



Official Gazette

City of Spokane, Washington

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

Volume 110

AUGUST 5, 2020

Issue 32



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

KATE BURKE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

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/>

To receive the Official Gazette by e-mail, send your request to:

clerks@spokanecity.org

INSIDE THIS ISSUE

MINUTES	658
ORDINANCES	670
NOTICES FOR BIDS	671

The Official Gazette

USPS 403-480

0% Advertising

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, July 27, 2020****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:32 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

The regularly scheduled Spokane City Council 3:30 p.m. Briefing/Administrative and 6:00 p.m. Legislative Sessions were held virtually and streamed live online and aired on City Cable 5. Pursuant to Governor Jay Inslee's Seventh Updated Proclamation 20-28.7, dated July 8, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through August 1, 2020. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling 408-418-9388 and entering an access code when prompted.

Roll Call

On roll call, Council President Beggs and Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson were present. (Council President Beggs and Council Member Cathcart were in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Burke, Kinnear, Mumm, Stratton, and Wilkerson attended the meeting via WebEx.)

City Administrator Wes Crago (also attending via WebEx) and City Council Policy Advisor Brian McClatchey (also attending via WebEx), and City Clerk Terri Pfister were also present on the dais in Council Chambers.

Advance Agenda Review

The City Council received an overview from staff on the August 3, 2020, Advance Agenda items.

Action to Approve August 3, 2020, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the August 3, 2020, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Mumm, seconded by Council Member Burke, **to approve** the Advance Agenda for Monday, August 3, 2020; **carried unanimously.**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed the July 13, 2020, Current Agenda.

Request to Move 6:00 p.m. Legislative Items to 3:30 Administrative Session

Council President Beggs requested a motion to move the 6:00 p.m. Legislative items, with the exception of Resolution 2020-0051, to the Administrative Session for consideration. The following action was taken:

Motion by Council Member Mumm, seconded by Council Member Wilkerson, to so move **(to move)** the 6:00 p.m. Legislative items, with the exception of Resolution 2020-0051, to the Administrative Session for consideration; **carried unanimously.**

First Amended Interlocal Agreement with Spokane Transit Authority (OPR 2020-0044)

It was requested that Consent Agenda Item No. 2—First Amended Interlocal Agreement with Spokane Transit Authority—be considered separately. Subsequent to Council commentary, the following action was taken:

Upon 6-1 Roll Call Vote (Council Member Burke “no”), the City Council **approved** the First Amended Interlocal Agreement with Spokane Transit Authority (STA) to increase Spokane Police Department allotted parking spaces at the Downtown STA Plaza to nine spots.

Special Budget Ordinance C35920 (Relates to Resolution 2020-0050) (Council Member Wilkerson)
Subsequent to Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C35920** amending Ordinance No. C35857 passed by the City Council December 16, 2019, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Property Acquisition

From: Loan Proceeds, \$912,000;

To: Capital Expenditures, same amount.

(This action provides financing for the construction of the CHAS Dental Clinic.)

Resolution 2020-0050 (Relates to Special Budget Ordinance C35920) (Council Sponsor: Council Member Wilkerson)

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2020-0050** of the City of Spokane, Washington, providing for the issuance and sale of a taxable Limited Tax General Obligation Bond in the aggregate principal amount of not to exceed \$912,000 to secure an interfund loan from the Spokane Investment Pool to the Asset Management Fund to finance a portion of the costs of the acquisition, construction and installation of the CHAS East Central Dental Clinic Project; fixing the date, form, maturity, interest rate, terms and covenants of the bond; establishing the provisions for repayment of the interfund loan established thereby; authorizing the sale and delivery of the bond to the City, and providing for other matters properly relating thereto.

Resolution 2020-0052 (CR: OPR 2020-0604) (Council Sponsor: Council Member Kinnear)

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2020-0052** declaring Control Solutions Northwest, Inc. (Spokane) a sole-source provider and authorizing the City to enter into a three-year contract (with two additional one-year renewals) (OPR 2020-0604) for servicing, monitoring and repairing the HVAC control systems at Fire Dispatch, Fire Training and Fire Maintenance for \$60,000 (plus sales tax annually), without public bidding.

First Reading Ordinances C35921 and C35922

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

ORD C35921 Relating to the executive and administrative organization of the City; amending SMC sections 3.01A.210, 3.01A.225, 3.01A.245, and 3.01A.365, and adopting a new section 3.01A.367 to chapter 3.01A of the Spokane Municipal Code. (Council Sponsor: Council Member Stratton)

ORD C35922 For repeal of Spokane Municipal Code Chapter 11.19, multiple sections: 11.19.095, 11.19.100, 11.19.132, 11.19.230, 11.19.255, 11.19.2560, 11.19.275, 11.19.276, 11.19.2858, 11.19.2912, 11.19.2914, 11.19.325, 11.19.720, 11.19.730, 11.19.740, 11.19.750, 11.19.755, 11.19.760, 11.19.770, 11.19.780, 11.19.790, 11.19.800, 11.19.820, 11.19.860, 11.19.880, and 11.19.890. (Council Sponsor: Council Member Mumm)

