levy and collection of said taxes and for the prompt payment of the principal of and interest on the Bonds as the same shall become due.

Section 12. Defeasance. In the event that the City, in order to effect the payment, retirement or redemption of any Bond, sets aside in the Bond Fund or in another special account, cash or noncallable Government Obligations, or any combination of cash and/or noncallable Government Obligations, in amounts and maturities which, together with the known earned income therefrom, are sufficient to redeem or pay and retire such Bond in accordance with its terms and to pay when due the interest and redemption premium, if any, thereon, and such cash and/or noncallable Government Obligations are irrevocably set aside and pledged for such purpose, then no further payments need be made into the Bond Fund for the payment of the principal of and interest on such Bond. The owner of a Bond so provided for shall cease to be entitled to any lien, benefit or security of this ordinance except the right to receive payment of principal, premium, if any, and interest from such special account, and such Bond shall be deemed to be not outstanding under this ordinance.

The City shall give written notice of defeasance to the owners of all Bonds so provided and to each party entitled to receive notice in accordance with Section 14 of this ordinance.

Section 13. Delegation of Authority; Sale of Bonds.

(a) *Delegation of Authority.* The City has determined that it would be in the best interest of the City to delegate to the Designated Representative the authority to approve the manner of sale, the final principal amounts and prices of each maturity of the Bonds, date of the Bonds, interest rates, payment dates, redemption provisions, maturity dates of such Bonds, and other terms and conditions of the Bonds in the manner provided hereafter so long as:

- (1) the aggregate principal amount of the Bonds does not exceed \$30,000,000; and
- (2) the true interest cost of the Bonds does not exceed 5%.

In determining the manner of sale, the final principal amounts of the Bonds and prices of each maturity, date of the Bonds, interest rates, payment dates, redemption provisions, and maturity dates of such Bonds, the Designated Representative, in consultation with City staff and the City's financial advisor, shall take into account those factors that, in the Designated Representative's judgment, will result in the lowest true interest cost on the Bonds to their maturity, including, but not limited to current financial market conditions and current interest rates for obligations comparable in tenor and quality to the Bonds.

(b) *Bond Sale.* The Designated Representative is hereby authorized to determine whether the Bonds shall be sold by Negotiated Sale or by a Competitive Sale. If the Bonds are sold by negotiated sale, the Designated Representative shall negotiate the terms of sale for the Bonds, including the terms described in this section, in a contract of sale (a "Bond Purchase Contract") with one or more underwriters.

If the Bonds are sold by Competitive Sale, the Designated Representative or his designee shall: (a) establish the date of the public sale; (b) establish the criteria by which the successful bidder will be determined; (c) request a good faith deposit from the Successful Bidder; (d) cause notice of the public sale to be given (the "Notice of Sale"); and (e) provide for such other matters pertaining to the public sale as he deems necessary or desirable. The Designated Representative shall cause notice of the public sale to be given and provide for such other matters pertaining to the public sale as she deems necessary or desirable.

Upon the date and time established for the receipt of bids for the Bonds, the Designated Representative or his designee shall open the bids and shall cause the bids to be mathematically verified. The Designated Representative will approve the bid offering to purchase the Bonds at the lowest true interest cost to the City at such price as shall be determined at the time of sale by the Designated Representative, plus accrued interest to the date of delivery, on all the terms and conditions set out in the applicable Notice of Sale.

All bids submitted for the purchase the Bonds shall be as set forth in the applicable Notice of Sale or otherwise as established by the Designated Representative which will be furnished upon request made to the Designated Representative. Such successful bidder shall, within three hours of the award of the Bonds, make a good faith deposit by federal wire or by a cashier's or certified check, made payable to the order of the City in an amount determined by the Designated Representative. The good faith deposit of the successful bidder shall be security for the performance of its bid and shall be held as liquidated damages in case the successful bidder fails to take up and pay for the Bonds within 45 days if tendered for delivery. The City reserves the right to reject any and all bids and to waive any irregularity or informality in any bid.

Subject to the terms and conditions set forth in this section, the Designated Representative is hereby authorized to accept an Approved Bid in a Competitive Sale and/or execute the final form of a Bond Purchase Contract in a Negotiated Sale, upon his approval of the final principal amounts of the Bonds (within the parameters established in this section), date of the Bonds, interest rates, payment dates, redemption provisions, and maturity dates of such bonds set forth therein. Following the sale of the Bonds of a series, the Designated Representative shall provide a report to the Council, describing the final terms of such Bonds approved pursuant to the authority delegated in this section.

