



Official Gazette

City of Spokane, Washington

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

Volume 109

MAY 8, 2019

Issue 19



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:
<https://my.spokanecity.org/gazettes/>

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USPS 403-480

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Periodical postage paid at
Spokane, WA**POSTMASTER:****Send address changes to:**

Official Gazette

Office of the Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

Subscription Rates:

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made
payable to:**

City Treasurer

Address Change:

Official Gazette

Office of Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, April 29, 2019****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 Briefing Center in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

Roll Call

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

City Attorney Mike Ormsby, City Council Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were also present on the dais.

Recognition of Street Director Gary Kaesemeyer

Council President Stuckart recognized Street Director Gary Kaesemeyer on his retirement and thanked him for his service to the City. His last day will be this Friday (May 3). Mr. Kaesemeyer has served the City for 37 years.

Advance Agenda Review

The City Council received an overview from staff on the May 6, 2019, Advance Agenda items.

Award Recommendations from the CHHS Board and CoC Board (OPR 2019-0336)

Council President Stuckart requested that Consent Agenda Item No. 2—Award Recommendations from the CHHS Board and CoC Board for public services and housing stability grant funds for the five-year award cycle, including authorization to enter into agreement with various funders and grantees—be moved to the 6:00 p.m. Legislative Session.

Action to Approve May 6, 2019, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the May 6, 2019, 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 Kinnear, **to approve** the Advance Agenda for Monday, May 6, 2019; **carried unanimously (Council Members Beggs and Mumm absent).**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed changes to the April 29, 2019, Current Agenda items.

First Reading Ordinance C35766

Motion by Council Member Kinnear, seconded by Council Member Fagan, **to substitute** Ordinance C35766 (thereby replacing previously filed version); **carried unanimously (Council Member Beggs and Mumm absent).**

CONSENT AGENDA

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

Set Hearing for May 20, 2019, on Appeal by Winston & Cashatt, representing the Applicant, Greenstone, and Kelly Puzio, Citizen, of the Hearing Examiner's January 15, 2019, decision on a preliminary plat/PUD Application (Z18-598PPUD). (LGL 2019-0016)

Renewal of existing Value Blanket Order with Neptune Technologies Group, Inc. (Tallassee, AL) for annual supply of water meters, registers, and parts on an as-needed basis for the Water Department—estimated annual expenditure of \$1,000,000. (OPR 2016-0352 / BID 4109-15)

Value Blanket Order Renewal with LN Curtis (Seattle, WA) for firefighter turnout gear —\$400,000. (OPR 2016-0120 / RFP 4210-15)

Annual Value Blanket Orders for the Street Department with:

- a. National Barricade Co. (Spokane, WA) for aluminum sign blanks—not to exceed \$80,000. (OPR 2019-0311 / RFQ 778-19)
- b. Traffic Safety Supply (Portland, OR) for perforated square steel tubes (traffic sign posts)—not to exceed \$60,000 (incl. tax). (OPR 2019-0312 / RFQ 781-19)
- c. Ennis-Flint Trading Co. (Greensboro, NC) for preformed thermosplastic products—not to exceed \$85,000 (incl. tax). (OPR 2019-0313 / RFQ 783-19)

Consultant Agreement with KPFF Consulting Engineers, Inc. (Seattle, WA) for continued design of the Post Street Pedestrian and Utility Bridge—not to exceed \$1,500,000. (OPR 2019-0296 / ENG 2017105)

Lowest Responsive Bid of Two Rivers Terminal, LLC (Pasco, WA) to supply approximately 65,000 gallons of liquid nitrate oxygen odor control solution at \$1.89 per gallon from April 1, 2019 through March 30, 2022—\$401,350.95. (OPR 2019-0315)

Contract Amendment with Safway Services, LLC, for scaffolding services at the Waste to Energy Plant through March of 2019—additional amount \$60,000 (incl. tax). (OPR 2017-0155 / RFB 4308-16)

Contract Amendment with Collette Leland and the firm Winston Cashatt to provide representation in an arbitration involving a contract dispute with IMCO Construction Co.—additional amount of \$170,000. Total contract amount: \$644,000. (OPR 2018-0072)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through April 19, 2019, total \$6,250,099.51 (Check Nos. 559728-559919; ACH Payment Nos. 62674-62965), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,970,581.96. (CPR 2019-0002)
- b. Payroll claims of previously approved obligations through April 20, 2019: \$6,990,143.80 (Check Nos. 552649-552781). (CPR 2109-0003)

City Council Meeting Minutes: April 15 and April 18, 2019. (CPR 2019-0013)

Council Recess/Executive Session

The City Council adjourned at 4:00 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the 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 Burke, Fagan, Kinnear, and Stratton were present. Council Member Beggs and Mumm were absent.

City Clerk Terri Pfister and City Council Policy Advisor Brian McClatchey were also present on the dais.

Poetry at the Podium

Michael Beckley presented a poem entitled “Be.”

There were no **Mayoral Proclamations**.

OVERVIEW OF WASHINGTON STATE LEGISLATIVE SESSION

Council President Stuckart noted the (Washington State) Legislative Session (in Olympia) ended this week. He indicated Council Members Beggs and Mumm, Mayor Condon and Police Chief Meidl were at the bill signing on property crime supervision. Council Member Kinnear provided an overview of Senate Bill 5492 (supervision for motor vehicle-related felonies) signed into law earlier today. Council Member Burke then provided highlights of funding in the (Washington State) budget that will help the City of Spokane and remarked on some of the bills that will assist with the Spokane housing crises.

CITY ADMINISTRATION REPORT

Report on Greenhouse Gas Inventory

Environmental Programs Director Catherine Olsen provided opening remarks on the Greenhouse Gas Inventory. She noted the City of Spokane partnered with Gonzaga University to conduct the City of Spokane's Greenhouse Gas Inventory, which is done by ordinance every three years. She introduced Dr. J. Alexander Maxwell, the principal investigator, who opened the presentation and then each of the students accompanying Dr. Maxwell reported on the sector of emissions that they researched and analyzed.

"Cody's Comeback"

Council President Stuckart introduced a video regarding "Cody's Comeback." Cody Poole spent almost seven years in federal prison. He was still on probation when he enrolled in the AGC's (Associated General Contractors) Head Start to the Construction Trade Program. The goal of the program is to give defender's some hope and when they are released they are able to get employed.

There were no **Council Committee Reports**.

OPEN FORUM

David Bilsland announced there is a Regents meeting for WSU at 9:00 a.m. Friday morning at the Nursing School, Room 205. He stated he will be there and will bring up the concept of using the Jensen-Byrd Building as a community center.

Jon Lossing remarked on the closing of Runner's Soul.

Joshua Hiler remarked on the City of Spokane flag and suggested replacing the flag by bringing back an older flag which served from 1912 until 1958. Council Member Burke remarked that she has dropped an ordinance that would start the process of redoing the City's flag and stated she would be happy to speak with Mr. Hiller following the meeting.

Barb Brock noted that she continues to represent Camp Hope and noted they still meet from 3:00 to 5:00 p.m. every Monday and have been for the last several months. She stated it's an opportunity to listen to the homeless and hear some of their points of view and ideas. She remarked on homelessness, storage bins for the homeless, housing, and the Jensen-Byrd Building.

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

Special Budget Ordinance C35763

Subsequent to public testimony and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote (Council Members Beggs and Mumm absent), the City Council passed **Special Budget Ordinance C35763** amending Ordinance No. C35703 passed by the City Council December 10, 2018, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Office of Performance Management

FROM: IF Revenue, \$494,055;

TO: Miscellaneous accounts, same amount.

(This action budgets costs to the Office of Performance Management.)

There were no **Emergency Ordinances**.

RESOLUTIONS**Resolution 2019-0031**

Subsequent to public testimony and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote (Council Members Beggs and Mumm absent), the City Council **adopted Resolution 2019-0031** providing for the sale of surplus City property at 4017 E. Hartson Avenue and 4023 E. Hartson Avenue.

Resolution 2019-0032

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, and the opportunity for Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote (Council Members Beggs and Mumm absent), the City Council **adopted Resolution 2019-0032** declaring Oracle America, Inc. (Oracle) a sole source provider authorizing staff to negotiate and enter into a contract with Oracle for the purchase of technical support services which include upgrade support and issue resolution at a cost of \$211,157.12 (incl. tax.).

There were no **Final Reading Ordinances**.

FIRST READING ORDINANCES

The following Ordinances were read for the first time, with further action deferred:

- ORD C35764** Clarifying the role of the City Administrator concerning the City of Spokane's state and federal legislative agendas and advocacy efforts; amending section 03.01A.110 of the Spokane Municipal Code.
- ORD C35765** Relating to commercial vehicles; amending SMC section 16A.44.100.
- ORD C35766** Strengthening the City's revenue stabilization and contingency reserve accounts; amending section 07.08.010 of the Spokane Municipal Code.

SPECIAL CONSIDERATIONS**Contract with Lime (Neutron Holdings, Inc.) (OPR 2019-0316)**

The City Council considered the Contract with Lime (Neutron Holdings, Inc.) for Shared Mobility (Bikeshare). Subsequent to public testimony and Council and staff commentary, the following action was taken:

Upon 4-1 Roll Call Vote (Council Member Fagan voting "no" and Council Members Beggs and Mumm absent), the City Council **approved** the Contract with Lime (Neutron Holdings, Inc.) for Shared Mobility (Bikeshare)—estimated revenue more than \$50,000.

HEARINGS**Hearing on the City Council's Adoption of Spokane's Community Empowerment Zone Strategic Plan (RES 2019-0032)**

The City Council held a Hearing on the City Council's adoption of Spokane's Community Empowerment Zone Strategic Plan and designating a Community Empowerment Zone Boundary. Subsequent to an opportunity for public testimony, with no individuals requesting to speak, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote (Council Member Beggs and Mumm absent), the City Council **approved** adoption of Spokane's Community Empowerment Zone Strategic Plan and designating a Community Empowerment Zone Boundary.

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 6:59 p.m.

**STUDY SESSION MEETING MINUTES
SPOKANE CITY COUNCIL
Thursday, April 25, 2019**

A Special Meeting of the Spokane City Council was held on the above date at 3:32 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, Mumm, and Stratton were present. Council Members Burke and Kinnear were absent.

The following topic was discussed:

- 2019 Capital Budget: Waste to Energy & Wastewater
- CHHS 5-year Grant Cycle

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 4:40 p.m.

**Public Safety & Community Health Committee
Meeting Minutes – February 5, 2018**

Call to Order: 1:14 PM

Attendance:

PSCHC Members Present: PSCHC Chair CM Kinnear, CM Fagan, CP Stuckart, CM Burke, CM Stratton, CM Mumm

Staff/Others Present: Major Olsen, Major King, Director MacConnell, Assistant Fire Chief John, Assistant Fire Chief Wolford, Brian McClatchey, Mike Ormsby, Angie Napolitano, Heather Trautman, Captain Singley, David Stockdill, Ed Lukas, Sue Raymon, Mary Muramatsu, Dawn Kinder, Adam McDaniel, Kelly Keenan, Bart Logue, Luvimae Omana, Ariane Schmidt, Justin Bingham

Approval of December 4, 2017 minutes: Motion to approve by CM Fagan; M/S by CM Beggs. The committee approved the minutes for January 8, 2018 unanimously.

CONSENT AGENDA ITEMS

OPO Monthly Report – December 2017
Photo Red Update (SPD)
Sit and Lie Update (SPD)
Ammunition Value Blanket (SPD)
Strategic Initiatives Monthly Update (SPD)
Interlocal Contract Renewal – 911 Backup Center (SFD)
Amended Interlocal Agreement – Public Defender's Office
DUI Court Grant - Public Defender's Office
Sewer Bend Value Blaket Renewal
Youth Homelessness Demonstration Program Grant Application (CHHS)
CDBG Funding Allocations - Winter 2017 CDBG RFP (CHHS)

DISCUSSION ITEMS

STAFF REQUESTS:

CPTED Projects at House of Charity (SPD) – Major King

Captain Singley from SPD began by explaining how 8 different CPTED evaluations have been completed for the area around the House of Charity. Four businesses have applied to receive a CPTED grant and two more have shown interest, all six of which are in the area immediately surrounding the House of Charity. The grant can award up to \$3500 per business. CM Kinnear asked how the CPTED projects are working, and Captain Signely explained that it is too early to tell since none of the projects have been fully completed as of yet, but work continues. CM Kinnear followed up by asking what kind of CPTED projects are underway in the area, and Captain Signely explained that the projects involve installing additional lighting and surveillance equipment in the HoC area, as well as putting CPTED landscaping into place. CM Kinnear ended the discussion by asking what the timeline is for completing the ongoing projects. Captain Signely indicated that most of the projects would be complete within the next six months.

Major Crime Statistics Dashboard (SPD) – Major Olsen

Major Olsen explained how SPD was working on a dashboard to track all crime statistics in Spokane. These statistics would be broken down by violent crime, property crime, or both taken together. The dashboard presented at the meeting was intended only to show the dashboard's form, not its final contents, Major Olsen noted. He went on by explaining how the dashboard will be broken down by time (years), precincts, and neighborhoods; it could also be broken down by Council districts, if there is a preference to add that breakdown. The Mayor has been briefed on the dashboard. Major Olsen explained how the dashboard will be a tool for evaluating crime statistics. CM Stratton asked if it can be broken down by businesses. Major Olsen responded that the dashboard will not provide a breakdown of individual incidents, but will be used to study broader statistical trends. Major King chimed in to solicit further Council feedback on this. He also explained that SPD is working on other, more detailed dashboards on repeat offenders for officers and precinct captains to use as well.

Council members then began to ask questions. CM Beggs asked if vehicle theft would be separated from other property crimes on the dashboard. Major Olsen responded that would not be the case, since the dashboard will not be so specific as to diminish its usability. CM Beggs then asked how accurate the data included in the dashboard was. Major Olsen answered that a review of existing data had been done, but added that a mapping data review might not impact this dashboard. CM Beggs continued with his questions, asking if there would be a data feed provided for the media. SPD responded that a link to the WASPC or LexusNexus data collection systems would be available for those purposes. CM Beggs concluded his questions by inquiring about the timeline for getting the dashboard operational. Major Olsen said that SPD did not have a definitive timeline, but said the next step of transferring databases would take about 90 days. CM Kinnear asked if SPD could give another update on this during the March PSCHC meeting and Major Olsen agreed. Major Olsen ended the discussion by showing one mapping data dashboard for the committee by way of example.