CONSENT AGENDA

Upon Unanimous Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:

Amendment to Interagency Agreement with Washington State Criminal Justice Training Commission to allow Spokane Police Department to assign a second TAC Officer, with reimbursement of salary and benefits, during Fall 2020 Basic Law Enforcement Academy (BLEA), as well as three weeks pre/post BLEA—\$50,000 (est.) (OPR 2019-0028)

Consultant Agreement with Stantec Consulting Services, Inc. (Spokane) to provide strategic successful Brownfield grant pursuit and planning to assist in redevelopment of possible and/or known contaminated sites. (OPR 2020-0603)

Renegotiated long-term Lease Agreement with New Cingular Wireless (Atlanta, GA) for an existing cell tower lease location at 9470 Colton Street and amending the dollars to reflect current market rates for the extended term of the lease—\$17,400 revenue annually (with an annual 2.5% escalator). (OPR 2020-0674)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through July 17, 2020, total \$8,484,111.41 (Check Nos. 572482 through 572935; ACH Payment Nos. 80168 through 80437), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$8,028,243.71. (CPR 2020-0002)

City Council Meeting Minutes: July 13, and July 16, 2020. (CPR 2020-0013)

Council Recess/Executive Session

The City Council adjourned at 4:10 p.m. No Executive Session was held. The City Council reconvened at 6:02 p.m.

LEGISLATIVE SESSION

Roll Call

On roll call, Council President Beggs and Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson were present. (Council President Beggs, Council Member Cathcart, and Council Member Wilkerson were in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Burke, Kinnear, Mumm, and Stratton attended the meeting via WebEx.)

Policy Advisor Brian McClatchey (also attending via WebEx) and City Clerk Terri Pfister were also present in the Council Chambers.

PROCLAMATION

July 26, 2020 *American Disability Act Awareness Day*

Council Member Burke read the proclamation and presented it to Mels Felton who works with the Disability Action Center. The City of Spokane is committed to providing the most integrated less restrictive environments for people with disabilities and their families to live in freedom and enjoy the promise of education, employment, effective communication, participation in their community culture, way of life, and it would be appropriate to recognize this date and to heighten public awareness of the 30th Anniversary of the Americans with Disabilities Act.

MOMENT OF SILENCE

Council President Beggs called for a moment of silence in recognition of long time firefighter Ed Foster who passed away recently as a result of health conditions he suffered in line of duty serving our City.

CITY ADMINISTRATION REPORT

For City Administrative Report, see section of minutes following Legislative Agenda.

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

There were no **Council Committee Reports**.

LEGISLATIVE AGENDA

Special Budget Ordinances

For Special Budget Ordinance C35920, see section of minutes under 3:30 p.m. Administrative Session.

There were no **Emergency Ordinances**.

RESOLUTIONS

For Council Action on Resolution 2020-0050, see section of minutes under 3:30 p.m. Administrative Session.

Resolution 2020-0051 (Council Sponsor: Council President Beggs)

Subsequent to an overview by Council President Beggs; an opportunity for public testimony, with none provided; and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2020-0051** adopting the 2020 Water Conservation Master Plan.

For Council Action on Resolution 2020-0052, see section of minutes under 3:30 p.m. Administrative Session.

There were no **Final Reading Ordinances**.

FIRST READING ORDINANCES

For First Reading Ordinances C35921 and C35922, see section of minutes under 3:30 p.m. Administrative Session.

There were no **Special Considerations**.

There were no **Hearings**.

ADMINISTRATIVE REPORT**Community Presentations on the Distribution of CARES Act Funding**

The City Council received community presentations on the distribution of CARES Act Funding.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:55 p.m.

**STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
5/11/20 – MINUTES**

Attendance

City Employees: Louis Meuler, Teri Stripes, Kris Becker, CM Karen Stratton, Garrett Jones, CM Lori Kinnear, CP Breann Beggs, CM Michael Cathcart, Hannahlee Allers, CM Betsy Wilkerson, CM Candace Mumm, CM Kate Burke, Dusty Fredrickson, Brian McClatchey, James Richman

The meeting started at 1:16 p.m.

Approval of Minutes:

The April 13, 2020 meeting minutes were approved unanimously.

Agenda Items:

- 1. WSU Study – Review and Analysis of Water Regulations for the City of Spokane – Marcia Davis**
Review water for the city to see where they overlap, have gaps, etc. The city will get the matrix to show the city's regulations, in relation to the state, to see how they compare. One item will be chosen and presented to a class this fall for further study and ideas.
- 2. Railway Highway Crossing Grant Opportunity – Inga Note**
CM Cathcart requested discussion for further clarity. How does it impact arterial projects or arterial street fund. \$1,000,000 per location. The grant will fully pay for construction, if the city gets it before the deadline.
- 3. Data Share Agreement With United Way – Cendy Pfortmiller**
Data share agreement that allows city's volunteer site to link/communicate with United Way's, so volunteers will be able to see opportunities from both the City and United Way. IT and Legal have gone over the agreement. CM Mumm brought up a possible concern of volunteer information being given to third parties to be used for fundraising, etc. and what (if any) information could be shared through PRRs etc. Cendy will check and get back to the committee.