(b) *Delivery of Bonds; Documentation.* Upon the passage and approval of this ordinance, the proper officials of the City including the Designated Representative, are authorized and directed to undertake all action necessary for the prompt execution and delivery of the Bonds to the successful bidder thereof and further to execute all closing certificates and documents required to effect the closing and delivery of the Bonds. In furtherance of the foregoing, the Designated Representative is authorized to approve and enter into agreements for the payment of costs of issuance, including underwriter's discount, the fees and expenses specified in the Bond Purchase Contract or Notice of Sale, including fees and expenses of underwriter and other retained services, including Bond Counsel, financial advisor, rating agencies, fiscal agency, Escrow Agent, and other expenses customarily incurred in connection with issuance and sale of bonds.

(c) *Preliminary and Final Official Statements.* The Designated Representative is hereby authorized to deem final the preliminary Official Statement relating to the Bonds for the purposes of the Rule. The Designated Representative is further authorized to ratify and to approve for purposes of the Rule, on behalf of the City, the Official Statement relating to the issuance and sale of the Bonds and the distribution of the Official Statement pursuant thereto with such changes, if any, as may be deemed appropriate.

Section 14. Undertaking to Provide Ongoing Disclosure. The Designated Representative is hereby authorized to enter into a written undertaking for the benefit of the owners of the Bonds as required by Section (b)(5) of the Rule (the "Continuing Disclosure Agreement"). The Continuing Disclosure Agreement constitutes the City's written undertaking for the benefit of the owners (including Beneficial Owners) of the Bonds as required by Section (b)(5) of the Rule.

Section 15. Lost, Stolen or Destroyed Bonds. In case any Bond or Bonds shall be lost, stolen or destroyed, the Registrar may execute and deliver a new Bond or Bonds of like date, number and tenor to the Registered Owner thereof upon the Registered Owner's paying the expenses and charges of the City and the Registrar in connection therewith and upon his/her filing with the Designated Representative and the Registrar evidence satisfactory to the Designated Representative and the Registrar, respectively, that such Bond was actually lost, stolen or destroyed and of his/her ownership thereof, and upon furnishing the City and the Registrar with indemnity satisfactory to the Designated Representative and the Registrar, respectively.

Section 16. Severability. If any provision in this ordinance is declared by any court of competent jurisdiction to be contrary to law, then such provision shall be null and void and shall be deemed separable from the remaining provision of this ordinance and shall in no way affect the validity of the other provisions of this ordinance or of the Bonds.

Section 17. Effective Date. This ordinance shall become effective immediately upon its passage, pursuant to the declaration of emergency in Section 2 hereof.

**Passed by City Council October 17, 2016
Delivered to Mayor October 24, 2016**

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0500-16-01 / LGL 2005-0007

EFFECTIVE DATE: September 1997

REVISION EFFECTIVE DATE: January 1, 2016

TITLE: MINOR CONTRACT AUTHORIZATION

1.0 GENERAL

- 1.1 The City enters into many routine minor contracts. The City Charter requires all written contracts, to which the City is a party, be signed by the Mayor or Council President under the direction of the City Council. In section 7.06.260 of the Spokane Municipal Code (SMC), the council "directs and authorizes the Mayor or his/her designee to execute minor contracts without individual approval of each contract by the City Council. The City Administrator, Division Directors and Department Heads have been delegated contract signature authority by the Mayor. The Mayor may, upon his/her own volition, place any specific contract on the Council's Agenda for individual Council authorization as he/she may see fit." The City Charter gives the Director of Parks and Recreation contract signature authority for Park Fund expenditures.

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- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City Departments and Divisions except the Spokane Public Library and the Parks and Recreation Department.

3.0 REFERENCES

SMC 7.06.060
SMC 7.06.260
Executive Order 2013-02
Executive Order 2011-01

4.0 DEFINITIONS

- 4.1 "Minor Contract" involves a net revenue or expense (excluding sales tax and state filing fees) of \$48,700 for the 2016 calendar year or less within a twelve (12)-month period; and is of a routine nature; provided the total expense (excluding sales tax and filing fees) does not exceed a total of \$127,100 (for the 2016 calendar year) over the term or life of the contract (not including renewals). NOTE: The dollar threshold is adjusted annually each January, based on an average of the CPI-U and CPI-W indices.