Wildland Fires 5-year Review (SFD) – Chief Schaeffer

Chief Schaeffer began by showing a city-wide map with data points and indicated that some 50% of homes that are in high or extreme risk from wildland fires in the State of Washington are in the Spokane area. CM Kinnear asked for clarification and Chief Schaeffer said that 50% of homes in Spokane area are at high/extreme risk of wildfires. CM Mumm asked how that impacts home insurance rates, to which Chief John said that he suspects that this does impact those insurance rates, but was unsure by how much. CM Mumm asked if 50% is high by comparison. Yes was the answer, and SFD explained that this is due mostly to geographic factors and the proximity to surrounding wilderness and forest areas. Chief Schaeffer particularly noted how wildfire risk is distributed across the City of Spokane. CM Kinnear asked how many firefighters are usually needed per wildfire incident. Chief Schaeffer said usually about 20-50, but how it is difficult to estimate as circumstance dictates so much in wildfire incidents. CM Kinnear further asked about funding and Chief Schaeffer responded that SPD is applying for DNR grants, but said that most grants are awarded after wildfires occur. CM Mumm asked what information needed to be conveyed to citizens, and Chief Schaeffer said that instructions to monitor arson reports would be helpful. CMs Mumm and Kinnear asked about some specific locations on the map and Chief Schaeffer explained some of the hotspots for firefighter resources used in incidents. CM Mumm indicated her desire to get this information out to neighborhoods and citizens directly, and the Chief agreed. CM Kinnear asked for coordination going forward on spreading the word as she ended the discussion.

Demolition of Structures at 3011 E Wellesley – Jason Ruffing

Heather Trautman and Jason Ruffing briefed the committee about a fire-damaged commercial property at 3011 E Wellesley (at Wellesley & Haven). Mr. Ruffing, who has worked with building authority during the review process, gave specific information on the lot on E Wellesley. He said that fire damage accounted explained why building official has recommended demolition. The City solicited bids for demolition services and received one that quoted a particularly high cost. Mr. Ruffing explained that the high cost was on account of the entire building needing pre-demolition treatment for hazardous materials. He also showed pictures of the property to give greater detail on the issues that the building presents. Mr. Ruffing also explained how the City was responsible for clearing the public right-of-way and making it safe for the public, which was completed in early January. He concluded that the 3011 E Wellesley property is a high-activity nuisance property, which had been accessed by unauthorized persons. Abatement has been completed, but the demolition process remained ongoing, he continued. There had been no contact from property owner. Mr. Ruffing explained he was seeking a SBO for City costs in association with this property, which already has a lean placed on it. CM Mumm asked what the assessed value of the property was, and Heather Trautman answered that it was about \$110,000. CM Mumm said it was safe to assume that the costs will outweigh the value of property and asked what options the City has moving forward. Several options are available depending on how the City proceeds. CM Mumm indicated she wanted to continue conversations with Code Enforcement on legal remedies for costs going forward. Chief Schaeffer explained the urgent need to get this property dealt with: homeless persons had been living in property's basement and had set more fires. Heather Trautman agreed with Chief Schaeffer's assessment.

House of Charity 24/7 Shelter Service – Dawn Kinder & Kelly Keenan

Dawn Kinder explained that this process started with a review of the goals for funding 24/7 shelter services. She continued by giving a background of history of the 24/7 shelter project, and included a list of the relevant stakeholders and what services each provided. She said that shelter availability and Outreach/SFD referrals had been working well under the current 24/7 shelter model. The next: challenges in the 24/7 project were addressing: (1) the high volume of people utilizing the service and the safety concerns that has caused, (2) staffing needs, and (3) improving service

connections. Dawn Kinder provided a timeline for the future: (1) February – status update, (2) March – Council Study Session, (3) April – in-depth presentation to the PSCHC. CP Stuckart said this continual review is a good idea so that when moving forward with 5-year RFP, the City will be informed. With that, discussion ended.

COUNCIL REQUESTS:

Publication of Internal Affairs Complaints/Investigations – CM Beggs

CM Beggs explained how the City used to redact names in these complaints and investigations, but still published them; that process stopped and he wanted to understand if these publications could resume. SPD Director MacConnell said that there were 66 complaints in 2016, and that publishing them does cost staff time to do redacting and other preparations. She indicated that SPD would rather wait until public records requests were made and then respond only to the incidents where information had been requested. Further, Director MacConnell said she was not sure if City Legal supported proactive publications as it leaves open possibilities that citizens could identify other citizens. CM Beggs responded that there is no difference in documents that used to be proactively published and those that could be requested through public records requests. Director MacConnell agreed, and said she was aware that some report summaries had been inaccurate or too vague, but said that SPD was addressing that going forward. She maintained that it would be more time intensive to proactively redact every report for publication. Major Olsen said that it would not save SPD any money to publish entire redacted reports proactively, but said it was better to respond specifically to individual public records requests. CM Mumm asked for Mary Muramatsu's perspective. Mary said that she supported the request process. CM Kinnear then closed the discussion for the sake of keeping the meeting on schedule.

Reality-Based Police Shows Ordinance – CP Stuckart

CP Stuckart began by explaining how reality-based shows often misrepresented the facts of law enforcement cases by portraying higher amounts of minority suspects, based on a white paper put together by Adam McDaniel. He then outlined the specifics of the ordinance, which he made clear would not ban such shows in Spokane, but rather placed rules and restrictions on how those shows operate and are produced in the City. Right now there is no consent required for citizens to be filmed in and depicted in the shows; this ordinance will address what it takes to give consent to the producers. CM Burke will co-sponsor the ordinance. CM Stratton asked why Council should even pass an ordinance with rules and regulations instead of simply banning such shows. CP Stuckart responded that SPD has reasons for working with the COPS show, so he wanted restrictions, not outright bans. CM Kinnear asked for SPD's input. SPD only works with COPS, not LivePD, because SPD has only had good relations with the COPS show. CP Stuckart explained that even if LivePD doesn't work with SPD, they don't differentiate between videos shot in the Valley, County, or City of Spokane. Major King said that some of the tweets used in White Paper do not capture all of the positive feedback that SPD has received in working with COPS, and maintained that working with COPS has been positive for SPD by boosting morale, depicting officers in a professional light, etc. He then asked who would determine if someone is too incapacitated (mentally or chemically) to give consent to a camera crew. CM Beggs asked how often SPD responded with Valley officers or County Deputies, and Major King said that occurred fairly often, but said that departments would always notify others if they were to get involved in a situation. CM Kinnear asked if SPD had any concerns with the ordinance. Major King said he had a problem with the research that had gone into the ordinance; he said he appreciates how COPS has often portrayed officers in a professional and positive light, which reflects well on SPD. CP Stuckart said that the ordinance would only put restrictions in place that were already in SPD's MOU with Langley Productions, which produces COPS. CM Mumm said that, normally, a for-profit entity would pay for its participation with SPD. Major King said that, as far as SPD is aware, the shows did not pay any City agency. CM Beggs asked if there is a library of COPS clips that are taken from filming with SPD, and Major King said he was not sure, but that it was possible such a library exists. CM Fagan asked how often private citizens film situations with SPD. CP Stuckart said that there is a difference – namely that citizens would not be filming for a for-profit business. Major King indicated that citizens often do independently film SPD officers handling situations. CM Fagan asked if there was a penalty for citizens doing this. Major Olsen responded that, unless the citizen interfered with SPD officers, they were allowed to sit back and watch/film.

Tow & Impound Ordinance – CM Kinnear

Heather Trautman worked with CMs Stratton and Kinnear to update SMC about tows and impounds. CP Stuckart indicated that Council has heard concerns about changing this code if Code Enforcement takes this over, and wondered if SPD should have authority over tows and impounds. Heather Trautman specifically addressed a number of individual known questions about this ordinance. She has also (1) shared lists for towing operators, and (2) shared team radios between Code Enforcement and SPD when necessary. CM Kinnear asked about a third-party firm to coordinate impound instances, and Heather said she needed a place-holder until that firm can be contracted. CM Kinnear asked if SPD had concerns about this. Major Olsen said no, so long as all personnel responsible for this are housed in one department or another. CM Stratton asked if enforcement officers had a form of self-protection in the field. Heather Trautman said that they have radios to call for help if necessary, and cell phones if the need arises to call 911. Under this ordinance, the process would be very similar to civilian-based impound oversight in the past; Code Enforcement has de-escalation training, and could choose not to impound a vehicle if there was a safety concern until SPD could be brought in. CM Beggs said that Local 270 had signed off, but asked about the Police Guild. He was answered that the Police Guild had not been asked yet, and that Local 270 would be more involved than the Police Guild. CM Beggs asked for another update on RFP process and contract process. Major Olsen said that there would not be a budget impact on the City, since the customer covers cost, but more briefings can be provided to keep the committee up to speed. Heather Trautman, in closing, offered to have Council Members do ride-along with Parking code enforcement officers to see how

the process work in the field. She further said that there was lots of positive public feedback on this process as it would allow SPD officers to deal with more serious public safety issues and let Code Enforcement handle impounds and towing. CM Fagan asked about a specific impound incident in Kendal Yards, and Heather Trautman said it had been fully resolved.

Spokane Housing Authority Ordinance – CM Stratton

Mike Ormsby gave an overview of how the ordinance would impact the SHA based on how housing authority commissioners are treated in other municipal codes (Spokane Valley and other cities). City of Spokane Valley, the City, and the County all agreed that the three entities should work to from a single, consistent ordinance governing the regional housing authority. Mr. Ormsby suggested that the City of Spokane adopt this ordinance. CM Stratton said that she had briefed Dawn Kinder from DNS and CHHS and said that those departments don't have any issues with it. CM Mumm asked about concern between Valley and County. Mike Ormsby responded that no; each entity will appoint two commissioners and all 6 will collectively select a 7th, assistant commissioner. CM Mumm said she wanted to keep in mind that Housing Authority misrepresentations in other counties have led to lawsuits and said she wanted to avoid that in Spokane. Dawn Kinder chimed in by explaining funding sources and how funding is allocated and administered to close the discussion.

STRATEGIC PLAN SESSION

1. Strategic Priority: Integrated 911/Dispatch

- PSAP 911/dispatch/crime-check Update – Ariane Schmidt

Ms. Schmidt passed out updated roadmaps upon which this work has been going off of. The roadmap is under review by multiple county-wide boards and commissions. Subgroups have been working on different "philosophies" which will provide recommendations about how costs, administration, technologies, properties/facilities, etc. New baselines have been created by various departments that explain what each department does and what services each provides so that current levels of service will be preserved going forward in this process. Every two weeks, J. Attwood has been corresponding with user groups to continually get strategic updates so that users and leadership are always connected and in the loop with latest. CM Stratton: people at communications center have decided to stay at current level of service, asked will jobs be retained under the new model? CM Kinnear also asked if these will be the same exact jobs? Ms. Schmidt said that the new governing board will make those decisions under the integrated approach, but underlying premise remains that everyone working currently will continue on in their current job on day 1 with possibilities to cross-train in the future (many people would want to cross train). CM Kinnear asked what the makeup of the new board would be. It would be created by resolution; Ariane explained the exact composition of the new board. CM Mumm explained that the board is composed of chiefs and high-ranking officials who don't do day-to-day work that this integration will impact. She asked if the people actually doing the work have representation on the board. Ariane: yes, on an issue-by-issue basis, but that is a perspective that could be considered since board composition is still in the draft process. Chief Schaeffer said that it would be too early for those discussions, but wants committee to keep in mind that integration means that City entities will be giving up control to a new, regional system. CM Stratton asked if, having lived through 311 impacts on employees, this would be just a call center. She was told the answer was no because dispatch people need specific training to handle specific instances, there are three specific disciplines here, but the process will be the same across all three. CM Stratton asked, if the City relinquishes control, what happens if process does not go in a direction the City wants. Chief Schaeffer: all bargaining boards and unions and agencies have been included. CM Mumm: urban policing/firefighting is very different from rural out in County, expertise in dispatching is crucial, which is why these questions need to be pondered and addressed. City is growing and becoming more urban, so, she said, City ought to keep protections for local departments so they can address urban issues with their own expertise. CM Kinnear asked if anything was final, and Asst. Chief Lundgren answered no, nothing is finalized, but concerns remain regarding how this will work for officers and firefighters in the field because current level of service is very high, don't want it to go down under the new entity; second, how do we get changes made to new entity based on needs of SPD/SFD; but SPD is willing to listen as discussion continues. CM Kinnear asked about the timeline. Ms. Schmidt said that February was all about review, end of February – board can show vote of support or not to County Commissioners to move forward later in the spring.

2. Strategic Priority: Integrated Response

- Integrated Social Services Update – Dawn Kinder

Dawn Kinder reviewed sight for potential new location for an integrated social service center; SHA and other relevant agencies have been involved. The goal is to have this done by late July to get certain services all under one umbrella. SPD had some concerns about Intermodal site potential, which were primarily about access to the building for all people in need of services. CM Mumm asked if a certain location would be better/worse for the target population. Dawn Kinder answered that all locations meet the general need, but all locations considered will be evaluated based on accessibility of populations served by integrated services. The hope is to cater to more populations than just homeless, and the location selection process will be mindful of surrounding businesses and entities. CM Beggs said that the idea is to get integrated social services going at a temporary location with a long-term social service center created at County justice center campus. CM Kinnear asked for future updates, and Dawn Kinder said she would give the committee an update at each monthly PSCHC meeting.