4. Renewal of Greater Spokane, Inc Contract for Economic Development Services – Paul Warfield

CP requested discussion for further information, since the Council hasn't had a discussion with GSI for about a year. Alisha Benson could come to a study session to discuss the grant and deliverables. CM Mumm brought up a question about where the funds are coming from and requested the Council consider matching the amount of money given to GSI to support other agencies and organizations that support local businesses. CM Kinnear wants to make certain the City and GSI are aligned in what they're doing going forward, since most businesses who are members of GSI are bigger businesses. CM Cathcart asked the Council to consider the issue of spending in general before deciding whether to fund GSI or other organizations, since we currently have a shortfall in overall funding. CM Stratton added a second study session to allow the city to see where outreach dollars are going and how to invest in micro-businesses. Paul Warfield advised the current contract is good from January to December 2020.

5. COVID-19 Regional Re-Opening Strategy – Wes Crago & Louis Meuler

Spokane took early action on COVID, and we are close to being able to request a variance (with guidance from health care officials and the Health Department). Our county looks very good, as far as results from actions taken to protect lives and stop the spread of COVID. EOC is slowly staging down and beginning to demobilize. Council President Beggs forwarded Dr. Lutz's letter to council members and clarified that it's the Secretary of Health for the state that decides on variances. CP also stated there is a letter circulating as a thank you to the state for the CARES funding and support.

6. Update on Housing Projects – Melissa Morrison

Landlord/tenant meetings have met remotely once now, discussing landlord/tenant issues facing people in Spokane. They are working on honing problem statements to see how they may be able to work with programs in the city. They will continue to meet and hope to have a facilitator onboard soon to lead the process. CM Stratton asked whether using part of the CARES fund toward helping tenants has been discussed.

Affordable housing workgroups, focusing on where need for affordable housing is, have been meeting for 18 months. The next meeting will look at what developers have out there to help meet the need in Spokane and HFH and Community Frameworks about home ownership programs to assist people. Have started collecting funding from the 406 and are looking at how best to disperse funds.

Starting to talk about a housing stability fund for folks impacted by COVID, needing help with rent or mortgages. CHHS is looking at whether they have funds available through their HOME fund.

7. CHHS Update on CBG Projects and Regional Shelters During COVID-19 – Tija Danzig & Tim Sigler

CDBG – not much of an update will be comparing data with EOC to see if there are any gaps between them and the city. 41 applications received (28 eligible).

COVID Healthy Shelters – staff (Health, Fire, SPD, CHHS, and Code Enforcement) toured sites and did a final walkthrough of 2 potential buildings to be used for the next 90 days. Finalizing things with building owners who were taking it to their boards today.

Rental assistance goal is to get survey out to find community needs, targeting areas that services aren't typically available but that have a need.

8. Commute Trip Reduction Interlocal Agreement – Colin Quinn-Hurst & LeAnn Yamamoto (Spokane County Commute Smart NW)

The Commute Trip Reduction Law, passed in 1991 and updated in 2006, promotes and encourages commute smart options to improve transportation system efficiency, conserve energy, and improve air quality.

Spokane County has been a lead agency since 1993 and is working collaboratively with seven jurisdictions to implement a regional program. There are 112 participating employers in Spokane County, 67 of which are within the City of Spokane.

Community Trip Reduction is making a difference, reducing yearly trips by more than 1.6 million and saving over 34 million miles that would otherwise have been driven each year.

Community benefits from CTR include:

- Reducing demand on community infrastructure
- Optimizing mobility for citizens and services
- Protecting the environment
- Reducing traffic congestion
- Conserving energy
- Maintaining quality of life

9. Update on Lime Scooter/Bike Program For 2020 – Colin Quinn-Hurst

Lime suspended operations globally March 17th and will be relaunching in select markets in mid-April, operating in 10 cities with about 100 scooters per city. The program is called LimeAID, and will be available in Spokane.

Due to COVID-19, driving is down 25-40% per day recently. We're up 12.5% citywide. Ben Burr is up 40% since this time last year.

LimeAID would offer free rides for essential health workers. Full-time staff would be disinfecting mobility areas daily. Spokane would be the first city in the state to start using the program. They would be able to start the program up in about one week. CM Kinnear requested information from the health district as to the need to disinfect more than once per day.

CM Cathcart asked about signage warning people to use the vehicles at their own risk. The scooters would only be deployed in areas with a high volume of essential services.

Consent Items:

All consent items were approved and moved forward.

Executive Session:

Council Members left the public meeting for an executive session on labor relations.

Council President Beggs announced that the executive session would continue until 3:15 pm

Adjournment:

The meeting was adjourned at 3:16 PM

**STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
6/8//20 – MINUTES**

Attendance

City Employees: Louis Meuler, CM Karen Stratton, CM Betsy Wilkerson, CM Lori Kinnear, CP Breann Beggs, CM Michael Cathcart, Hannahlee Allers, CM Candace Mumm, Erik Poulsen, Melissa Morrison, Katherine Miller, Tim Dunivant, Tonya Wallace, Brian McClatchey, Inga Note, Kevin Picanco, Kris Becker, Tirrell Black, Maren Murphy

The meeting started at 1:16 p.m.

