



Official Gazette

City of Spokane, Washington

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

Volume 111

MARCH 17, 2021

Issue 11



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	186
GENERAL NOTICES	198
ORDINANCES	199
EXECUTIVE ORDERS	203
POLICIES AND PROCEDURES	206
NOTICES FOR BIDS	222

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, March 8, 2021****BRIEFING SESSION**

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

The regularly scheduled Spokane City Council 3:30 p.m. Briefing/Administrative Sessions and the 6:00 p.m. Legislative Session were held virtually and streamed live online and aired on City Cable 5. Pursuant to Governor Jay Inslee's Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, 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in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted in Phase 2 regions consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the City Council has decided to continue its meetings with remote access only and to not include an in-person attendance component. 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, Stratton and Wilkerson were present. Council Member Mumm was absent. (Council President Beggs was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Burke, Cathcart, Kinnear, Stratton and Wilkerson attended the meeting via WebEx.)

City Attorney Mike Ormsby (WebEx), Director of Policy and Government Relations Brian McClatchey (WebEx), and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

Advance Agenda Review

The City Council received an overview from staff on the March 15, 2021, Advance Agenda items.

Action to Approve March 15, 2021, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the March 15, 2021, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Stratton, seconded by Council Member Wilkerson, **to approve** the Advance Agenda for Monday, March 15, 2021; **carried unanimously (Council Member Mumm absent).**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council received an overview from staff on the March 8, 2021, Advance Agenda items.

Low Bid Award for Centennial – Summit Blvd. (OPR 2021-0032 / ENG 2017080) (Deferred from March 1, 2021, Agenda)

Motion by Council Member Stratton, seconded by Council Member Cathcart, **to defer** to the March 15, 2021, Agenda Item No. 10 (Low Bid of Halme Construction for Centennial Trail – Summit Boulevard); **carried unanimously (Council Member Mumm absent).**

Master Site Agreement with Avista Corporation (OPR 2021-0149)

Motion by Council Member Wilkerson, seconded by Council Member Kinnear, **to substitute** the Master Site Agreement with Avista Corporation (with revised version filed on March 8, 2021); **carried unanimously (Council Member Mumm absent)**.

CONSENT AGENDA

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

Purchase from Western States Equipment (Spokane) of Caterpillar H120 Hammer and Accessories—\$63,056.21 (incl. tax). (OPR 2021-0147)

Contract Extension and Annual Licensing Fees with NBS Government Finance Group d/b/a NBS (Temecula, CA) for D-FAST 3 Local Improvement Districts System for the Treasury Services Department—\$12,232.61 (incl. tax). Total contract amount: \$153,953.94 (OPR 2011-0330)

Amendment No. 1 to Grant Agreement with the Washington State Department of Ecology to purchase a dedicated hazmat equipment truck and hazmat equipment—increase of \$100,000. Total grant amount: \$185,000 (Relates to Special Budget Ordinance C36017) (OPR 2020-0744)

Master Site Agreement with Avista Corporation, City of Spokane and Spokane Public Library for the installation of required equipment for electric vehicle DC fast charging stations. Avista will be responsible for the installation and related cost as well as the cost of electricity for the stations (as substituted). (OPR 2021-0149)

Contract Amendment with OAC Services, Inc. (Spokane) to audit the construction contract for Next Level of Treatment project at the Riverside Park Water Reclamation Facility (RPWRF)—\$253,634. Total contract amount: not to exceed \$433,104. Increase administrative reserve by \$25,363 (10%). (OPR 2015-0559)

Contract Amendment Nos. 21 through 25 with CH2M Hill (Jacobs) Engineers, Inc. (Spokane) for engineering services for Next Level of Treatment at RPWRF—\$571,333. Total contract amount: not to exceed \$25,723,348.96. Increase administrative reserve by \$38,524 (6.7%). (OPR 2015-0183)

Contract Renewals with:

- a. Oracle America, Inc. (Dallas, TX) for license support, to include Updated Subscription Services and Right to Use Oracle Licenses, from April 21, 2021, through April 20, 2022—\$207,462.82 (incl. tax). (OPR 2019-0314)
- b. Hyland Software, Inc. (Westlake, OH) for Annual Software Maintenance and Support for the City's OnBase document imaging system from April 1, 2021, through March 31, 2022—\$68,041.67 (incl. tax) (OPR 2015-0013)
- c. Azteca Systems, LLC (Sandy, UT) for Cityworks Annual Software Maintenance and Support for Water and Wastewater Departments to manage Public Works Infrastructure from April 1, 2021, through March 31, 2022—\$135.036 (incl. tax). (OPR 2016-0235)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through February 26, 2021, total \$8,597,165.27 (Check Nos. 577905–578104; ACH Payment Nos. 87556–87851), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,345,803.20. (CPR 2021-0002)

City Council Meeting Minutes: February 22 and February 25, 2021. (CPR 2021-0013)