3. Strategic Priority: Criminal Justice Reform

- DUI Court Update – Judge Tracy Staab

Judge Staab is the presiding judge at municipal court and gave a detailed update on DUI court as another therapeutic court established in municipal court. She introduced the entire team that has been involved with the creation of the DUI Court. A grant helped get the creation of this court off the ground and Judge Staab is hoping to work with and coordinate services with community court. WA State Traffic Commission has given its blessing to the creation of the new court and Municipal Court has applied for another grant next year. Court staff traveled to Duluth, MN in September to receive DUI court training and put together a plan for best practices (all practices will be evidence based). Judge Staab provided some statistics on DUIs that show the need for DUI Court and addressed a few CM questions. She said the court would be looking mostly at repeat DUI offenders struggling to recover, and use reduction in charges to treat offenders – minimum time to get through program put in place with reduced sentencing usually takes 8 months for a participant to complete and graduate (program helps people stay sober to address the problem). Judge Staab explained the particular steps of the entire program (includes mental health evaluations and treatment options). CM Beggs: what was the DUI situation like before the creation of the court? Judge Staab responded that a second offense usually warranted 3 days in jail with home monitoring requirements and explained how penalty increased with each new offense (explained problems with that punitive approach). DUI Court services treatment option is voluntary so that only those willing to put in the work to get on the road to recovery, not for every offender. CM Stratton asked whether a 24-hour jail would continue. Judge Staab answered yes, but mostly for first-time offenders who are sentenced to only a few days.

4. Strategic Priority: City-wide Clean & Safe

- Q4 Performance Update SPD & SFD – Asst. Chief Lundgren & Chief Schaeffer

- o SFD went first in providing a detailed look at the Q4 performance metrics
- o Looked at:
 - ◆ Structure fires and time to respond to structure fires
 - ◆ Full alarm assignments on structure fires and time to respond
 - ◆ % of life-threatening medical incidents responded to by paramedics
 - ◆ Dispatch times
 - ◆ Turnout times
 - ◆ Ride-to-Care program
- o SPD will present during the March PSCHC meeting.

ADMINISTRATION REQUESTS:

NONE

Action Items: NONE

Adjournment: The meeting was adjourned at 3:10 PM. Next meeting will be held Monday, March 5, 2018.

Referenced attachments to the minutes are on file in the Office of the City Clerk.

Public Safety & Community Health Committee Meeting Minutes – March 5, 2018

Call to Order: 1:17 PM

Attendance:

PSCHC Members Present: PSCHC Chair CM Kinnear, CM Fagan, CM Stratton, CM Beggs, CM Burke (arrived at 1:24 PM)

Staff/Others Present: Major Olsen, Major King, Director MacConnell, Assistant Fire Chief John, Theresa Sanders, Brian McClatchey, Mike Ormsby, Angie Napolitano, Adam McDaniel, Dawn Kinder, SFD Chief Stockdill, Eric Finch, Alex Reynolds, Adam McDaniel, Ariane Schmidt, Bart Logue, Justin Bingham, Patrick Striker, Kelly Keennan

Approval of February 5, 2018 minutes: Motion to approve by CM Fagan; M/S by CM Beggs. The committee approved the minutes for February 5, 2018 unanimously.

CONSENT AGENDA ITEMS

OPO Monthly Report – January 2018

Photo Red Update (SPD)

Sit and Lie Update (SPD)

Strategic Initiatives March Monthly Update (SPD)

Amendment to OPR 2017-0475 Liberty Lake PD agreement (SPD)
Juvenile Court MOU – Human Trafficking Task Force Grant Training (SPD)
DEM HazMat Grant Amendment (SFD)
Swift Water Rescue Jet Boat repair (SFD)
Structural Firefighting PPE Value Blanket increase (SFD)
Community Assembly Liaison to CHHS Board

STRATEGIC PLANNING SESSION

Strategic Priority: Integrated Response:

Social Service Pilot Site – Dawn Kinder

Neighborhood & Business Services Director Dawn Kinder began the update by noting that City Administrator Theresa Sanders and PSCHC Chair CM Kinnear had both signed and approved a new charter for the Integrated Social Services project management group, which outlines the intent and scope of the project. Currently, the second-floor cafeteria at the Intermodal facility is a leading potential site for an integrated social service center. Director Kinder and her team have met with Empire Health regarding this new center, and Empire has agreed to provide funding with the goal of having a pilot site fully operational by July of 2018. Director Kinder also explained that more meetings with other community stakeholders have been scheduled, especially with other nonprofit service providers that might participate.

After finishing her update, Director Kinder opened up the discussion for questions. CM Kinnear asked what about this new integrated social services model made it advantageous over the current model. Director Kinder responded that centralizing these services streamlines the process so that people in need can be served all at one location at the appropriate times. Further, she explained, the existence of one centralized location allows law enforcement to have a single place to direct people in need. CM Stratton noted how the Intermodal is not centrally-located in the City, and asked if that was a problem and how transportation to and from the location might work. Director Kinder explained that NBS is still exploring other potential sites and is not married to the Intermodal location. As far as transportation to the Intermodal, she noted that access via public transportation would have to be increased. Among the largest benefits to the Intermodal location, however, is its status as a city-owned facility, which will eliminate rent costs to the City. CM Kinnear raised doubts about another potential location: the STA Plaza downtown, which was echoed by Director Kinder citing negative reactions to the location from stakeholders. CM Kinnear then asked SPD Chief Meidl for his thoughts. Chief Meidl explained how SPD would be moving to the name “Substation” to replace “Precinct” and said that having an SPD “Substation” with officers on location in the same building for the new ISS center, a sentiment Director Kinder agreed with. Theresa Sanders asked Chief Meidl how community court has been beneficial to SPD. Chief Meidl responded that community court has been a great thing for SPD as it provides a great location to deal with citizens experiencing crisis. Chief Meidl further said that a new integrated ISS location could have the same effect or even an enhanced effect given that the ISS center would be open five days a week. CM Kinnear ended the discussion by asking SFD Chief Schaffer for SFD’s reaction. Chief Schaeffer explained that SFD loves it.

Mental Health Crisis Stabilization Site Update – Ariane Schmidt

Ariane began by explaining how she recently spoke with County and City lobbyists in Olympia about funding for this site; she confirmed that the lobbyists have made a capital request of legislators for seed money. The request made clear that seed money could be used for either a pilot project, or fully-operational site right away with no pilot period. Ariane then explained how so much public funding might make this project a bad fit to operate out of private stabilization facilities, but explained how a pilot location at a publicly-owned facility presents an option. Theresa Sanders interjected with a question regarding the benefits of this stabilization site model. Ariane answered that stabilization centers are mandatory for law enforcement to utilize when necessary, and such centers offer an alternative to jail after sentencing. The current EMT center model, she continued, function more as voluntary admittance facilities rather than rehabilitative service centers for criminal offenders. Stabilization centers also give criminal suspects 24-48 hours to calm down mentally and assess their situation before going forward in the criminal justice system (consider services vs incarceration, terms of sentence, etc.). CM Beggs offered his assessment that this saves money by not immediately throwing people in jail before trial, and also said that people treated in stabilization centers reoffend less often, which saves the City money in the long run. CM Stratton then clarified that this facility would be for holding suspects for 24-78 hours only, which Ariane assured her was correct. CM Kinnear asked for SPD’s take on the topic. Chief Meidl offered that SPD gets mental health/suicide calls 3-4 times per day, and that having a stabilization center would allow SPD to give people they’ve taken into custody an option to go to crisis stabilization rather than jail (suspects would have to get consent), but this kind of center provides people with a safe space with services where SPD might be able to take people in need. CM Kinnear then asked if there a way for suspects to opt out of crisis center treatment? Ariane answered that people committed to crisis centers cannot leave voluntarily, but if they decide they don’t want to continue with services, they can ask to be taken to jail by law enforcement and started in the booking process.

Strategic Priority: Criminal Justice Reform:

Criminal Justice Reform Update – CM Beggs

CM Beggs began the update by describing the progress being made in Olympia on a potential property crime supervision project created by the State legislature; he also explained that Spokane County Prosecutor Larry Haskell supports the initiative. CM Beggs said that most of the concerns of the initiative’s main opponents, the WA State

Defense Bar, have been addressed. He explained that Governor Inslee is also on board, and that community supervision of property crime offenders cuts public criminal justice costs. The largest barrier left to the implementation of the initiative in Olympia was the short amount of time left in the legislative session, which ends on March 8, 2018. Both CMs Beggs and Burke noted that even if the initiative does not pass during this session, the support built up around it should allow for easy passage during the 2019 legislative session.

Continuing on with the update, CM Beggs turned to the project of establishing a new Community Resource Center for the City and County to use. Snohomish County, CM Beggs explained, has a model to use for creating a CRC, and Snohomish officials are interested in Spokane could participate in a CRC pilot program to use for data collection, for which Spokane could be monetarily compensated. Such a pilot project would allow Spokane to test the CRC concept without having to commit funds for an entire program right off the bat. Pioneer Human Services runs the Snohomish CRC, and CM Beggs said that the company could also run a potential Spokane CRC.

Strategic Priority: City-Wide Clean & Safe:

Vehicle Theft & Public Safety Community Forum Discussion – CM Kinnear

In conversations with Chief Meidl, CM Kinnear explained, it became clear that vehicle theft rates are going up, and many are preventable, so a community-wide discussion ought to be considered. CM Kinnear explained her desire to form a subgroup to work on this and then try to get the community involved. Chief Meidl said that a new project would allow SPD to go to owners of car models that are frequently stolen and ask them to place a sticker on their cars that would allow SPD to stop the car during certain nighttime hours without cause ONLY to check if the vehicle had been stolen. This project is still in the works, however. Chief Meidl continued that SPD has a couple community outreach events coming up and this subject will be discussed at length at each. Major King then explained how SPD has established a work group to perform vehicle theft/prowling research and said that the group will be ready to present to CMs in the future on its findings. CM Beggs suggested exploring a public awareness campaign to help citizens prevent vehicle crimes. He further suggested partnering with Spokane C.O.P.S. to get the word out, and also working with NBS and the various neighborhood councils as well. Theresa Sanders supported this suggestion, stating her desire to have C.O.P.S. volunteers involved. CM Kinnear then expressed her desire for SPD to reach out to CMs for help on this going forward. She requested that further updates be provided to the committee in the coming months. Theresa Sanders added that Strategic Plan performance measures can be used to determine the effectiveness of a potential campaign. CM Stratton noted the potential to work with retail owners in shopping areas to raise awareness for customers about dangers of vehicle prowling in parking lots and provide tips on how to avoid it. Chief Meidl explained that there are easy ways to prevent vehicle prowling, the issue is teaching the public to better protect themselves and their vehicles. CM Kinnear ended the conversation by noting her desire that Gonzaga be a partner in awareness efforts in order to keep students informed.

School Safety Community Forum Discussion – CM Kinnear

In light of recent events, the gun tax proposal brought the issue of guns and school safety to the center of focus. CM Kinnear indicated her desire to get SPD, DSP, schools (District 81), and others all together for a forum to discuss the issue. Chief Meidl explained that talks are underway about a forum with schools and the Spokane County Sheriff's Office to host such an event. He also noted that the WA State Attorney General will be coming to Spokane in the near future, so a forum with him might be possible as well. Theresa Sanders indicated her preference to hold one large forum, instead of three smaller ones. Chief Meidl said that the Sheriff has a date with the Spokesman and Attorney General about one potential forum and SPD is looking at dates in later April. Theresa Sanders and CM Kinnear both emphasized again their preference for one forum. Discussions will continue.

DISCUSSION ITEMS

Staff Requests:

CHHS Board Update – Chairwoman Diane Zemke

The chairwoman explained that the annual CHHS Board retreat would happen in April. She said that work group data will be a main topic of discussion studying food security, homelessness, etc. to inform the creation of a 5-year RFP. The CHHS Board will be reconvening its RFP committee to address CDBG funding in the future. The chairwoman also explained that two new potential board members are currently being vetted and will come forward for confirmation in the future. CM Stratton interjected that she has an ordinance in the works to appoint a permanent Community Assembly liaison to the CHHS Board (this item is on the consent agenda in the March 5 committee meeting).

Council Requests:

Publicly Available Crime Statistics Data – CM Beggs

CM Beggs set up the discussion by explaining the main issue: how can the City best convey crime statistics to the public online? Eric Finch then took over by displaying the LexisNexis webpage for the committee and explaining how the public can view and navigate it (there is a link to the page on the SPD webpage). The crime statistics data map updates ever hour. Originally, it was an internal tool for SPD, but it has been opened up for public use since. Eric Finch and his deputy showed and explained all the features and abilities of the map for the committee.

After the demonstration, the discussion opened up for committee questions. CM Fagan asked what "sanitizing the data" meant. Eric Finch explained that "sanitizing the data" takes all private information (names, license plate numbers,

addresses, etc.) removes it in order to protect the privacy of crime victims before the data is published online for the public. CM Kinnear asked if an incident gets put on the map, that the reported crime has been confirmed to have been committed before being posted? Major Olsen responded that the data map reflects anything submitted in an official SPD report, so quality of data is reflected in the quality of reports filed. CM Kinnear then indicated her desire to make sure that statistics included online are accurate. Major Olsen responded that the map paints a broader picture that is generally accurate, even if a few reports might need to be updated with new information or slightly changed later in the process (which will be reflected upon update on the web page). If incidents aren't reported immediately, Major Olsen continued, then the map becomes simply a stagnant snapshot of crime data, instead of a dynamic, updating system that keeps information current. CM Stratton then asked if the data map tracks hate crimes under its own separate category. Major Olsen answered that such a breakdown is not available on this webpage tool, but he also noted that SPD keeps meticulous records of hate crimes that can later become publicly available. Theresa Sanders praised this tool as an achievement in transparency for the community. CM Burke then asked how the public can find out about the tool. Both Theresa and Major Olsen responded that the link is on the SPD webpage and has been publicized by the City.

Yard Sale Ordinance – CM Stratton

A discussion regarding this ordinance originally took place a few weeks ago, but some concerns had to be addressed: (1) the number of permissible yard sales per household increased from 2 to 4 per year (each sale can last three days); (2) the cost for infractions increased. CM Kinnear asked whether enforcement of the ordinance would be complaint driven. CM Stratton answered that it would. Director Kinder then asked if the ordinance applies only to single family housing. CM Stratton explained that she would need to find that out and report back. With that, the conversation ended.

Surplus Properties Discussion – CP Stuckart & Ed Lukas

This discussion was postponed until the Urban Development Committee meeting the following week.

ADMINISTRATION REQUESTS:

NONE

Action Items: NONE

Adjournment: The meeting was adjourned at 2:20 PM. Next meeting will be held Monday, April 9, 2018.