Approval of Minutes:

The May 11, 2020 meeting minutes were approved unanimously.

Agenda Items:**1. WSDOT Pedestrian/Bike Grant Opportunity - Inga Note, Katherine Miller, & Kevin Picanco**

The state-wide funding is expected to be \$18,380,000, applications are due July 13th, 2020, project selection will occur by July 2021, and projects with match money will score higher (even though a match isn't required for application).

Scoring is broken down into five categories:

- 40% safety
- 16% equity
- 12% deliverability
- 14% value
- 18% project quality

The best scoring projects for Spokane are:

- Pacific Avenue Greenway
- Greene/Carlisle Crosswalk
- Millwood Trail Near SCC
- US 2 Pathway

CM Stratton referred any questions on the grant opportunity to Katherine Miller.

2. WQTIF – CM Stratton & CP Beggs

CP Beggs gave an update on the possibility of extending the WQTIF. They've met with West Central Neighborhood but haven't been able to attend meetings with Riverside or Emerson-Garfield, due to COVID. TIF money can now be used for permanently affordable housing. They are three to four weeks away from having a proposal. CM Stratton advised they have requested the three neighborhoods be more specific in the project proposals they'd like to have completed in their neighborhoods.

3. Affordable Housing – Melissa Morrison & Erik Poulsen

Affordable housing is still limited in Spokane. Melissa & Erik shared some of the City's strategies moving forward, focusing on:

- The City's Strategic Plan that calls for a reduction in homelessness and protection of vulnerable populations and an increase in housing quality & diversity
- Housing Strategies including shared equity, land banks, housing trust fund, & zoning & regulation changes
- New Funding Championed by City Council: 1590 Sales Tax, 1406 Sales Tax Credit, & TIF Expansion for Affordable Housing

4. Landlord/Tenant – CP Beggs

CP Beggs wanted to let people know they are making good process on landlord/tenant legislation, focusing on potential problems, ordinance solutions, funding solutions that will be included in an interactive Web document. One example of a specific problem is the cost of background checks, so they're thinking of making background checks a one stop shop for all landlords. Progress is coming along well with the team that includes CM Stratton, CM Burke, City Staff, tenants, landlords, a tenant lawyer, landlord lawyer, and social service provider. CP Beggs advised Code Enforcement is going to start being able to intervene in individual situations, instead of just responding to complaints of substandard housing.

5. Overview of Housing Action Plan – Maren Murphy

The goal of the Housing Action Plan is to encourage construction of additional affordable housing, focusing on a greater variety of housing accessible to people in a wider range of incomes. The project approach is data-driven and community-informed, with a focus on equity. The project started this spring and will complete with recommended actions in the spring of 2021. Maren discussed potential stakeholders, the internal team (including CHHS, Building Code Enforcement, City Council, and the Mayor's Office), & collaborative community stakeholders. She also discussed some engagement activities (including interviews, focus groups, fact sheets, blog posts, and social media).

6. CARES Act Funding Overview & Allocation Process – Tonya Wallace/CP Beggs

CP Beggs said they and the administration have been working quite a bit with the County to try and get them to prioritize their use of the \$91.5 million in CARES Act funding, since the intent of the act was to use the money soon in order to be a safety net for the community. Council has worked up a draft resolution, inviting the administration and Council sit down to discuss how to spend the money.

The administration has been reviewing the state's guidelines and requirements. The City will have slightly different guidelines and procedures from other entities, such as the County. The City will need to fill out an application with the state, who will be receiving the money from the US Treasury. October 31st is the end of the City's time period to spend the dollars. They've been keeping track of expenditures incurred by the City and will be presenting it to Council next Monday. It's broken down into six categories of CARES funding. They've also recognized a shift in where the needs are in the community, so there may be a shift in where they need to spend the dollars.

7. Parking Update – Status of Projects Going Forward - Kris Becker

Kris gave an update on the implementation of the Downtown Parking Study. They expect to have a draft of municipal code changes by the end of July and setting up study sessions with Council in August. They are currently working with an internal team that includes, Legal, Municipal Court, Planning & Parking staff. The topics being reviewed are fees & charges, definitions, rules of the road, permitting, general provisions, administration, and enforcement. The RFP for paid parking equipment was out at the end of last year. MacKay Meters will be providing dual and single space meters, and Flowbird (formerly Parkeon) was selected to provide kiosks. The parking consultant just provided draft recommendations on where kiosks and meters should be placed. That information will be provided to Council soon. They are currently updating GIS to show the correct placement of all current meters. Parking rates will not be increased this year. Accounting is investigating the option of leasing the meters and kiosks. They are also working with Kirsten Davis on a communications plan to get information on all the changes out to the public. An RFP for citation software is in the works now, and Parking and Municipal Court are discussing the possibility of an amnesty program to allow people to pay off parking tickets and save the City from having to pay to transfer all the data for unpaid tickets to the new software. The final draft of the RFP should be done in mid-June. The 10-minute curbside parking has been successful, so they are looking at implementing similar curbside management going forward. There are extensions of two contracts coming to Council regarding the current software.