For example, if you had a three (3) year contract with \$48,700 compensation each year, it would need to be approved by City Council since the total expense of \$146,100 over the whole term or life of the contract exceeds the \$127,100 threshold.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to process and execute contracts in an expeditious and efficient manner.
- 5.2 The following contracts may be processed by the Minor Contract Summary process (known as a “Blue Sheet” or “Green Sheet” for the Parks Department):
 - a. contracts of \$48,700 or less (\$127,100 for term or life of the contract)
 - b. renewal contracts of \$48,700 or less (\$127,100 for term or life of the contract)
 - c. extensions of contracts
 - i. contract including extension is \$48,700 or less (\$127,100 for term or life of the contract)
 - ii. extension cost is within ten percent (10%) of original contract amount if contract is greater than \$48,700
 - iii. no-cost extensions
 - d. name changes
 - e. assignments
 - f. change in payee address
 - g. Increase in encumbrance for unit price contracts up to \$48,700
 - h. minor amendments in wording
 - i. contracts of \$48,700 or less - increase in contract price up to \$48,700 (so long as City competitive procurement policies which were followed, continues adherence through any contract price increases)
 - j. contracts greater than \$48,700 - increase in contract price up to ten percent (10%) of original contract amount (max of \$100,000)
- 5.3 Housekeeping Changes / Clarifications
 - 5.3.1 Examples of housekeeping changes/clarifications include, but are not limited to: no-cost extensions, changes in remittance address for payments, change in contractor's name (tax ID number remaining the same), and increased encumbrances (where revised contract total remains within the current Minor Contract dollar limit and the contract did not specify a specific maximum dollar amount).
 - 5.3.2 Housekeeping changes/clarifications may be made on the Minor Contract summary form without need for an attached signed contract document.
- 5.4 Certain contracts have templates that have been pre-approved by the City Attorney's Office. These forms are located on the City's internal SharePoint website and do not require further legal review, unless changes are desired by the Department or contractor.
- 5.5 Grant acceptance, subrecipient agreements and contracts with firms providing goods, services and public works involving grant funds need the prior approval of the City Director of Grants Management and Fiscal Assistance.
- 5.6 A matrix summary of the signature delegation authority for Minor Contracts follows:

2016 CONTRACT MATRIX

IF	AND	USE FORM	CONTRACT SIGNATURE		
			DEPT	DIVISION	LEGAL
PERSONAL SERVICE CONSULTANT SERVICE CONSULTANT SERVICE – ARCHITECT & ENGINEER	Up to \$3,000	Voucher Payable (VP)			
	\$3,001 - \$10,000	Minor Contract Summary & Template	X		
	\$10,001 - \$48,700	Minor Contract Summary to Legal		X	X
AMENDMENT	An alteration or change to an existing contract. It is normally used for wording changes.	Minor Contract Summary & Template		X	X
ADDENDUM	Additional work added to an existing contract.	Minor Contract Summary & Template		X	
ASSIGNMENT	The transfer of rights, duties, and interest in a contract from one company to another.	Minor Contract Summary & Template	X		X
CONTRACT EXTENSION WITH COST	Continues an existing contract for an additional time period. It has the same terms and conditions except will have price changes.	Minor Contract Summary & Template		X	
CONTRACT EXTENSION NO-COST	Continues an existing contract for an additional time period. It does not provide for additional compensation. It has the same terms and conditions.	Minor Contract Summary & Template	X		
OTHER CONTRACTS	\$3,001 - \$10,000	Minor Contract Summary To Legal	X		X
	\$10,001 - \$48,700	Minor Contract Summary To Legal		X	X
PUBLIC WORKS	Up to \$5,000	Service & Repair Order (SR)			
	\$5,001 - \$10,000	Quote & Minor Contract Summary to Legal	X		X
	\$10,001 - \$48,700	Quote & Minor Contract Summary to Legal		X	X
CHANGE ORDER	A written order to the contractor, issued after execution of the construction contract, which authorizes a change in the construction work, contract time and/or amount.	Minor Contract Summary SharePoint Template Change orders up to (10%) on contracts of \$48,700 or less OR on contracts greater than \$48,700 – increase in contract price up to ten percent (10%) of original contract amount (max of \$100,000)		X	
		Minor Contract Summary to Legal		X	X
FINAL ACCEPTANCE	Documents the acceptance of a completed Public Works project. It begins the Bond and Retainage claim period.	Final Acceptance Template		X	
SOFTWARE / HARDWARE MAINTENANCE	Up to \$10,000	Department Order (DO)			
REAL ESTATE RELATED DOCUMENTS	Leases, use agreements, etc...	Minor Contract Summary		X	
	Deeds, easements, etc...	To Legal		City Administrator	

6.0 PROCEDURE

6.1 Minor Contract Authorization Summary Form Preparation

6.1.1 Access the "Minor Contract Summary Form" on the City's internal SharePoint website. The form is sometimes called the "Blue Sheet" or "Green Sheet".