Attachments/Briefing Papers:

PSCHC Meeting Minutes – February 5, 2018
OPO Monthly Report – January 2018
Photo Red Update (SPD)
Sit and Lie Update (SPD)
Strategic Initiatives March Monthly Update (SPD)
Amendment to OPR 2017-0475 Liberty Lake PD agreement (SPD)
Juvenile Court MOU - Human Trafficking Task Force Grant Training (SPD)
DEM HazMat Grant Amendment (SFD)
Swift Water Rescue Jet Boat repair (SFD)
Structural Firefighting PPE Value Blanket increase (SFD)
Community Assembly Liaison to CHHS Board
Yard Sale Ordinance
Surplus Properties Materials

Referenced attachments to the minutes are on file in the Office of the City Clerk.

Public Safety & Community Health Committee Meeting Minutes – April 9, 2018

Call to Order: 10:30 AM

Attendance:

PSCHC Members Present: PSCHC Chair CM Kinnear, CM Fagan, CM Stratton, CM Beggs, CM Burke, CP Stuckart, CM Mumm (arrived at 10:38 AM)

Staff/Others Present: Assistant Police Chief Lundgren, Major King, Chief Schaeffer, Assistant Fire Chief John, Brian McClatchey, Mike Ormsby, Angie Napolitano, Adam McDaniel, Dawn Kinder, SFD Chief Stockdill, Eric Finch, Alex Reynolds, Adam McDaniel, Ariane Schmidt, Bart Logue, Justin Bingham, Patrick Striker, Kelly Keennan, Ariane Schmidt, Tija Danzig, David Lewis, Julie Happy, Luvimae Omana, Tim Dunnivant,

Approval of February 5, 2018 minutes: Motion to approve by CM Fagan; M/S by CM Beggs. The committee approved the minutes for March 5, 2018 unanimously.

CONSENT AGENDA ITEMS

OPO Monthly Report – February 2018
Photo Red Update (SPD)
Sit and Lie Update (SPD)
Strategic Initiatives Monthly Update (SPD)
Datec Value Blanket (SPD)
Annual CAD Maintenance Agreement (SFD)
Clinical Checklist Initiative (SFD)
Spokane Municipal DUI Court Grant FFY 2019
Vacation of 32nd Ave & Napa St.
CTAB Board Member Term Clarification Resolution (CM Mumm)
FY 2017 Continuum of Care Program Awards (CHHS)
Additional Rental Assistance for Housing and Essential Needs (CHHS)

STRATEGIC PLANNING SESSION

Vacation of 32nd Avenue & Napa St.

CM Kinnear explained that she has some clarifying questions about this issue for Eldon Brown, who was absent from the meeting. She indicated her intention to seek an explanation from him and report back to the City Council in the future. CP Stuckart agreed.

Strategic Priority: Integrated 911/Dispatch

CM Kinnear asked Ariane Schmidt to give a quick update on the status of current City employees working in emergency dispatch services regarding their employment future under an integrated model. Ariane began by explaining that current City employees will legally have to reapply for their positions, since those positions will be under County, not City jurisdiction under the new system. There will be an understanding, however, that those current City employees will be rehired into their same positions by the County. CP Stuckart asked if these employees will maintain representation under the County as they currently do at the City. Ariane explained how the new County PDA agency's benefits for employees will correspond to the City's benefits and that they could re-unionize under the new agency. CP Stuckart expressed his desire to understand the benefits of an integrated model because under it, the City would be giving up its own control of emergency dispatch while still accounting for the most use of the system compared to other municipalities.

To clarify, CM Kinnear then summarized her understanding of Council's general concerns about the integrated model: employee treatment under the County, City representation in the new agency considering that over 60% of calls to the new integrated system will pertain to the City, and whether response times and efficiency will improve under integrated model. CP Stuckart confirmed that these were accurate in his understanding. CM Kinnear asked another labor-related questions regarding the appropriate time for the City to weigh in and potentially reject participation in an integrated model. Ariane explained the communication plans with the County to answer all questions going forward. CM Kinnear then asked for a specific timeline, and Ariane explained that there would be a leadership meeting the week of April 16th, during which the City would gain a better idea of the status of the project. She further offered to provide an update during the May PSCHC meeting. CM Mumm raised concerns over the analysis of the fiscal cost of implementing the integrated model, as well as an analysis of the feasibility of an opt-out avenue for the City to leave an integrated agency. CM Stratton echoed these concerns and said that she had seen some analyses, but wasn't convinced by them. Ariane responded that a fiscal matrix study had been done and hoped to better distribute it to interested parties. This study, she said, includes analysis of employment decisions, training, and other labor-related subjects. CM Mumm asked about a cost allocation pro forma, to which Ariane responded that one had been completed and explained further that some of the implementation deadlines are preliminary and subject to change. CM Stratton mentioned that the implementation date had actually been posted on the City website, and Ariane said that she would look into that immediately. CM Beggs asked about some of the legal aspects of this project and he and Ariane went back and forth about the statutory authority to do this project under a PDA or another entity.

CM Kinnear began to wrap up this discussion by asking for input from SPD and SFD. Asst. Chief Lundgren said that SPD appreciates Council's questions and that SPD has some concerns that will be addressed in forthcoming meetings on bylaws and the like. He added, however, that SPD does see the overall benefit of a centralized, integrated model in some aspects. Still, the prospect of losing experienced dispatchers in the integration process posed a serious concern for SPD; CM Stratton commented on the importance of this concern to her.

Strategic Priority: Integrated Response

Integrated Social Services Pilot Update – Alex Reynolds

Alex Reynolds provided the committee with an update on where the project team was at the moment on piloting an integrated social service center. He explained that the overall objective remains the same. Of the current status, Alex explained that an architect had been selected to provide A&E services to take the project to the next step: a bid for construction. In further discussing the current status, Alex explained that the Intermodal facility remains the best location. To this CP Stuckart raised the issue of Federal Border Patrol agents making immigration arrests without probable cause

or warrants, which, in his view, was improper. CP Stuckart further explained his reservations about concentrating social services in a place where those who need them could be subject to increased likelihood of a confrontation with Federal agents. Alex Reynolds explained that he would raise this concern with his project team and report back to the committee. CM Stratton then asked whether a more central location in the City could be found, as an alternative to the Intermodal site. Alex then reported on two other potential sites, but explained that each had issues that made pointed to the Intermodal as the best option despite its non-central location; especially since it would only be used as a pilot location, an assessment with which Dawn Kinder agreed.

Moving on to the specifics of the concept for the site, Alex explained that the center would be a single-level space with about 3,000 square feet. He said that some providers were very excited about working at this site and that the City is focused on working with those interested partners first, while still working with those providers that have reservation about operating at a centralized location to bring them on-board. Priority has been given to providers who are willing to render services on-site at the pilot location, as opposed to those who require referrals to other services at other locations. Regarding the cost of the project, Alex and Dawn explained that funding options were still being explored and that preliminary cost figures are subject to change going forward. CM Beggs noted that this cost analysis was for the pilot project at the moment, and clarified what the long-term product might look like eventually. CM Stratton asked about the estimated cost of IT and internet services at the location and Dawn Kinder answered. CM Mumm asked about the often-broken escalators at the site and the cost of fixing them and who would be responsible for the expense; Alex responded that the City would have to pay for this expense. Alex Reynolds finished the update by displaying the actual floor plans for the site.

Strategic Priority: Criminal Justice Reform

City Criminal Justice Work Group Report – Gloria Ochoa-Bruck

Gloria Ochoa-Bruck began by explaining that the work group works on all “Safe & Healthy” initiatives that regard criminal justice. The group recently brought in Mike Lopez and Dawn Kinder to broaden perspectives on this in a way that includes maximum input from City stakeholders. The work group has worked on Integrated Social Services pilot site, which, she explained, now has its own work group and referred to the earlier presentation on the issue by Alex Reynolds. Since much of the criminal justice system is administered at the County level, Gloria explained how the work group relies on heavy cooperation with and dependency on County stakeholders. The work group is focusing on keeping City perspective on the forefront of County’s deliberations on criminal justice reform. The work group has a new project, which will focus on case processing and will aim to improve outcomes for people impacted by and caught up in the criminal justice system. Gloria offered to provide the committee with an update on this project during the May meeting.

Strategic Priority: City-Wide Clean & Safe

Vehicle Theft/Prowling Update – Assistant Chief Lundgren

The Asst. Chief gave an overview of vehicle prowling reports to SPD, which show that many incidents are easily preventable. He explained that his presentation would cover outreach efforts to inform the public of strategies to prevent vehicle prowling and theft. Leftover funds from the Auto Theft Grant were used to fund 504 commercial spots that provided broad outreach to the public. CM Mumm asked about how wide the broadcast area was and was concerned about paying for ads that reached the entire KREM service area. SPD’s media consultant explained that this was a partnered effort with Valley and County law enforcement, so the broadcast area was broader than the City limits. Direct mailers to addresses with commonly-stolen vehicles registered to them also help to raise awareness among those car owners. Neighborhood outreach through NROs has also been a component. Social Media outreach posts also provide information about these issues, and SPD social media accounts have healthy followings in the City of Spokane. CM Kinnear asked about targeting other hotspots and AC Lundgren agreed that more outreach is possible, especially with signage in parking lots, etc. CM Stratton asked about data specific to West Central. Major King explained that Nevada-Lidgerwood Neighborhoods have highest rates of prowling/theft, so data and original efforts have targeted those neighborhoods first with the idea to expand to other neighborhoods. The Asst. Chief said that SPD will also continue to conduct outreach through traditional media (KREM, Spokesman, Inlander, KXLY, KHQ, etc.). Further, in community meetings that SPD hosts and participates in, this topic is generally discussed at length and SPD personnel also provide crime-prevention tips to citizens. City Cable 5 and Jeff Humphrey have done multiple videos highlighting this issue as well. The SPD website also offers more information about prowling/theft online too.

The Asst. Chief wrapped up the discussion by previewing SPD’s upcoming outreach efforts. He explained the plan to create a broader communications toolkit complete with videos, tip sheets, business outreach, etc. and implement it in the community. SPD also has access to some research funding to explore larger-scale marketing campaigns. The Asst. Chief finished with a map explaining how a few suspects can have a disproportionately large effect on crime in broad areas, so he suggested that apprehending just a few suspects can drastically reduce number of incidents.

DISCUSSION ITEMS

Staff Requests:

Demolition of Wellesley Properties – Melissa Wittstruck

The fire-damaged property at this location is too damaged for repair and needs to be demolished. So far, attempts to get the property owner to take responsibility for demolition and clean-up have been unsuccessful, and the owner has missed

multiple opportunities to present various demolition plans. At this point, Code Enforcement has accepted a bid to conduct the demolition. CP Stuckart asked where the funding for this would come from. Melissa responded that money will come from the City's general fund, but indicated that a request will be made of Council for an EBO to appropriate the funds. Tim Dunivant then explained that the costs associated with this demolition will be attempted to be recovered through a lean process. CP Stuckart reiterated that responsible funding for the demolition remained his primary concern. Tim Dunivant and CP Stuckart then fleshed out specific his more specific funding concerns. CM Mumm stated that she would rather the City acquire the property officially before spending money to demolish the structures and clean-up the site so that City doesn't spend public money to clean up private property. Melissa recognized that this was a valid concern, but said that the timeline demanded quick actions, especially since Asbestos contamination at the site presents more dangers in the summer, but she offered to follow up with CM Mumm. Dawn Kinder ended the discussion by saying that Melissa and Heather Trautman could meet individual CMs separately to explain more and answer more concerns.

Tactical Response Team Off-Site Training Policy – Asst. Chief Lundgren

Major Olsen began by giving an overview of the issue – that the County Sheriff's office conducted breaching training in abandoned houses in East Central without warning citizens. Major Olsen explained that SPD operates under different training procedures than the Sheriff. SPD is ready to codify its own internal procedures into law, which would require SPD to take certain steps before undergoing off-site training in the community. CM Kinnear asked if a new ordinance would apply to the County Sheriff's trainings in the City. Major King said SPD policy cannot control how the Sheriff's Department conducts itself, but offered to have conversations with them to raise these concerns. CM Kinnear also raised the issue of not concentrating these trainings exclusively in low-income neighborhoods. Asst. Chief Lundgren said that opportunities for training were generally presented by which buildings were scheduled to be demolished, which accounted for the location, but he confirmed that the socioeconomic status of a neighborhood would have no bearing on SPD training decisions.

Homelessness Point-in-Time Count – Tija Danzig & David Lewis

The aim of the Point-in-Time count is to provide a snapshot of data regarding homeless and transient individuals in the community and to observe trends in that data. Tija explained how the count was conducted in coordination with MSW graduate students, Spokane County, and other entities. The official count took place on January 25, coordinated for the same day as a community homeless outreach event. The count was extended a week to improve accuracy, and that week-long period ended on January 25, 2018. The data showed a count of 1,245 homeless persons, and provided statistical breakdowns based on: households, gender, types of shelter (which showed the greatest increase in number of unsheltered persons from 2017 count), and reasons for homelessness. The "reasons for homelessness" breakdown showed that a lack of income and/or affordable housing was cited as the most prevalent cause for homelessness. Tija noted that it was important to remember that the survey was voluntary and asked for a "primary reason" for homelessness, not for any conceivable reason, as had been the case in prior counts. CM Mumm clarified breakdown between "Family Rejection," "Family Conflict," and "Domestic Violence" categories, which David provided. CM Beggs then clarified that "locations" meant any location where living when surveyed, he also asked if respondents were asked about desire to be sheltered. Tija responded that such a question hadn't been asked in this count, but that one could be added in the future. The count also provided a breakdown of veterans who are homeless, and 95% of those homeless veterans were male. The data also provided statistics regarding the numbers of chronically homeless people and other sub-populations (i.e. mental illness, domestic violence, abuse, etc.).