8. Update on Neighborhood Clean-up Program – Louis Meuler

Louis advised there have been frustrated neighborhoods at recent Community Assembly meetings, regarding the lack of clean-up programs due to COVID. The only thing available for use right now is the distribution of dump passes, but there are a limited number of passes that can be used right now, according to the waste to energy plant. He said they are focusing on lower income areas that typically have more Code Enforcement issues and make greater use of the curbside pickup programs. We're only able to hit 15-20% of the single-family residents in Spokane, due to the limitations.

Consent Items:

All consent items were approved and moved forward.

Executive Session:

CP Beggs advised they would hold an executive session on Labor Negotiations after the 3:30 Council session, reconvening once the executive session is done.

Adjournment:

The meeting was adjourned at 3:10 PM

**STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
05/18/20 – FINAL**

Attendance

Council Member Candace Mumm, Council Member Lori Kinnear, Council President Breean Beggs, Council Member Kate Burke, Council Member Becky Wilkerson, Council Member Michael Cathcart, Tonya Wallace, Paul Ingiosi, Hannahlee Allers, Brian McClatchey, Clint Harris, Jake Hensley, Meghann Steinolfson, Phil Tencick, Sally Stopher, David Paine, Mike Sloon, Ryan Neumeister, Tim Sigler, Laura Williams

Meeting started at 1:18 p.m.

This meeting was conducted through Web Ex

Approval of Minutes:

Meeting Minutes for April were approved.

Agenda Items:**1. Bond Refinancing – Tonya Wallace**

Tonya Wallace, Chief Financial Officer briefed the Committee regarding this item. Ryan Neumeister and Scott Bauer from Northwest Municipal Advisors had a presentation for the Committee regarding Bond Refinancing. Please see attached presentation.

2. SIP Loan Refinancing – Ryan Neumeister

Ryan Neumeister, Northwest Municipal Advisors, briefed the Committee regarding this time. Please see attached presentation.

3. Washington State Military Department Contract – Sally Stopher

Sally Stopher, Director of Grants, Contracts and Purchasing, briefed the Committee regarding this item. Please see the attached briefing paper.

4. SERS Valuation and Contribution Rate – Phil Tencick

Phil Tencick, Director of Retirement, briefed the Committee regarding this item. Please see attached presentation.

5. 21st Century Workforce – Meghann Steinolfson

Meghann Steinolfson, Acting Director of Human Resources, briefed the Committee regarding this item. Mike Sloon, Director of IT, briefed the Committee regarding the Telecommute work options.

6. 1st Quarter Investment Report – Jake Hensley

Jake Hensley, Treasury Manager, briefed the Committee regarding this item. Please see attached report.

7. Financial Monthly Report – Paul Ingiosi

Paul Ingiosi, Budget Director, briefed the Committee regarding this item. Please see attached financial report.

Consent Items:

All consent items were moved forward without discussion.

Adjournment

The meeting was adjourned at 2:56 p.m.

Referenced attachments on file in the Office of the City Clerk.

**STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
06/15/2020 – FINAL**

Attendance

Council Member Candace Mumm, Council Member Lori Kinnear, Council President Breean Beggs, Council Member Becky Wilkerson, Council Member Michael Cathcart, Council Member Karen Stratton, Tonya Wallace, Paul Ingiosi, Hannahlee Allers, Brian McClatchey, Tyler Benner, Sally Stopher, Michelle Hughes, Marlene Feist, Mike Ormsby, Tim Dunivant, Tim Sigler, Scott Simmons, Phil Tencick, Brian Schaeffer, Laura Williams

Alisha Shaw – State Auditor's Office, Tara Alfano – State Auditor's Office

Meeting started at 1:17 p.m.

This meeting was conducted through Web Ex

Approval of Minutes:

Meeting Minutes for May were approved.

Agenda Items:

- 1. Council Budget Update – Tim Dunivant**
Tim Dunivant, City Council Office, briefed the Committee regarding this item.
- 2. Ordinance on Quarterly Sweeps – Tim Dunivant**
Tim Dunivant, City Council Office, briefed the Committee regarding this item.
- 3. Council Budget Saving Initiative – Tim Dunivant**
Tim Dunivant, City Council Office, briefed the Committee regarding this item.
- 4. State Auditor's Entrance Conference for 2019 Audit – State Auditor's Office**
Tara Alfano and Alicia Shaw from the State Auditor's Office briefed the Committee regarding this item. Please see attached presentation.
- 5. City of Spokane Insurance Renewal – Mike Ormsby**
Mike Ormsby, City Attorney, briefed the Committee regarding this item. Please see attached briefing paper. The policies will be renewed by the end of August.
- 6. COVID 19 Costs – Sally Stopher/Tyler Benner**
Sally Stopher - Grants Management and Tyler Benner – Finance briefed the Committee regarding this item. Please see attached presentation.
- 7. Retirement SBO – Phil Tencick**
Phil Tencick, Director of Retirement, briefed the Committee regarding this item. Please see attached briefing paper.
- 8. 2020 Cost Containment Report – Tonya Wallace**
Tonya Wallace, Chief Financial Officer, briefed the Committee regarding this item. Please see attached presentation.
- 9. Public Works Cost Containment File – Scott Simmons/Marlene Feist**
Scott Simmons – Director of Public Works and Marlene Feist – Strategic Development Director, briefed the Committee regarding this item. Please see the attached presentation.
- 10. General Fund Update – Paul Ingiosi**
Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Please see attached presentation.