Council Recess/Executive Session

The City Council adjourned at 3:53 p.m. and immediately reconvened into a virtual Executive Session to discuss litigation matters until 4:20 p.m. City Attorney Michael Ormsby was present for the Executive Session. At 4:20 p.m., Council President Beggs announced the Executive Session would be extended until 4:25 p.m. The Executive Session ended at 4:25 p.m., at which time the 3:30 p.m. Briefing and Administrative Sessions also ended. The City Council reconvened at 6:03 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Roll Call

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

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

SALUTATION

Volunteers of America Eastern Washington and Northern Idaho

Council Member Stratton read the Salutation. For 125 years, the Volunteers of America have provided high quality social services to millions of people – from homeless veterans to seniors and families in need, to at risk youth, men and women returning from prison, and those who recover from addictions – in 400 communities nationwide and have become one of the nation's largest and comprehensive community services organization. Volunteers of America of Eastern Washington and Northern Idaho have been serving the Spokane community since 1896 providing shelter and hope to those in need with no barrier access to services and have the rich 125-year history of empowering our vulnerable population and actively engaging volunteers in this community. The Salutation recognizes and salutes Volunteers of America of Eastern Washington and North Idaho for their contributions to Spokane and commitment to hope, human dignity, and social justice. Bridget Cannon and Rae-Lynn Barden accepted the Salutation and provided remarks. In addition, Fawn Schott was present virtually in recognition of the event.

PROCLAMATIONS

March 12, 2021 *Girl Scout Day in Spokane*

Council Member Kinnear read the Proclamation. March 12, 2021, marks the 109th anniversary of Girls Scouts of the USA, the largest and most successful leadership program for girls in the world, offering girls 21st Century programming in science, technology, engineering, and math and the outdoors, entrepreneurship, and beyond, helping girls to develop invaluable life skills and take the lead early and often. The Girl Scouts of Eastern Washington and Northern Idaho nobly serves over 3,000 girls across two great states, Idaho and Washington, and emphasizes public service, civic engagement and fostering a sense of community in girls and champions the ambitions, cultivates the talents, and develops the skills of girls to be leaders in their own world. During COVID-19, Girl Scouts offers skill building, digital programming, and experiences girls can participate in safely from home as they continue their Girl Scout journeys. The proclamation applauds the Girl Scout movement and Council of Eastern Washington and Northern Idaho for providing girls with a safe inclusive all-girl base where they can hone their skills and develop leadership abilities. Brian Newberry who was accompanied by Brownie troops virtually accepted the proclamation. In addition, Kaitlyn Smock, who is graduating from community school this year and has been a Girl Scout since first grade also provided commentary and remarked on the value of Girl Scouts.

March 8-16, 2021 *Women Helping Women Week*

Council Member Burke read the Proclamation. Spokane's population is approximately 51 percent female, ranging in age, diversity, and socioeconomic status. The women and children of Spokane are the future with the potential to achieve the highest level of education, thrive in their careers, set and reach their goals, and then empower future generations to continue these legacies. The proclamation encourages all residents to recognize, support, and celebrate the women of our community regardless of socioeconomic status or diversity. Heather Hamlin accepted the proclamation and provided remarks on the event.

March 8-15, 2021 *Week of the Irish in Spokane*

Council President Beggs read the proclamation. It is time to celebrate St. Patrick's Day and all that it means to the sons and daughters of the old sod, those that are Irish for a day. The City of Limerick, Ireland, has been a Sister City of Spokane since 1990 showing the strong bonds of friendship between our two cities. St. Patrick's Day is also a time to celebrate our diversity and the richness of the Irish culture that blends with all other ethnic cultures to enhance the fabric of our community to make Spokane a place that is welcoming to all. Due to the COVID-19 pandemic this year, The Friendly Sons of St. Patrick will not be hosting the 43rd annual St. Patrick's Day Parade which is typically our harboring of spring and one of the largest Irish events on the West Coast. The proclamation urges all citizens to join with us in safely celebrating St. Patrick's Day with their loved ones. No individuals were present virtually to accept the proclamation.

NEIGHBORHOOD REPORT

Peaceful Valley Neighborhood

Lesley Quick, Chair, reported on the Peaceful Valley Neighborhood, providing highlights of 2020 and looking to the future.

There was no **City Administrative Report**

BOARDS AND COMMISSIONS APPOINTMENTS**Spokane Human Rights Commission (CPR 1991-0068)**

Upon Unanimous Voice Vote, the City Council (Council Member Mumm absent) **approved** (and thereby confirmed) the following appointments:

- Appointment of Lorna Hernandez-Jarvis to At-Large position for remainder of term set to expire December 31, 2022.
- Appointment of Anwar Peace to District 3 position for remainder of term set to expire December 31, 2022.

There were no **Council Committee Reports**.

LEGISLATIVE AGENDA**SPECIAL BUDGET ORDINANCES****Special Budget Ordinance C36016 (Council Sponsor: Council Member Kinnear)**

Upon consideration of Special Budget Ordinance C36016, the following actions were taken:

Motion by Council Member Burke, seconded by Council Member Catchart, **to defer** for one week Special Budget Ordinance C36016; **carried unanimously (Council Member Mumm absent)**.