Tija then moved on to explain the breakdown of overall trends seen in the survey compared with past counts. She noted some decreases in the number of veterans, chronically homeless, and youth counted compared to 2017, which shows progress being made and that social services being provided by the City are having a positive impact. Tija provided an in-depth look at shelter options available to homeless persons as well. She explained that the stock of transitional housing in Spokane had reduced, which will decrease the number of individuals in transitional housing. She then provided a breakdown of households that contribute to number of homeless individuals (for example, households with/without children). CM Mumm asked about personal history data on those surveyed (last known address, where are they originally from, etc.), and David answered that yes, the outreach team collected that data. The final breakdown provided regarded the barriers to improving the condition of those experiencing homelessness, which brought the presentation to an end.

Council Requests:

American Traffic Solutions Contract Review – CM Beggs

CM Beggs explained that the current contract that covers red light cameras and school safety zone cameras is set to expire in November; Council will have to decide to go with a new vendor or try to enter into a new contract with the existing vendor. He explained that this issue was urgent because some new cameras are set to be proposed in September, but the company won't be motivated to work on those new ones without a renewed contract with the City. Mike Ormsby raised issue of cost allocation throughout the City, but CM Beggs explained how that issue is not part of contract negotiations as of now. The brief discussion ended with this exchange.

Racial Equity Toolkit Resolution – CM Beggs

Moving rapid-fire, CM Beggs explained that the racial equity toolkit was part of a criminal justice grant from the MacArthur Foundation, which provided funds to build a racial equity toolkit. This resolution, he continued, would support

using those grant funds to make this happen. He ended by explaining his belief that the Mayor's administration was supportive of the resolution.

Internal Affairs Reports Web Posting Ordinance – CM Beggs

The proposed ordinance is based on numerous discussions with the OPO, SPD leadership, and City legal. This ordinance would allow for posting of redacted I.A. reports directly online, instead of being distributed to citizens on a request-by-request basis. CM Stratton asked if this would increase staffing costs. CM Beggs responded that this would not necessarily be the case, but that he would welcome new funding, if some dollars can be allocated for this. Major King raised a concern from SPD regarding the methodology of redacting reports per SPD policy, especially regarding body camera videos, which would increase staff time to prepare these redactions for posting online. CM Beggs responded that he and SPD leadership would have to agree to disagree on this point, but offered some explanation before deferring to future, private discussions on this.

OPO Police Force Dashboard Purchase – CP Stuckart

(This discussion was moved up in the agenda to accommodate CP Stuckart's schedule.) CP Stuckart thinks that some form of Dashboard for the OPO would be useful and ran through three different options for funding the purchase of a dashboard. The criteria for a dashboard to be purchase would be both the lowest possible cost, and the greatest amount of capabilities offered by potential dashboards.

CM Kinnear then asked for SPD's perspective on this. Asst. Chief Lundgren explained that SPD likes the concept of the dashboard, but said that SPD has concerns about the methodology of the dashboard. He offered to meet with CMs privately and individually to address further questions. CM Beggs said he was impressed with the breadth of the data provided by a dashboard, and said it benefits OPO/SPD transparency. CMs Beggs, Stratton, and Burke all agreed on this point and expressed support. CP Stuckart ended the conversation by stating he would work with SPD to get more information and bring the matter back to Council for further consideration in the future.

CM Kinnear made a request for next month's meeting that SPD schedule Detective Harden for a briefing on human trafficking before the Committee

ADMINISTRATION REQUESTS:

NONE

Action Items: NONE

Adjournment: The meeting was adjourned at 12:05 PM. Next meeting will be held Monday, May 7, 2018.

Attachments/Briefing Papers:

PSCHC Meeting Minutes – February 5, 2018
OPO Monthly Report – January 2018
Photo Red Update (SPD)
Sit and Lie Update (SPD)
Strategic Initiatives March Monthly Update (SPD)
Amendment to OPR 2017-0475 Liberty Lake PD agreement (SPD)
Juvenile Court MOU - Human Trafficking Task Force Grant Training (SPD)
DEM HazMat Grant Amendment (SFD)
Swift Water Rescue Jet Boat repair (SFD)
Structural Firefighting PPE Value Blanket increase (SFD)
Community Assembly Liaison to CHHS Board
Yard Sale Ordinance
Surplus Properties Materials

Referenced attachments to the minutes are on file in the Office of the City Clerk.

Public Safety & Community Health Committee Meeting Minutes – May 7, 2018

Call to Order: 1:16 PM

Attendance:

PSCHC Members Present: PSCHC Chair CM Kinnear, CM Fagan, CM Stratton, CM Burke, CP Stuckart, CM Mumm

Staff/Others Present: Chief Meidl, Major Olsen, Major King, Director MacConnel, Detective Harden, Chief Schaeffer, Assistant Fire Chief John, Assistant Fire Chief Wolford, Brian McClatchey, Mike Ormsby, Angie Napolitano, Adam McDaniel, Dawn Kinder, Eric Finch, Alex Reynolds, Ariane Schmidt, Bart Logue, Justin Bingham, Patrick Striker,

Kelly Keennan, Ariane Schmidt, Julie Happy, Luvimae Omana, Tim Dunnivant, Ed Lukas, Former-CM Amber Waldref, Kelly Keenan, Mike Lopez

Approval of February 5, 2018 minutes: Motion to approve by CM Fagan; M/S by CM Stratton. The committee approved the minutes for March 5, 2018 unanimously.

CONSENT AGENDA ITEMS

OPO Monthly Report – March 2018

Photo Red Update (SPD)

Sit and Lie Update (SPD)

Strategic Initiatives Monthly Update (SPD)

Fire Chief Follow-up on Key Initiatives Memo (SFD)

Additional Rental Assistance – Housing and Essential Needs (CHHS)

Sharpe Ave. Stormwater Improvements Project (Public Works, Engineering)

STRATEGIC PLANNING SESSION

Strategic Priority: Integrated 911/Dispatch

NONE

Strategic Priority: Integrated Response

Integrated Social Services Pilot Update – Alex Reynolds

CP Stuckart opened up by questioning whether the ISS discussion should even continue going forward if the Intermodal site remains in consideration, given that US Border Patrol agents continue to maintain a heavy presence there to conduct transportation checks. CP Stuckart said that he absolutely will not support the project going forward at that site in light of those circumstances. Dawn Kinder said that Asset Management will continue to assess the Intermodal site as a precaution so that construction could go forward on the Intermodal if no alternative sites can be found, but that City is looking for other locations and is not married to Intermodal. CM Stratton asked what other sites are under consideration other than the Intermodal, and Dawn responded that other options are available, but many will require a budget expense to pay rent. Once the costs can be ascertained, she added, then specific sites can be presented. Kelly Keenan also added the time sensitive nature of the search for a site, citing ongoing cooperation with HUD. CM Burke asked about using mobile sites that can travel to communities in need, citing a new WSU study on the concept, rather than using a stationary site. Dawn responded that no internal studies were considering that option at the moment, but reiterated that the current project is focused only on a single, stationary integrated services location. CP Stuckart closed the conversation by stating that, despite the current HUD opportunity, any location discussion that includes the Intermodal site needs to cease unless Border Patrol changes current practices. Instead, he offered placing the site on the first floor of City Hall as an alternative, an option supported by both CMs Burke and Stratton. Tim Dunivant said that the Administration will not commit to any single location at this point, but will continue to work on a variety of potential sites.

Strategic Priority: Criminal Justice Reform

NONE

Strategic Priority: City-Wide Clean & Safe

SPD/Spokane Public Schools Gang Prevention Grant – Amber Waldref

Amber Waldref thanked the Committee for taking time out to address the results of a gang violence prevention grant that Spokane Public Schools obtained from the DOJ to study gangs in Spokane schools. She introduced the presenter, Alise Mnati, who works for Gang-Free Spokane Collaborative. Alise described the Gang-Free steering committee, then began by showing a 4-minute YouTube video, which provided further information about Gang-Free Spokane. Spokane was one of only four US cities to receive the \$290,000 grant. Gang-Free Spokane mentors are not limited to NE Spokane, but have freedom to go to any District 81 school and any area of the City, to keep pace with gang activity, which is borderless. Based on the experiences of mentors, students often don't wear gang-affiliated paraphernalia or colors, and most gang-involved students are white males. Data shows that number of gang-impacted youth is increasing, and number of self-identified gang members is also increasing, per Juvenile Court records. Elise detailed a list of contributing factors that impact a student's likelihood to become involved in gang activity. Most students who do become involved with gangs immediately become alienated from school and school community, and Gang-Free Spokane trainings will attempt to combat this trend in Spokane schools. Gang-Free Spokane has 5 core strategies to address students involved with gangs: social intervention, opportunity provision, organizational change and development, suppression of gang opportunities, and community mobilization (which is the current focus of Gang-Free Spokane now that the initial study has concluded).

After explaining these strategies, Elise transitioned to providing a breakdown of the Intervention Programs currently being conducted in Spokane public schools. She gave an overview of data examining gang perceptions across generations. CP Stuckart interrupted to ask how human trafficking impacts gang activity in schools. To this, Major Olsen explained that making human trafficking arrests is difficult, and explained how SPD handles these sorts of questions in

conducting police activities. Major King added that often times domestic violence arrests will have a human trafficking component as well. Elise concluded by explaining what community members can do to fight gang activity in Spokane. CM Stratton asked about how records of gang-affiliated students are being/can be kept as a performance measure. Alise describe some of the difficulties involved with keeping such records, but elaborated on how observing data trends that don't involve making records of individual students are still very helpful in measuring performance. Amber Waldref chimed in that survey data has highlighted what factors cause youth to flirt with gang activity; she suggested that fighting those causes is a great platform for further implementation efforts.

DISCUSSION ITEMS

Staff Requests:

Homelessness Outreach & Encampments EBO – Dawn Kinder

Following up a meeting on 24/7 shelter services last week, CHHS now has a funding target for the amount that they would need to implement a short-term solution, which would build toward a long-term plan. Staff recommends that Council fund additional staffing to work on homeless outreach & encampment mitigation. The budgetary number is \$260,000. CP Stuckart said he was satisfied with this ask after a few of his clarifying questions were answered. CM Stratton indicated her support of the funding after clarifying some specifics about the makeup of the homeless outreach team with Kelly Keenan. CP Stuckart asked if the Mayor supported this solution, and he was assured that is the case. With the Mayor's support assured, Council President Stuckart closed the conversation by suggesting that progress on this move forward quickly.

NBS/SRHD Sharps Mitigation Plan – Alex Reynolds

"Sharps" is a term coined to describe discarded needles used for drug injection. The pilot mitigation plan for these "sharps" is based on one used in Seattle, which involved placing receptacle boxes around for drug users to safely dispose of used needles. The idea is to provide a clean, safe option for users to dispose of needles discreetly. SPD has identified four locations for the 4-5 suggested receptacles. City also will participate in public outreach around this issue. CM Stratton asked who will be responsible for cleaning receptacles. Alex answered that the City's Solid Waste Management team would handle that duty, and with that, the discussion ended.

Fire Station Roof & HVAC Unit Repairs – Ed Lukas

Eleven different fire stations will be included in this effort to upgrade each station's roofing and HVAC units. The first three stations will receive work this year, with the rest to follow in years to come. The new HVAC systems will improve efficiency over the existing ones. CM Mumm asked if roof repairs could include an analysis of the feasibility of supporting solar panels in the future. Ed responded that such an analysis could be included, but it hadn't been to this point. CM Stratton asked Fire Chief Schaeffer if he was on board with this, and he answered that he certainly was, and further indicated his gratefulness for having asset management from the City handle this so that SFD could remain focused on its public safety responsibilities.

Council Requests:

SPD Human Trafficking Update – CM Kinnear & Detective Harden

SPD Captain Brad Arleth and his investigative team of subject matter experts, including Detective Harden, gave a comprehensive update on human trafficking activities in Spokane. Human Trafficking happens right here in our community and involves labor, sex/prostitution, and other areas of trafficking. SPD has made positive strides to provide outreach and victim services over the past few months, especially in the E. Sprague area. Revitalization of the E. Sprague district has brought growth and expansion in the East Central Neighborhood and SPD is committed to creating a safe community as the area continues to experience growth.

Committee members then opened up with questions to advance the discussion. CM Stratton asked what the age of victims generally were when SPD makes trafficking arrests, and it turned out that all three of the recent E. Sprague incidents did not involve any minors. When a minor is discovered in a human trafficking incident, however, they are taken into protective custody and transported to a crisis stabilization center. Personnel at the center then work with community resource providers to take next steps towards rehabilitating the victim. CM Fagan asked how prevalent the problem of human trafficking is in Spokane by the numbers. Although the general public often isn't aware of the prevalence of trafficking in Spokane, the problem is wide-spread. Gang activity has invaded the human trafficking trade in recent years, and many of the trafficking victims have been socialized to insulate the gang-connected perpetrators. However, in answering CM Fagan's question, the investigations team said that there were no concrete numbers currently available, but estimated that the problem in Spokane is no less significant than anywhere else in the country. CM Fagan asked about the connection from gangs involved in human trafficking and larger drug/organized crime cartels. In Spokane, most gangs are street gangs, and it is difficult to know the connection of street gangs to larger organized crime bodies (i.e. cartels). Spokane's gang scene is unique in that multiple gangs share territories and coexist – there are national-level gangs with a presence in Spokane, as well as home-grown gangs. All of these assorted gangs become involved in an array of Criminal activities, including human trafficking.

Captain Arleth then explained how SPD is currently engaged in multiple different human trafficking operations. Some of these involve state and federal cases. SPD has heard through victim interviews that gangs can make up to \$1000/day

running trafficked females, and then that money is reinvested in further criminal enterprises. The most pressing challenges for law enforcement are finding victims, getting to the traffickers through victim cooperation, and reducing the demand in our community for criminal enterprises that engage in human trafficking. Most trafficking activities occur at night. Recently, surveillance on the trafficked persons has been used to build a probable cause case against the higher level “Johns” who pimp out multiple trafficked females. CM Mumm asked about public outreach to reduce demand in the community for human trafficking victims. The SPD team answered that more outreach is coming in the near future, but cautioned that most outreach efforts only tend to decrease demand for a short period of time. CM Mumm followed-up with a question about the best way to change “John” behavior. The SPD team responded that educating people about human trafficking will be a huge deterrent to trafficking. The team is focused foremost on recovering juveniles from criminal enterprises and getting them on board to take action against the higher-ups in the trafficking operation. CM Stratton wanted to make sure that outreach efforts reach schools in order to impact students and keep them away from drug addiction, which can often lead to involvement in prostitution and trafficking to pay for bad drug habits. CM Kinnear asked whether heroin was among the most common drugs leading dependents into prostitution. The SPD team acknowledged heroin as the most prevalent drug causing problems at the moment, but noted that addiction to any inappropriate drugs can lead to involvement with trafficking and prostitution.