Tonya Wallace also briefed the Committee on upcoming timelines for future budget topics.

Consent Items:

There were no consent items to move forward.

Adjournment

The meeting was adjourned at 3:06 p.m.

Referenced attachments on file in the Office of the City Clerk.

Public Safety & Community Health Committee
Meeting Minutes – June 29, 2020

Call to Order: 1:17 PM

Attendance:

PSCHC Members Present: PSCHC Chair CM Kinnear; CP Beggs; CM Stratton; CM Cathcart; CM Wilkerson; CM Burke; CM Mumm

Staff/Others Present: City Administrator Wes Crago, Chief Meidl, Assistant Police Chief Justin Lundgren, Major Eric Olsen; Chief Schaeffer, Tim Sigler, Tija Danzig, Ariane Schmidt, Tonya Wallace, Mike Ormsby, Derrek Daniels, Amber Richards, and Hannahlee Allers.

Approval of June 1, 2020 minutes: Motion to approve by CM Cathcart; M/S by CM Mumm. The committee approved the minutes from the June 1st, 2020 PSCHC meeting unanimously.

CONSENT AGENDA ITEMS**Monthly Reports:**

1. OPO Monthly Update – May2020
3. Photo Red Update (SPD)
4. July Strategic Initiatives Report (SPD)

Consent Agenda Portion:

1. STA Interlocal Agreement Amendment (SPD)
2. BHU 2019-2020 Grant Amendment (SPD)
3. BHU Grant 2021-2022 (SPD)
4. Request for Approval to Apply for FEMA Grant for Child Fire Safety House (SFD)

STRATEGIC PLANNING SESSION**Strategic Priority: Integrated 911/Dispatch**

NONE

Strategic Priority: Integrated Response**Mental Health Crisis and Stabilization Facility ILA – Ariane Schmidt (15 minutes)**

Ariane Schmidt and Mike Ormsby briefed Council on the Interlocal Agreement (ILA) concept for the Mental Health Crisis and Stabilization Facility. Ms. Schmidt said that the City and its partners are at the point in the process where they're going out to bid to remodel the location. Ms. Schmidt said that they have been working with County staff to create a two-part ILA.

Part I – Initial Capital Costs consists of the following points:

- Initial Capital Costs will be funded from State awarded capital grant amounts, and an advance payment from the City of Spokane. Also, a small portion of the Mental Health Sales Tax (2017-2018 set aside) was allocated for site study evaluations, but will not be included in the actual building remodel. The remainder of the Mental Health Sales Tax set aside will be reserved for operational uses, including startup efforts with PHS at the contract facility Provider.
- Construction bids will be for base construction and include additional alternates, up to \$2 million, for diversion bed space, the sally port, and emergency generator space.
- All users of the facility will be charged a "Capital Fee" intended to recover and repay the City of Spokane for its initial advance. Spokane County may opt to pay the Capital Fee for those entities for which it deems appropriate. Examples include small municipalities that operate under separate Law Enforcement Services contracts with the Sheriff's Office.
- The Capital Fee is based on a 5-year payback period; thus, would be assessed to each Service Bed Count for the first five years of operation. Thereafter, the Governance Board will decide on a Capital Replacement Fee to meet other capital needs.

- Any entity utilizing the facility may opt to pay an estimated lump sum amount for capital to minimize annual costs up to the amount estimated based on the Baseline Metric. Optional one-time contributions will be credited against actual annual capital fees charged to each entity. Each entity will ultimately pay a capital contribution based on actual utilization and will not be limited to the estimated lump-sum calculation.

CP Beggs clarified that the actual funding will be based on the number of people who do go through the diversion facility. Ms. Schmidt confirmed this.

Part II – M&O for Operational Year 1 & Year 2 consists of the following points:

- Year 1 may not be a full calendar year (Example: MHCSF opens May 2021).
- Based on the proposed budget, the amount from partner agencies is the same in Year 1 and Year 2. The amount needed in Year 2, and thereafter, will be reviewed by the Governance Board and a full 12-months of operations to better determine funding needs.
- The Municipal Operating Fee is based on the amount identified to come from user agencies to fund operations divided by the estimated Annual Service Bed Count of 35,040.
- Any overages or shortages of funding at the end of a fiscal year will roll to the next year and the Municipal Fee will be recalculated accordingly. It is anticipated that any fee adjustments would be determined by September of the subsequent year to allow sufficient time to close the fiscal year.