6.1.2 Follow instructions for the Minor Contract Summary Form.

6.2 Contract Preparation / Administration

6.2.1 The Department shall:

- a. Obtain quotes per City purchasing policy.
- b. Negotiate the best possible price/cost and resultant contract terms, when not a Public Works bid.
- c. Obtain "approval as to form" by Office of the City Attorney.
- d. Have an authorized person from the contractor's firm sign the contract, making sure to include its insurance certificate and copy of City of Spokane business registration number.
- e. Follow appropriate City signature authorization levels per section 5.6.

6.2.2 Submit contract and Minor Contract Summary to City Clerk's office for processing.

6.3 Audit Overview

6.3.1 The Finance Division shall establish audit procedures to perform a semi-annual internal audit to review compliance with this policy. The audit procedures will be designed to provide reasonable assurance that the Minor Contract procedures and authorizations, as defined in this policy are being followed by City Departments. Additional audits may also be performed on an as-requested or as-needed basis.

6.3.2 The results of each semi-annual audit will be summarized and reported to the City Administrator.

6.3.3 The City Administrator will follow up on any negative audit findings. Failure to comply with this policy could result in signature delegation authority being withdrawn or disciplinary action as appropriate.

7.0 RESPONSIBILITIES

The City Attorney, with cooperation from the Chief Financial Officer, is responsible for administering this policy.

8.0 APPENDICES

Minor Contract Summary Form
Minor Contract Summary Form Instructions

APPROVED BY:

Laura McAloon
City Attorney

October 12, 2016

Tim Dunivant
Finance and Administration Division Director

October 14, 2016

Hunt Whaley
Assistant City Attorney

October 12, 2016

Tim Dunivant
Acting City Administrator

October 14, 2016

Attachments are on file for review in the Office of the City Clerk.

Job Opportunities

The City of Spokane is an Equal Employment Opportunity Employer

HUMAN RESOURCES ANALYST I SPN 048 OPEN ENTRY

DATE OPEN: Monday, October 24, 2016 **DATE CLOSED:** Sunday, November 6, 2016 at 11:59 p.m.
SALARY: \$61,261.92 annual salary, payable bi-weekly, to a maximum of \$75,230.64

DUTIES:

Performs routine professional and analytical work related to the administration of human resources management programs.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

Graduation from an accredited four-year college or university with a degree in Personnel/Human Resources, Public Administration, Industrial Relations, or a related field of study; AND, two years of experience in various phases of human resources administration. Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for these positions to be eligible for hire. The examination will consist of a training and experience (T&E) evaluation, and a written test, with weights assigned as follows:

- T&E evaluation 20%
- Written test 80%

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Thursday, November 17, 2016, at 9:00 a.m.** The approximate duration of the test is 2 1/2 hours.

Written test scheduling: Accepted applicants will be invited to attend the test session. Additional sessions may be added if more than 45 applications are accepted.

The written test may include such subjects as HR Management Principles and Practices; Legal Compliance; Employee and Labor Relations; Compensation; Interpersonal Communication; and Statistics.

T&E EVALUATION DETAILS

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked **"QUESTIONS"** on the job announcement page. The T&E must be submitted online at the time of application.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 4th day of July 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**PUBLIC DEFENDER I SPN 095
OPEN ENTRY**

DATE OPEN: Monday, October 24, 2016 **DATE CLOSED:** Sunday, November 6, 2016 at 11:59 p.m.
SALARY: \$41,488.56 annual salary, payable bi-weekly, to a maximum of \$59,633.28

DUTIES:

Performs entry-level professional legal work in defending indigent clients referred by the Municipal Probation Department or Municipal Court against misdemeanor and gross misdemeanor charges before the Municipal Court and occasionally before Spokane County District and Superior Courts.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

Education and Experience: Graduation from an accredited law school and membership in good standing in the Washington State Bar Association.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. The examination will consist of a training and experience evaluation (T&E) with scoring weight assigned as follows: T&E: 100%.

T&E EVALUATION DETAILS

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the closing date.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.

TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

TO APPLY:

Applications must be filed online at: <http://my.spokanecity.org/jobs>.

Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 20th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

COLD MIX
City of Spokane

BID #4305-16

Sealed bids will be opened at 1:15 p.m., **MONDAY, OCTOBER 31, 2016** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **COLD MIX** for the City of Spokane.

Detailed specifications and proposal forms are available from the City of Spokane Purchasing, by contacting Thea Prince at purchasinghelp@spokanecity.org

Bid proposal forms may be submitted to City Purchasing **until 1:00 P.M. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

Submit one (1) original copy to:

**Purchasing
4TH Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane WA 99201**

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked:
“COLD MIX, BID #44305-16 DUE 10/31/16”

Thea Prince
Purchasing Division

Publish: October 19 & 26, 2016