The discussion then turned to SPD’s work with state and federal law enforcement agencies in fighting human trafficking. CM Mumm asked about the FBI’s involvement in Spokane. Captain Arleth responded that the Spokane FBI office created a human trafficking taskforce a few years ago, and continues to rely on cooperation with SPD to conduct investigations and follow leads. SPD/FBI will continue to work together in the near future, and there are plans in the works currently. CM Kinnear asked what SPD resources are available to FBI. Capt. Arleth said that the City’s joining the “Safe Streets Taskforce” with county and higher levels of government allows for resource sharing between all entities in the taskforce. CM Stratton closed the discussion with by asking what Council can do to aid in these efforts. Capt. Arleth said that was a question for SPD administrative leadership, but said that allowing SPD team to present to Council during committees was a big positive. CM Mumm asked what about Spokane specifically makes it attractive to these kinds of criminal enterprises. The SPD team reasoned that many different reasons contribute – geographic, historical, and otherwise – but mostly there is a sizable market for criminal activities in Spokane, being the biggest urban hub in the Intermountain Northwest. CM Burke asked SPD administrative leadership whether funding a specific human trafficking study would be worth it. Chief Meidl said this would not be necessary, as such a study would only confirm existing knowledge about the issue in Spokane.

Fire Prevention Division Staff Vehicle Purchase

CM Mumm asked for the result of the bid process in terms of the final cost for purchasing each vehicle. \$68,000 for the three vehicles needed (this was satisfactory to CM Mumm, she stated that she simply wanted to know that final [not estimated] price number).

Inhabitation of cars/RVs in Residential Areas Discussion – CMs Beggs & Burke

CM Burke has recently received numerous calls from constituents who are concerned about people parking their RVs on residential streets and then living out of them. She suggested creating a safe lot for RV dwellers to park long-term and suggested improving on what failed with this concept in Seattle. CM Burke asked if this problem was concentrated in NE Spokane, but CM Mumm assured her that NW Spokane has experienced the same issues. Dawn Kinder advised strongly against the Seattle model for a safe lot, but said that there are models for good safe lots that could be followed in Spokane, most of which involve 24/7 staffing. CP Stuckart asked if there are estimates of number of RV dwellers currently in Spokane. Kelly Keenan used to point-in-time count data to give an estimate of RV dweller – around 100 households. Walmart and many churches allow RV camping in their parking lots, and Louis Garcia from Code Enforcement said that there are some regulations around long-term RV living even on private property. CM Fagan reported that he has dealt with 5 different RV incidents in the past week alone. CM Burke asked about the regulations involving water/sewer hookups for RVs; Louis said that it is legally required to provide these hookups for anywhere to operate as a licensed RV camping facility. CM Mumm asked about providing vouchers to RV dwellers to take up camping in licensed RV campgrounds. Multiple CMs joined in trying to flesh out the idea and it has support, especially if there was a social service provision aspect of any such plan. CM Fagan brought up a piece of Spokane Valley legislation in the works regarding this issue and advised CM Burke to make contact with the City of Spokane Valley to find out about it.

ADMINISTRATION REQUESTS:

NONE

Action Items: NONE

Adjournment: The meeting was adjourned at 2:39 PM. The next PSCHC meeting will be held Monday, June 4, 2018.

Attachments/Briefing Papers:

PSCHC Meeting Minutes – February 5, 2018

OPO Monthly Report – January 2018

Photo Red Update (SPD)

Sit and Lie Update (SPD)
Strategic Initiatives March Monthly Update (SPD)
Amendment to OPR 2017-0475 Liberty Lake PD agreement (SPD)
Juvenile Court MOU - Human Trafficking Task Force Grant Training (SPD)
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Community Assembly Liaison to CHHS Board
Yard Sale Ordinance
Surplus Properties Materials

Referenced attachments to the minutes are on file in the Office of the City Clerk.

General Notices

SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA

Wednesday, May 15, 2019
City Council Briefing Center
808 W. Spokane Falls Blvd.

I. Public Hearing: 3:00 P.M.

A. Spokane Register Nomination (per SMC 17D.100.020):

1. Columbia Building – 107 S Howard St
2. Franklin Elementary School – 2627 E 17th Ave

A. National Register Nomination (per SMC 04.35.080.B1)

1. McMillen-Dyar House – 526 E 12th Ave

A. Certificate of Appropriateness (per SMC 17D.100.200):

1. The Flour Mill – Clunkerdagger Restaurant – 621 W Mallon Ave

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 Council Chambers and the Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., are both wheelchair accessible. The Council Briefing Center is equipped with an audio loop system for persons with hearing loss. The Council Chambers currently has an infrared system and headsets may be checked out by contacting the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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 C35763

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Office of Performance Management 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 Office of Performance Management and the budget annexed thereto with reference to the Office of Performance Management, the following changes be made:

FROM:	5750-30210 99999-34870	Office of Performance Mgmt. IF Revenue	<u>\$494,055</u>
TO:	5750-73250 18880-54201	Office of Performance Mgmt. Contract Services	<u>\$480,770</u>
TO:	5750-73250 18880-54302	Office of Performance Mgmt. Cell Phone	<u>\$5,500</u>
TO:	5750-73250 18880-54902	Office of Performance Mgmt. Registration/Schooling	<u>\$7,785</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 to budget for costs to the Office of Performance Management, 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 April 29, 2018
Delivered to Mayor May 1, 2018**

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0860-19-02 / LGL 2006-0030

EFFECTIVE DATE: June 2010

REVISION EFFECTIVE DATE: January 1, 2019

TITLE: Investments

1.0 GENERAL

- 1.1 The purpose of this policy is to establish prudent objectives for the City's investment program and delineate the practices used by the City to invest funds and control portfolio risks.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to investments administered by the City Finance Division.

3.0 REFERENCES

SMC section 7.15.020
RCW sections 35.39.030, 35.39.032, and 35.39.034

4.0 DEFINITIONS

- 4.1 **Accrued Interest** – (1) The dollar amount of interest accrued on an issue, based on the stated interest rate on that issue, from its issue date to the date of delivery to the original purchaser. This is usually paid by the original purchaser to the issuer as part of the purchase price of the issue; (2) Interest deemed to be earned on a security but not yet paid to the investor.
- 4.2 **Agency Security Obligations** – U.S. Government backed security that was not issued by the Treasury Department. These issues include: Federal Home Loan Bank Bonds (FHLB), Federal National Mortgage Association (FNMA), Federal Farm Credit Bank (FFCB), Federal Home Loan Mortgage Corporation (Freddie Mac), and Student Loan Marketing Association (Sallie Mae).
- 4.3 **Amortization** – Liquidation of a debt through installment payments.
- 4.4 **Average Maturity** – A weighted average of the expiration dates for a portfolio of debt securities.
- 4.5 **Bankers Acceptance (BAs)** – Bankers Acceptances generally are created based on a letter of credit used in a foreign trade transaction. They are used to finance the shipment of commodities between countries as well as the shipment of some specific goods within the United States. BAs are short-term, non-interest-bearing notes sold at a discount and redeemed by the accepting bank at maturity for full face value. These notes trade at a rate equal to or slightly higher than Certificates of Deposit (CDs), depending on market supply and demand. Bankers Acceptances are sold in amounts that vary from one hundred thousand dollars (\$100,000) to one million dollars (\$1,000,000) or more with maturities ranging

from thirty (30) to two hundred seventy (270) days. They offer liquidity to the investor, as it is possible to sell BAs prior to maturity at the current market price.

- 4.6 **Benchmark** – A bond whose terms are used for comparison with other bonds of similar maturity. The global financial market typically looks to U.S Treasury securities as benchmarks.
- 4.7 **Bid** – Price at which a buyer is willing to purchase a security.
- 4.8 **Bill** – A short-term direct obligation of the U.S. Treasury that has a maturity of not more than one year at issuance (for example, thirteen (13), twenty six (26) or fifty two (52) week maturity).
- 4.9 **Bond** – (1) The written evidence of debt, bearing a stated rate or stated rates of interest, or stating a formula for determining that rate, and maturing on a certain date, on which date and upon presentation a fixed sum of money plus interest is payable to the holder or owner. A municipal bond issue is usually comprised of many bonds that mature over a period of years; (2) A direct obligation of the U.S. Treasury that has a maturity of more than ten years at issuance
- 4.10 **Book Entry** – U.S. Government and federal agency securities that do not exist in definitive (paper) form; they exist only in computerized files maintained by the Federal Reserve Bank.
- 4.11 **Book Value** – The amount at which an asset is carried on the books of the owner. The book value of an asset does not necessarily have a significant relationship to the market value of the security.
- 4.12 **Certificates of Deposit (CDs)** – Certificates issued against funds deposited in a bank for a definite period of time and earning a specified rate of return. Certificates of Deposit bear rates of interest in line with money market rates current at the time of issuance.
- 4.13 **Competitive Quote Process** – A process by which two (2) or more institutions are contacted to obtain prices for specific securities.
- 4.14 **Coupon** – The rate of interest paid at a specified time (e.g. annually or semi-annually). Where the coupon is blank, it may indicate that the bond is a “zero-coupon,” or a new issue where the coupon has yet to be determined, or that it is a variable-rate bond.
- 4.15 **Credit Risk** – The risk that another party to an investment transaction will not fulfill its obligations. Credit risk can be associated with the issuer of a security, a financial institution holding the entity’s deposit, or a third party holding securities or collateral. Credit risk exposure can be affected by a concentration of deposits or investments in any one investment type with any one party.
- 4.16 **Delivery** – The providing of a security in an acceptable form to the entity or to an agent acting on behalf of the entity and independent of the seller. Acceptable forms can be physical securities or the transfer of book-entry securities. The important distinction is that the transfer accomplishes absolute ownership control by the purchasing entity.
- 4.17 **Delivery vs. Payment** – There are two (2) methods of delivery of securities: delivery vs. payment and delivery vs. receipt (also called free). Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange or a signed receipt for the securities.
- 4.18 **Depository Bank** – A local bank used as the point of deposit for cash receipts.
- 4.19 **Derivative** – A financial instrument whose value is based on, and determined by, another security or benchmark.
- 4.20 **Discount** – (1) Amount (stated in dollars or a percent) by which the selling or purchase price of a security is less than its face amount; (2) Amount by which the amount bid for an issue is less than the aggregate principal amount of that issue.
- 4.21 **Diversification** – Dividing available funds among a variety of securities and institutions so as to minimize risk.
- 4.22 **Duration** – The weighted maturity of a fixed-income investment’s cash flows, used in the estimation of the price sensitivity of fixed-income securities for a given change in interest rates.

- 4.23 Effective Rate – The yield received on a debt security over a period of time taking into account any compounding effect.
- 4.24 Face Value – The par value (i.e., principal, or maturity value) of a security appearing on the face of the instrument; thus, the redemption value at maturity.
- 4.25 Federal Agency Securities – Federal agency securities can be classified by the type of issuer: those issued by Federally Related Institutions, and those issued by Government Sponsored Enterprises.
- 4.26 Federally Related Institutions - Branches of the federal government and generally do not issue securities directly in the marketplace. The major issuers have been the Tennessee Valley Authority (TVA) and the Government National Mortgage Association (Ginnie Mae). With the exception of securities of the TVA and the Private Export Funding Corporation, the full faith and credit of the United States government back these securities.
- 4.27 Federal Reserve System – The central bank of the United States, which has regulated credit in the economy since its inception in 1913. The system includes the Federal Reserve Bank, twelve district banks and the member banks of the Federal Reserve.
- 4.28 Fiduciary Funds – Assets held in a trustee or agency capacity.
- 4.29 Fund – City monies are separated into various funds. Fund types vary in applicable legal requirements to include, but are not limited to bond, documents, grant terms, contractual obligations, and the ordinance establishing the fund.
- 4.30 General Obligation Bond (GO) – A municipal bond secured by the pledge of the issuer's full faith and credit, and backed by their taxing authority.
- 4.31 Government Security – Any debt obligation issued by the U.S. Government, its agencies or instrumentalities. Certain securities, such as Treasury bonds and Ginnie Maes, are backed by the government as to both principal and interest payments. Other securities, such as those issued by the Farm Credit Bank System and Freddie Macs, are backed by the issuing agency.
- 4.32 Government Sponsored Enterprises (GSEs) - Privately owned, publicly chartered entities. They were created by Congress to reduce the cost of capital for certain borrowing sectors of the economy deemed to be important enough to warrant assistance. Today there are five (5) GSEs that issue securities: Federal Farm Credit Bank System (FFCB), Federal Home Loan Bank System (FHLB), Federal National Mortgage Association (Fannie Mae), Federal Home Loan Bank Corporation (Freddie Mac) and the Student Loan Marketing Association (Sallie Mae). These Federal Government-sponsored agencies were established by the U.S. Congress to undertake various types of financing without tapping the public treasury. In order to do so, the agencies have been given the power to borrow money by issuing securities, generally under the authority of an act of Congress.
- 4.33 Interest – The compensation paid or to be paid for the use of money, usually expressed as an annual percentage rate. Interest rates change in response to a number of things including revised expectations about inflation, and such changes in the prevailing level of interest rates affects the value of all outstanding bonds.
- 4.34 Inverse Floater – Structured notes or derivatives designed to rise in yield as interest rates fall. Also called a Reverse Floater. These are very volatile securities.
- 4.35 Investment Portfolio – A collection of investment instruments, authorized by the City and State policy, to generate investment earnings.
- 4.36 LIBOR (London Interbank Offered Rate) – The rate banks charge each other for short-term Eurodollar loans. LIBOR is frequently used as the base for resetting rates on floating-rate securities.
- 4.37 Liquidity – The ease and speed with which an asset can be converted into cash without a substantial loss in value.
- 4.38 Local Government Investment Pool (LGIP) – The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment.
- 4.39 Loss – The excess of the cost or book value of an asset over its selling price.