CP Beggs clarified that the cost per day per person is \$33 per day and asked Ms. Schmidt about how long the average person will stay in the facility. Ms. Schmidt confirmed the cost and noted that generally people will stay between 1-5 days depending on their specific needs. CP Beggs asked what the current average day stay is. Ms. Schmidt said about 80% of the folks who come into the jail have mental health crisis needs. She said that their stay can be 10-12 days. CP noted that when these mental health services are given at the jail, the City and County end up picking up the tab, but when they would be in this facility they would be eligible for Medicaid reimbursement. CM Wilkerson asked how long an individual can be held over without moving on to the next level of care. Ms. Schmidt said that when the individual either finishes their withdrawal management or crisis intervention they are reviewed for their medically necessary needs. This decision is made on an individual basis. CP Beggs pointed out that the people engaging in this program will be doing so voluntarily. CM Cathcart asked how many beds will be in this facility and asked if someone in this program re-offends, how will that work. Ms. Schmidt said that there are 44 beds. She also noted that re-offenses are taken into consideration, and is meant to be dynamic to fit the individual while limiting criminal recidivism. CM Cathcart asked how we prioritize eligibility based on these criteria. Ms. Schmidt noted that they think there will be enough space for everyone who is eligible, but that there will be considerations for eligibility that will need to be practiced and understood when the facility is up and running. CP Beggs asked about the high costs capital cost is informed by. Ms. Schmidt said the number is a high estimate with a 10% variability built-in. She noted that the department of health does require some significant infrastructure improvements.

Strategic Priority: Criminal Justice Reform

NONE

Strategic Priority: City-Wide Clean & Safe

NONE

DISCUSSION ITEMS

Staff Requests:

Administrative Report on COVID-19 – City Administrator Wes Crago (15 minutes)

City Administrator Crago said the State of Washington looks at five main criteria called “the risk assessment dashboard” for re-opening. The five criteria are: 1) COVID-19 activity; 2) testing; 3) healthcare system readiness; 4) case investigations and contact tracing; and 5) the protection of populations at higher risk. The metric goals are targets, not headline measures. The targets reflect recommendations from the Washington State Department of Health. Each contributes to reducing risk of disease transmission, and are to be considered in whole. Where one target is not fully achieved, actions taken with a different target may offset the overall risk. Mr. Crago said Spokane County is good to go on two of the five and still working on the other three. He said Spokane County still falls below the state average on testing but our rates are going up and that’s not good. Some of this is based on contract tracing and testing, but not all of it. We are seeing an uptick in hospitalizations. Mr. Crago said the biggest thing we can do is wear your mask and get your friends to wear your mask.

Amber Richards’ Nomination Package for Human Resources Director Position – City Administrator Wes Crago (5 minutes)

City Administrator Crago announced the Mayor’s nomination of Amber Richards for the Human Resources Director position. Mr. Crago spoke very highly of Ms. Richards highlighting her kindness and ability to lead. Mr. Crago gave the Council some background information on Ms. Richards and her career. He said that she is a great, ethical person with a great heart for others. CM Stratton noted that in her chat with Ms. Richards, she was really impressed with her compassion for employees.

Regional Bridge Housing Center Update – CHHS Team (15 minutes)

Ariane Schmidt and Tim Sigler presented on the draft project charter for the Regional Bridge Housing Center, which is the first in what is hopefully a series of joint projects with regional partners – specifically Spokane County, the City of Spokane, and the City of Spokane Valley. At present, a gap exists in our shelter system for continuous stay options among homeless adults without children. The Bridge Housing model has been used for other population groups with verified, metric-based outcome successes. This effort is the beginning of a larger initiative to construct effective, efficient, sustainable and accountable enhancements to our regional system intended to specially address:

- Coordinated and consolidated fiscal resources aligned at the regional-level solutions (versus municipal bed count)
- Establish public-private partnerships for funding
- Alignment with the Regional 5 Year Strategic Plan for Homelessness submitted to the WA State Department of Commerce
- Regional oversight with decision making and funding authority

Project Objectives are:

- Assess and recommend a Bridge Housing location options that meet the needs of the partner entities
- Assess and recommend service options within the Bridge Housing Center
- Assess estimated new (or shifted) capacity at drop-in emergency shelters
- Document the needs of the partner entities in a regional system

Deliverables include:

1. Purchase and site readiness
2. Construct of an Operating Proforma including Memorandums of Understanding (MOU) between partner entities for capital and operating contributions
3. Documentation and visual for the system continuum, including local, WA State and Federal touchpoints
4. Contract with Provider(s)
5. Center operational before the cold weather season of 2020

Assumptions are:

- A location will be selected.
- Additional capacity at drop-in emergency shelters will be available to individuals throughout Spokane County.
- A sustainable funding model will rely on public, private partnerships
- Funding will be tied to defines, outcome based metrics for accountability for contracted providers and local government entities
- The strategies of this project will align with the five (5) years strategic plan for homelessness adopted by Spokane County, City of Spokane and Spokane Valley

Risks are:

- An agreed upon location cannot be determined by stakeholders
- Local Government partnerships do not materialize
- Private partnerships do not materialize
- Insufficient capital funding is allocated
- Capacity allocation continues to be municipality "bed county" divide