- 4.40 Master Agreement – An agreement which is controlling all transactions covered by it on an open-ended basis. A new contract is not required for each new transaction.
- 4.41 Maturity Date – The date when the principal amount of a security becomes due and payable, if not subject to prior call or redemption.
- 4.42 NASD – National Association of Securities Dealers. The largest self-regulatory securities industry organization in the United States.
- 4.43 Notes – 1) Short-term promises to pay specified amounts of money, usually secured by specific sources of future revenues, such as taxes, federal and state aid payments, and bond proceeds. 2) A direct obligation of the U.S. Treasury that has a maturity of more than one years and up to ten years at issuance.
- 4.44 Offer – The price at which a seller will sell a security.
- 4.45 Par Value – The nominal or face value of a debt security; that is, the value at maturity.
- 4.46 Performance – An investment's return (usually total return), compared to a benchmark that is comparable to the risk level or investment objectives of the investment.
- 4.47 Premium – (1) Amount (stated in dollars or a percent) by which the selling or purchase price of a security is greater than its face amount; (2) Amount by which the amount bid for an issue is greater than the aggregate principal amount of that issue.
- 4.48 Primary Dealers – A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission registered securities broker-dealers, banks and a few unregulated firms.
- 4.49 Principal – The invested amount on which interest is charged or earned.
- 4.50 Qualified Public Depositary – A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.
- 4.51 Realized Gain or Loss – A measurement which represents the difference between the fair market value and the cost of a security, realized when an investment is matured or sold.
- 4.52 Refunding – Sale of a new issue, the proceeds of which are to be used, immediately or in the future, to retire an outstanding issue by essentially replacing the outstanding issue with the new issue. Refundings are done to save interest cost, extend the maturity of the debt, or to relax existing restrictive covenants.
- 4.53 Repurchase Agreement (Repo) – A Repurchase Agreement is a contractual transaction between an investor and an issuing financial institution (not a secured loan). The investor exchanges cash for temporary ownership of specific securities, with an agreement between the parties that on a future date the financial institution will repurchase the securities at a predetermined price. An "open repo" does not have a specified repurchase date and the repurchase price is established by a formula computation.
- 4.54 Risk – A measure of the degree of uncertainty and/or of financial loss inherent in an investment or decision.
- 4.55 Safekeeping – A service to customers rendered by banks or trust companies for a fee whereby all securities and valuables of all types and descriptions are held in the bank's vaults for protection, or in the case of book entry securities, are held and recorded in the customer's name and are inaccessible to anyone else.
- 4.56 Secondary Market – Ongoing market for bonds previously offered or sold in the primary market.
- 4.57 Securities – Bonds, notes, mortgages or other forms of negotiable or non-negotiable instruments.
- 4.58 Spokane Investment Pool – Established September 30, 2007 in accordance with RCW 35.39.034. The City of Spokane aggregates investment activity to generate interest earnings. The Pool is created by combining Treasurer's cash and Fund invested balances to consolidate resources available to the Portfolio.

- 4.59 Swap –A derivative contract through which two parties exchange the cash flows or liabilities from two different financial instruments.
- 4.60 Syndicate – A group of underwriters formed for the purpose of participating jointly in the initial offering of a new issue of securities. The terms under which a “syndicate” is formed and operates are typically set forth in an “agreement among underwriters.” One or more underwriters will act as manager of the “syndicate” and one of the managers will act as lead manager and “run the books.” A “syndicate” is also often referred to as an “account” or an “underwriting account.”
- 4.61 Third-Party Safekeeping – A safekeeping arrangement whereby the investor has full control over the securities being held. Dealers and/or bank investment departments have no access to the securities being held.
- 4.62 Total Return – Investment performance measure over a stated time period which includes coupon interest, interest on interest, and any realized and unrealized gains or losses.
- 4.63 Treasury Bills – Treasury Bills are short-term debt obligations of the U.S. Government which have no coupon rate, mature at par value, and are generally issued at a discount to par value,. They offer maximum safety of principal since they are backed by the full faith and credit of the United States Government and commonly called “T-Bills” T-Bills are issued on a regular basis with initial maturities of ninety one (91) days and one hundred eighty two (182) days. They are more popularly referred to as three (3) month and six (6) month Treasury bills. These instruments generally yield the lowest returns of the major money market instruments Treasury bills because they are considered “risk-free”.
- 4.64 Treasury Notes and Bonds –Treasury Notes have maturities from one to ten years, and Treasury Bonds have maturities of ten (10) to thirty (30) years. Both Notes and Bonds pay periodic coupons. Since Bills, Notes and Bonds are general obligations of the U.S. Government, and since the General Government has the lowest credit risk of all participants in the money market, its obligations generally offer a lower yield to the investor than do other securities with similar maturity structures.
- 4.65 Underlying Securities – Securities transferred in accordance with a Repurchase Agreement.
- 4.66 Unrealized Gain or Loss – A measurement, which represents the difference between the fair market value and the cost of a security, taken while the investment is being held and prior to being sold or matured.
- 4.67 U.S. Government Agency Securities – A variety of securities issued by several U.S. agencies. Some are issued on a discount basis and some are issued with coupons. Some are backed by the full faith and credit guarantee of the U.S. Government, while others are not.
- 4.68 Volatility – A statistical measure of the variance of price or yield over time. Volatility is low if the price does not change very much over a short period of time, and high if there is a greater change.
- 4.69 When-Issued Trades – Typically there is a lag between the time a new bond is announced and sold, and the time it is actually issued. During this interval, the security trades “WI” – “when, as, and if issued.”
- 4.70 Yield – The rate at which an investment pays out interest or dividend income, expressed in percentage terms and calculated by dividing the cash flows the security pays by the price of the security and annualizing the result.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane (“the City”) to invest public funds in a manner which will provide the maximum security with the highest investment return, while meeting daily cash flow requirements and conforming to all state and local statutes governing the investing of public funds.
- 5.2 Scope
 - 5.2.1 This investment policy applies to all financial assets of the City. These funds are accounted for in the City’s Comprehensive Annual Financial Report and include all funds with the exception of Employees Retirement Fund, Police Pension Fund and Fire Pension Fund.
 - 5.2.2 Funds set aside to defease City debt in conjunction with an advance refunding agreement will be invested in accordance with appropriate bond documents and not necessarily in compliance with this policy. Should bond covenants be more restrictive than this policy, funds will be invested in full compliance with those restrictions.

- 5.2.3 Funds held by the County Treasurer during tax collection periods shall be governed by the County's investment policies to the extent that they do not conflict with this policy and should be invested by the County Treasurer for the benefit of the City as stipulated by the City in accordance with RCW 36.29.020.

5.3 Prudence

- 5.3.1 The Investment Committee and designated staff shall act responsibly and prudently in order to maintain the safety of the public's funds.
- 5.3.2 The standard of prudence that shall be practiced at all times without exception shall be the "Prudent Person Rule" which reads: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."
- 5.3.3 The Chief Financial Officer or his/her designee acting in accordance with any written procedures, the Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes. Should any such loss occur, however, the Chief Financial Officer or his/her designee shall report it to the Investment Committee, who shall then take appropriate action to prevent any future occurrences.
- 5.3.4 Purchase of securities shall be made for investment and not speculation.

5.4 Objectives

- 5.4.1 The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the primary objectives of safety and liquidity. Core investments are limited to relatively low-risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:
- a. A security with declining credit may be sold early to minimize loss of principal.
 - b. A security swap that would improve the quality, yield or target duration in the portfolio.
 - c. Liquidity needs of the portfolio require that the security be sold.
- 5.4.2 Therefore, the primary and secondary objectives, in order of priority, of the City's investment activities will be as follows:
- a. Safety: Safety of principal is the primary objective of the City's investment program. City investments shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio. To obtain this objective, the City will diversify its investments by investing funds among a variety of securities and financial institutions offering independent returns.
 - b. Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating and capital spending requirements which might be reasonably anticipated.
 - c. Return on Investment: The City's investment portfolio will be structured with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the agencies investment risk constraints and the cash flow characteristics of the portfolio.

5.5 Delegation of Authority

- 5.5.1 Authority to manage the City's investment program is derived from Spokane Municipal Code chapter 7.15 which delegates responsibility for the City's investment program to the City Investment Committee.

- 5.5.2 Management responsibility for the investment program is hereby delegated to the Chief Financial Officer or his/her designee who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.
- 5.5.3 Daily operational responsibility for the investment program is hereby delegated to the City Treasury Manager who shall establish written procedures for the operation of the investment program consistent with the Investment Policy. Procedures should reference the following: purpose, cash review, investment selection, purchase of an investment, settlement and follow-through, accounting, reporting and auditing.
- 5.5.4 No one person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer or his/her designee and Treasury Manager. The Chief Financial Officer or his/her designee shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of staff involved in the accounting for investment activities.

5.6 Ethics and Conflicts of Interest

- 5.6.1 Officers and employees involved in the investment process shall refrain from personal business activity that may conflict with the proper execution of the investment program, or may impair their ability to make impartial investment decisions. Officers and employees shall disclose to the Investment Committee any material financial interests in financial institutions that conduct business with the City, and they shall also disclose any personal financial/ investment positions that could be related to the performance of the City's portfolio. Officer and employees shall subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchases and sales.

5.7 Authorized Financial Dealers and Institutions

- 5.7.1 The City Chief Financial Officer or his/her designee shall maintain on file a current listing of financial institutions authorized and prepared by the Washington Public Deposit Protection Commission (PDPC) to provide depository services in the state of Washington. In addition, a list will also be maintained of approved security broker/dealers. These may include primary dealers, or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) and investment departments of local banks. No public deposits shall be made except in qualified public depositories as provided in chapter 39.58 RCW.
- 5.7.2 Approved security broker/dealers will be selected based on the following criteria:
- financial condition, strength and capability to fulfill commitments,
 - regulatory status of the dealer, and
 - background and expertise of the individual representative
- 5.7.3 Prospective broker / dealers must provide the City Chief Financial Officer or his/her designee with the following: National Association of Securities Dealers (NASD) certification, proof of Washington State registration, and written certification that the prospective broker / dealer understands and will adhere to this Investment Policy.
- 5.7.4 An annual review of the financial condition and registrations of the selected qualified financial institutions and broker / dealers will be conducted by the Chief Financial Officer or his/her designee. A current audited financial statement is required to be on file for each financial institution and broker / dealer in which the entity invests.
- 5.7.5 The City shall strive to use a competitive bid process where its selected NASD broker / dealers will compete for investment transactions but it is recognized that this may not be appropriate for every investment decision.
- 5.7.6 The City reserves the right to remove any broker / dealer from the list of approved brokers / dealers if services from them are lacking or if any broker / dealer fails to comply with documentation requirements.

5.8 Authorized and Suitable Investments

- 5.8.1 Care must be taken to ensure that the list of instruments includes only those allowed by law and those that local investment officer(s) are trained and competent to handle. The City is empowered by statute to invest in any of the securities identified as eligible investments as detailed in the Washington State Treasurer's publication titled "Eligible Investments for Public Funds."
- 5.8.2 The City chooses to invest in the following types of investments:
- Treasury Securities
 - Federal Agency Securities (Mortgage-backed securities included)
 - Washington State Treasurer's Local Government Investment Pool
 - Non-negotiable Certificates of Deposit
 - (Must be with PDPC-qualified public depository)
 - PDPC Financial Institution Sponsored Investment Accounts
 - Banker Acceptances (Issuing institution's commercial paper credit rating must be A1/P1)
 - Repurchase Agreements
 - General Obligation Bonds of any state or local government
 - Bonds of the City of Spokane, as that term is defined in section 4.9.
 - City of Spokane bonds or warrants of a local improvement district which are within the protection of the local improvement guaranty fund
 - Commercial Paper
- 5.8.3 The City may purchase new issue securities for a delayed settlement. These securities typically are issued at par and are available from most of the dealers in the new issue market. It will be at the Chief Financial Officer's or his/her designee's discretion to wait to purchase these issues after they "break syndicate" (are "free to trade" at negotiable prices) allowing the City to ask dealers to offer the securities at a market price that may differ from the initial offering price of par.
- 5.8.4 Repurchase agreements are subject to the following limitations:
- a. A signed Public Securities Association (PSA) Master Repurchase Agreement is required.
 - b. No security shall be accepted for repurchase agreement transactions whose market value is not readily available.
 - c. Collateral shall be required on Repurchase Agreements as described in section 5.9 of this policy
- 5.8.5 General obligation bonds of a state or local government must have at the time of investment one (1) of the three (3) highest credit ratings of a nationally recognized statistical rating organization (NRSRO) other than General Obligation bonds of the City of Spokane or "bonds" as that term is defined in section 4.9.
- 5.8.6 Commercial paper is subject to the following limitations:
- a. Commercial paper must be rated with the highest short-term credit rating of any two (2) NRSROs, at the time of purchase. If the commercial paper is rated by more than two (2) NRSROs, it must have the highest rating from all of the organizations.
 - b. Commercial paper holdings may not have maturities exceeding one hundred eighty (180) days.

- c. Any commercial paper purchased with a maturity longer than one hundred (100) days must also have an underlying long-term credit rating at the time of purchase in one (1) of the two (2) highest rating categories of an NRSRO.
 - d. The percentage of commercial paper may not exceed ten percent (10%) of the total assets of the portfolio.
 - e. Commercial paper must be purchased in the secondary market and not directly from the issuers.
- 5.8.7 Derivatives or securities that derive value and / or yield from an underlying asset or an external index are prohibited unless they fall into one (1) of the following categories: zero coupon treasury instruments, zero coupon agency instruments, agency security obligations that have call features, agency security obligations that have step-up features at pre-determined intervals and agency obligations that float with interest rates or external indexes such as treasury bills, LIBOR, COFI, or the Fed Funds rate, and swap debt obligations only as they pertain to the asset liability management program.
 - a. Agency obligation inverse floaters are prohibited.
 - b. Derivative securities not previously utilized must be approved by Investment Committee.
- 5.8.8 The City shall only invest in securities when the final maturity date is known at the time of purchase.
- 5.9 Collateralization
 - 5.9.1 Collateral will be required on Repurchase Agreements, and will be limited to treasury, agency and money market securities. Collateral shall be delivered to the City's safekeeping agent, or through a tri-party arrangement in which the proper documents delineating the responsibilities of the parties have been executed. A clearly-marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained.
 - 5.9.2 In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be one hundred two percent (102%) of market value of principal and accrued interest. Such collateral shall be revalued on a periodic basis, but not less than weekly, in order to maintain market protection. The right of substitution is granted.
- 5.10 Safekeeping and Custody
 - 5.10.1 All security transactions, including collateral for repurchase agreements, entered into by the City will be conducted on a delivery versus payment (DVP) basis. Securities will be held by a third-party custodian designated by the Chief Financial Officer or his/her designee and evidenced by safekeeping receipts.
- 5.11 Diversification
 - 5.11.1 The City will diversify its investments by security type, institution and maturity with the intention to minimize risk.
 - 5.11.2 Investments with any single securities broker/dealer or financial institution will generally not exceed fifty percent (50%) of the total portfolio except for the Washington State Treasurer's Local Government Investment Pool (LGIP) which can be up to one hundred percent (100%).
 - 5.11.3 Security limitations by type will follow these guidelines:

Treasury Securities	100%
Federal Agency Securities	90%
- Individual issues	10%
- Individual Agency	40%
FDIC Guaranteed senior unsecured debt obligations	30%
(Under the Temporary Liquidity Guaranteed Program (TLGP) or other federal government guaranteed programs. Must carry the full faith and credit of the United States Government.)	
- Individual issuer	10%
Washington State Treasurer's Local Government	

Investment Pool	100%
Non-negotiable Certificates of Deposit	60%
(Must be with PDPC-qualified public depository)	
- Individual issuing bank	10%
PDPC Financial Institution Sponsored Investment Accts. 50%	
Banker Acceptances (Must be A1/P1)	10%
Individual banks	2%
Repurchase Agreements	25%
General Obligation bonds of any state or local government	10%
Other than "bonds" of the City of Spokane as defined in section 4.9)	
City of Spokane notes, bonds and warrants	4015%
(Includes CLID or LID and "bonds" as defined in section 4.9)	
Commercial Paper (Must be A1/P1)	10%
Individual issuer	2%

5.12 Maturity Structure

5.12.1 To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. The City shall generally invest in securities maturing five (5) years or less from the date of purchase. The average maturity of all securities owned should be no longer than three (3) years. Exceptions to the five (5) years maximum and three (3) years average maturity are stated below.

- a. Funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the identifiable funds.
- b. Funds may be invested in the City's CLID or LID bonds and notes with maturities exceeding five (5) years.
- c. Funds may be invested in qualified General Obligation bonds of the City of Spokane or "bonds" as defined in section 4.9 with maturities exceeding five (5) years.

5.13 Internal Control

5.13.1 The Chief Financial Officer or his/her designee shall establish a system of internal controls, which shall be reviewed by the State Auditor. This review will examine internal controls over investment activities for compliance with policies and procedures. Such review may result in recommendations to change operating procedures to improve internal control. Controls shall be designed to prevent loss of public funds due to fraud, error, misrepresentation or imprudent actions.

5.14 Performance Standards

5.14.1 The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

5.14.2 Market Yield (Benchmark): The City generally follows an active investment strategy in that it monitors market conditions and position the portfolio in response to the current interest rate environment. Given this strategy, the basis used by the Investment Committee to determine whether market yields are being achieved shall be to identify a benchmark that is comparable to the related portfolio investment duration (for example if the duration of the portfolio is one (1) year, the one-year Treasury yield would be an appropriate benchmark). The Investment Committee shall periodically review portfolio duration and characteristics to ensure selected benchmarks are relevant and where necessary make appropriate changes.

5.15 Reporting

5.15.1 The Chief Financial Officer or his/her designee presents investment earnings as part of regular reporting on General Fund Revenues. Additional reports shall be provided upon request as needed.

5.16 Investment Policy Adoption

5.16.1 The City's Investment Policy shall be adopted by resolution of the City Council. The policy shall be reviewed by the Finance Committee annually and any significant modification thereto shall be approved by the City Council.

5.17 Investment Allocation – Spokane Investment Pool

- 5.17.1 Purpose – To establish and explain the investment allocation methodology used to distribute investment portfolio earnings to funds participating in the Spokane Investment Pool.
- 5.17.2 Investment earnings shall be allocated in accordance with the applicable legal requirement(s) of the underlying fund. Such legal requirements include, but are not limited to, bond documents, grant terms, contractual obligations, or the ordinance establishing the Fund. Absent such legal requirements, the Chief Financial Officer or his/her designee shall establish by resolution, the rate and manner in which investment earnings shall be allocated in accordance with RCW 35.39.034.
- 5.17.3 It is the policy of City to allocate portfolio earnings to participating Funds on a monthly basis. Participating funds are to receive a proportionate share of all monthly earnings based on their average invested balance. Unrealized gains and losses, realized gains and losses, and amortization of Premium and Discount are to be allocated at least quarterly. For reporting purposes, at the close of the fiscal year, an entry will be made to accrue interest earned but not yet received as of the end of the year.
- 5.17.4 The Investment allocation methodology applies to all funds participating in the investment pool. These funds are accounted for in the Operation of Cash and Investments report and include all funds with the exception of Fiduciary Funds.

6.0 PROCEDURE

- 6.1 The Chief Financial Officer or his/her designee shall adopt department procedures which shall be in compliance with this policy.

7.0 RESPONSIBILITIES

The City Finance Division shall administer this policy.

8.0 APPENDICES

None

Job Opportunities

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.

ELECTRICAL MECHANICAL INSPECTOR SPN 307 OPEN ENTRY

DATE OPEN: Monday, May 6, 2019

DATE CLOSED: Sunday, May 19, 2019 at 11:59 p.m.

SALARY: \$43,785.36 annual salary, payable bi-weekly, to a maximum of \$68,384.09

DESCRIPTION:

Performs skilled technical inspection work in inspecting electrical and mechanical installations to verify conformance with safety laws, codes and ordinances.

DUTIES:

- Performs field Inspections of residential and commercial new construction, remodels, and repairs for electrical services, transformers, generators, circuits, equipment installations, HVAC systems and equipment, refrigeration systems and equipment, underground wiring and piping, and other related electrical and mechanical systems and equipment.

- Reviews electrical plans and materials lists to interpret specifications and methods of installation. Verifies loads, demand factors, and number of circuits to ensure circuits are capable of operating without overloads.
- Inspects and notifies builders and owners of code violations as appropriate.
- Assists contractors, homeowners, architects and others regarding the inspection process and code requirements.
- Maintains records of inspections and prepares reports as required.
- Issues "stop work orders" when necessary, investigates complaints, and may be required to testify at hearings or in courts of law on code, laws and ordinance violations.
- May be required to perform inspections other than electrical inspections.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements

1. **Education and Experience** -- You qualify if one of the following applies to you:
 - o You have four years of experience as a journey level electrician in the electrical construction trade, installing and maintaining electrical wiring and equipment; or
 - o You have two years of electrical training in a college of electrical engineering of recognized standing, plus four years of continuous practical experience in installation work; or
 - o You have four years of electrical training in a college of electrical engineering of recognized standing, plus two years of continuous practical experience in electrical installation work; or
 - o You have four years of experience as a journey level electrician performing the duties of an electrical inspector employed by the state or subordinate jurisdiction with an approved inspection program.
2. **Driver's license** -- You must possess a valid driver's license.
3. **Electrician certificate** -- You must possess an active Washington State General Journeyman (EL01) electrician certificate or Master General Journeyman (ME01) electrician certificate.

Note: Specialty electricians are not journey level electricians. Specialty certificates of competency include but are not limited to: residential, pump and irrigation, limited energy systems, signs, nonresidential maintenance, restricted nonresidential maintenance, and appliance repair as described in RCW 19.28.161(3).

EXAMINATION DETAILS:

You must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation (T&E), weighted at 100%.

T&E EVALUATION DETAILS

The examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "QUESTIONS" on the job announcement page. You need to submit your responses online at the time of application. All applicants must complete and submit a City of Spokane employment application online in order to be considered.

- Responses to your 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 cannot be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- **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.

We encourage you to apply immediately.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. 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 2nd day of May 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

**REFUSE DISTRICT SUPERVISOR SPN 552
PROMOTIONAL**

DATE OPEN: Monday, May 6, 2019

DATE CLOSED: Monday, May 13, 2019 at 11:59 p.m.

SALARY: \$52,258.46 annual salary, payable bi-weekly, to a maximum of \$86,061.10

DESCRIPTION:

Performs supervisory and administrative work in the municipal refuse collection, recycling collection, and disposal program.

DUTIES:

- Plans, organizes, schedules, assigns and reviews the work of refuse or recycling collection crews in assigned districts and routes.
- Arranges for employee training and may administer Commercial Driver's Licensing road tests.
- Receives requests for special service and lays out and assigns work for special collection crews.
- Arranges collection routes and lays out and directs work schedule.
- Participates in pre-development review process and makes recommendations on placement of solid waste containers in new or remodeled building plans.
- Discusses available services with, and makes recommendations to customers.
- Assists with inventory control, billing questions and documentation.
- Inspects refuse collection routes and vehicles.
- Answers and disposes of complaints from and against refuse customers; checks for illegal dumping of refuse.
- Enforces solid waste ordinances and issues citations for violations.
- Identifies and implements effective and efficient methods and practices in refuse collection, recycling, and disposal.
- Investigates accidents involving department equipment and personnel. Prepares accident and insurance reports.
- Reviews route computer sheets
- Prepares and maintains personnel files.
- Instructs crews in collection and disposal safety procedures.
- Develops equipment replacement schedules.
- Develops annual budget estimates for consideration and inclusion with department budget.
- Develops equipment specifications and proposes modifications to increase operational efficiency.
- Works with vendors to ensure proper repair of and modifications to equipment.
- Performs duties of the Director during his/her absence.
- Perform related work as required.

Promotional Requirements:

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Education:* High school diploma or equivalent.
- *Experience:* Completion of two years' experience with the City in the classification of Refuse Collector III.
- *License:* Possession of a valid Class "B" Commercial Driver's License (CDL) with air brake endorsement.

Refuse District Supervisors must obtain a special police commission within one year of appointment. Employees must maintain this commission while they hold this job class.

EXAMINATION DETAILS:

Applicants must pass the examination for this classification to be eligible for promotion by the City of Spokane. This exam will consist of a written test and a performance evaluation, with weights assigned as follows:

Written test 80%

Performance evaluation 20%.

Written Test Details

The written test will be conducted in the Civil Service Test Room on Monday, May 20, 2019 at 2 p.m. The approximate duration of the test is 2 hours.

If your application is accepted, you must self-schedule your test time. You will receive an e-mail with complete instructions.

The written test may include such subjects as:

Department Knowledge

Supervision

Communication

Basic Mathematics

Vehicle Safety

Basic Computer Knowledge

Interpersonal Skills

Promotional Performance Evaluation

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review (PAR)] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor within the past year.

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

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.

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:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. 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 2nd day of May 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Cycle 7 (2017) Traffic Calming
Engineering Services File No. 2017046, 047, 048

This project consists of the construction of approximately 2,208 square yards of sidewalk, 75 linear feet of storm sewer, two drainage structures, 2,789 linear feet of curb, 1,128 square yards of 3-inch thick pavement, 923 square yards of 3-inch thick pavement patching, 30 square yards of 5-inch thick pavement patching, 28 square yards of 6-inch thick pavement patching, 43 square yards of 7-inch thick pavement patching sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. May 20, 2019 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers located on the basement level of City Hall.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cash, cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish: May 1, 8 and 15, 2019

33rd Avenue from Bernard Street to Lamonte Street
Engineering Services File No. 2017118

This project consists of the construction of approximately 1,500 cubic yards of excavation and embankment, 550 linear feet of storm sewer, 350 linear feet of storm sewer 15 drainage structures, 500 square yards of sidewalk, 6,150 square yards of 4-inch thick HMA pavement, 3,000 square yards of 2-inch thick HMA pavement 2,000 square yards of grinding, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. May 20, 2019 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers located on the basement level of City Hall.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

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Publish: May 1, 8 and 15, 2019

Notice for Bids

Supplies, Equipment, Maintenance, etc.

IMPLEMENTATION OF 2019 DOWNTOWN PARKING STUDY

Parking Services Department
#RFP 5061-19

Description: The City of Spokane is soliciting electronic proposals for the Implementation of the 2019 Downtown Parking Study.

Bid Opening: Sealed electronic proposals will be received until **Monday, May 20, 2019 at 1:00 pm**. At 1:15 pm they will be publicly acknowledged in a meeting held in the City Council Chambers, LL, 808 W. Spokane Falls Blvd., Spokane WA. All proposals are only to be submitted **electronically** through the City of Spokane's bidding portal: <https://spokane.procureware.com>, on or before the aforementioned date and time. Hard copy and/or late bids shall not be accepted.

To view this solicitation, access Plans and Specifications, and submit a proposal, you must first register in the City's bidding portal at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled "Clarifications" under the relative project number.

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.**

Thea Prince
Purchasing Department

Publish: May 1 & 5, 2019

STRUCTURAL ENGINEERING SERVICES FOR 2019-2020 PROJECTS
City of Spokane Engineering Services Department
RFQu #5062-19

Description: The City of Spokane is soliciting electronic Statement of Qualification Proposals for Structural Engineering Services for 2019-2020 Projects.

Sealed Statement of Qualification Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 3, 2019**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **STRUCTURAL ENGINEERING SERVICES FOR 2019-2020 PROJECTS** for the City of Spokane Engineering Services Department.

The Request for Qualifications document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Request for Qualifications.

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Statement of Qualification Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, June 3, 2019**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Statement of Qualification Proposals submitted late.

The right is reserved to reject any and all Statement of Qualification Proposals and to waive any informalities. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with:

"RFQ #5062-19, STRUCTURAL ENGINEERING SERVICES FOR 2019-2020 PROJECTS, DUE: 6/3/2019"

Connie Wahl, C.P.M., CPPB
City of Spokane Purchasing

Publish: May 1 & 8, 2019