Project budget is as follows:**Capital**

1. City of Spokane: \$1.9M of City Community Development Block Grant (CDBG) funds under consideration by City Administration for this purpose.
2. Spokane County/Valley: \$1.5M of Homeless Housing Assistance Act (HHAA) funds. HHAA funds were enacted in Washington State by Engrossed Second Substitute House Bill (ESSHB) 2163 on August 1, 2005. The law created a document recording fee on certain documents to be utilized by local jurisdictions to reduce homelessness. Grant funds are administered by the state and local governments. Current Spokane County methodology for consideration for HHAA funding is that after a Spokane County CSHCD RFP is released, applications are submitted to CSHCD for consideration by the HCDAC (represented by represent twelve (12) cities and towns within the Spokane Urban County Consortium) who will review all applications and recommend the selected application(s) to the Board of County Commissioners for their final decision making. For Spokane County Community Services

Operating

1. City of Spokane \$1.9M over five (5) years (Source: CDBG)
2. Spokane County (includes Spokane Valley) \$1.9M over (5) years (Source: HHAA)
3. Avista Foundation partnerships \$1.9M over five (5) years (Source: Private Funding)

Ms. Schmidt said that the desire is to open this facility as close to cold weather season as possible. CP Beggs said that night-by-night shelters have not been successful in moving people into permanent housing. He said that this Bridge Housing Center would work on a referral basis and get individuals out of the system of homelessness. CP Beggs also pointed out that this is a great, unprecedented regional partnership with other local governments and private partners. CM Cathcart asked what the public process will look like to identifying the site for the shelter space. Mr. Sigler said there is a regional site selection team that has been looking at this for the last couple months. The site needs to meet preliminary needs of the jurisdiction. Then the preliminary sites would be presented to Council. CM Cathcart said that the process just describes leaves out the community. Mr. Sigler said there would be time for public comment after preliminary sites are identified that would meet the baseline needs. CP Beggs noted that the sites being looked at are generally outside of the City of Spokane. CM Stratton asked how hiring works when we look at a regional project like this. Mr. Sigler said that the Salvation Army was selected through the RFP process last year. Mr. Sigler said we will partner with our behavioral health agencies as well so we don't just use local dollars for those needs.

Council Requests:

NONE

State Legislative Update:

NONE

ADMINISTRATION REQUESTS:

NONE

Action Items:

NONE

Executive Session:

NONE

Adjournment: CM Kinnear adjourned the meeting at 2:06 PM. The next PSCHC meeting will be held Monday, August 3rd 2020.

Attachments/Briefing Papers: STA Interlocal Agreement Amendment; BHU 2019-2020 Grant Amendment; BHU Grant 2021-2022; Briefing Materials for Request for Approval to Apply for FEMA Grant for Child Fire Safety House; Mental Health Crisis and Stabilization Facility ILA; Amber Richards' Nomination Package for Human Resources Director Position; and Briefing Materials for Regional Bridge Housing Center

Referenced attachments on file in the Office of the City Clerk.

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. C35920

An ordinance amending Ordinance No. C35857, passed by the City Council December 16, 2019, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, declaring a public emergency, and providing it shall take effect immediately upon passage under Section 16(D) of the City Charter as necessary for the immediate support of the public health, safety, and welfare of the citizens of Spokane", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2020 budget Ordinance No. C35857, as above entitled, and which passed the City Council December 16, 2019, it is necessary to make changes in the appropriations of the Property Acquisition 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 Property Acquisition Fund, and the budget annexed thereto with reference to the Property Acquisition Fund, the following changes be made:

FROM:	5901-79217 99999-38271	Property Acquisition - Loan Proceeds	<u>\$912,000</u>
TO:	5901-79217 94000-56301	Property Acquisition - Capital Expenditures	<u>\$912,000</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 for the Property Acquisition Fund to interfund loan the General fund to finance the construction of the Chas Dental Clinic, 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 July 27, 2020

Delivered to Mayor July 31, 2020

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Paving of Unpaved Streets
2019173 Napa Street – Francis Avenue to Dalke Avenue
2019174 Altamont Street – 46th Avenue to 49th Avenue

Engineering Services File No. 2019173 & 2019174

TWO WEEK BID PERIOD

This project consists of the construction of approximately 550 cubic yards of excavation and embankment, 3,000 square yards of preparation of untreated roadway, 3,000 square yards of 3-inch thick asphalt pavement, 300 cubic yards of crushed surfacing top course, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. August 10, 2020 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 between noon and 1:00 p.m. to 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. on the first floor of City Hall. In order to comply with "Stay Home, Stay Safe" order as much as possible, please utilize one of the following options to participate in the bid opening. To watch, log in to <https://spokanecity.webex.com/join>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (408) 418-9388 then enter the access code 965 272 875 followed by #. When prompted for an attendee ID number, enter #.

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: <https://my.spokanecity.org/business/bid-and-design/current-projects/>.

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 FIVE (5) 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.

Note regarding new specifications: The City of Spokane is using WSDOT's 2020 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2020 Standard Specifications prior to bidding the project.

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.

*******Time is of the essence due to the length of the construction window and/or the time of year in which the project is being constructed. Please note that various award phase steps have shorter than normal time frames as detailed in section 1-03.3, 1-08.4, and 1-08.5.***

Publish: July 29 and August 5, 2020.