Motion by Council Member Burke, seconded by Council Member Kinnear, **to reinstate** Special Budget Ordinance C36016 (thereby placing it back on the Agenda); **carried unanimously (Council Member Mumm absent)**.

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

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **passed Special Budget Ordinance C36016** amending Ordinance No. C35971 passed by the City Council December 14, 2020, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Criminal Justice Fund
FROM: Unappropriated Reserves, \$55,100;
TO: Interfund IT Expense, same amount,

and

Information Technology Fund
FROM: Other Internal Service Changes, \$55,100;
TO: Various Accounts, same amount.

(This action budgets for the creation of a new position for long-term support of the eSeries [criminal justice] solution.)

Special Budget Ordinance C36017 (Council Sponsor: Council Member Kinnear)

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

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **passed Special Budget Ordinance C36017** amending Ordinance No. C35971 passed by the City Council December 14, 2020, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Fire/EMS Fund
FROM: Washington State Department of Ecology, \$100,000;
TO: Various Accounts, same amount.

(This action budgets an amendment to a Department of Ecology Grant for Hazmat vehicles and equipment.) (Relates to OPR 2020-0744 under the Consent Agenda)

Special Budget Ordinance C36018 (Council Sponsor: Council Member Wilkerson)

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

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **passed Special Budget Ordinance C36018** amending Ordinance No. C35971 passed by the City Council December 14, 2020, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Asset Management Capital Fund
FROM: Undesignated Reserves, \$1,300,000;
TO: Operating Transfer to Arterial Streets, same amount,

and

Arterial Street Fund
FROM: Operating Transfer In from Asset Management, \$1,300,000;
TO: Various Accounts, same amount.

(This action budgets to expend the proceeds from the Sale of the Normandie Property.)

Special Budget Ordinance C36019 (Council Sponsor: Council Member Wilkerson)

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

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **passed Special Budget Ordinance C36019** amending Ordinance No. C35971 passed by the City Council December 14, 2020, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Emergency Rental Assistance Fund
FROM: Grant Revenue, \$6,695,536.90;
TO: Contractual Services, same amount.

(This action creates a fund to deposit and contract funds received from the Department of Treasury for Emergency Rental Assistance.)

Special Budget Ordinance C36020 (Council Sponsor: Council President Beggs)

After receiving no public testimony and the opportunity for Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **passed Special Budget Ordinance C36020** amending Ordinance No. C35971 passed by the City Council December 14, 2020, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

General Fund
FROM: Unappropriated Reserves, \$225,713;
TO: Transfers Out to Arterial Streets, same amount,

and

U-District Capital Fund
FROM: Unappropriated Reserves, \$1,700,000;
TO: Transfers to Arterial Streets, same amount,

and

Asset Management Capital Fund
FROM: Other Long Term Debt Proceeds, \$2,000,000;
TO: Transfers to Arterial Streets.

(This action allows for recording loan proceeds and the transfer of funds to Arterial Streets for the construction of the East Sprague Project in the U-District.)

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2021-0016 (Council Sponsor: Council President Beggs)

Council President Beggs requested a one-week deferral for Resolution 2021-0016 so the language can be adjusted. The following action was taken:

Motion by Council Member Burke, seconded by Council Member Cathcart, **to defer** for one week (to March 15, 2021) Resolution 2021-0016 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 \$2,000,000 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 Sprague Phase 2 Streets 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; **carried unanimously (Council Member Mumm absent)**.

Resolution 2021-0017 (Council Sponsor: Council President Beggs)

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

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **adopted Resolution 2021-0017** declaring Dresser Rand Company (Seattle, WA) a sole-source provider and authorizing the City to enter into a Value Blanket Order for the purchase of parts necessary for the Condensing Steam Turbine Generator Drive Package, Serial #D0823 for a two year period – approximately \$1,800,000 without public bidding.

Resolution 2021-0018 (Council Sponsor: Council President Beggs)

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

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **adopted Resolution 2021-0018** approving settlement of a Civil Claim against the City of Spokane brought by Stephen Gilbert.

There were no **Final Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

OPEN FORUM

Diana Gulick, Ray Crites, Mary Knowlton, Stephen Tipke, Kori Tews, and Sandra Brewer presented remarks on cold cases, cold case funding, and the need for a dedicated cold case unit Spokane.

Alida Gowen commented on risks of eviction and the expiration of the eviction moratorium.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:08 p.m.

MINUTES OF SPOKANE CITY COUNCIL

Monday, March 1, 2021

BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:34 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 Sessions and the 6:00 p.m. Legislative Session were held virtually and streamed live online and aired on City Cable 5. Pursuant to Governor Jay Inslee's Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, 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 termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first. 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 was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson attended the meeting via WebEx.)

Assistant City Attorney Mike Ormsby (WebEx) (arrived at approximately 3:36 p.m.), City Council Policy Advisor Brian McClatchey (WebEx), and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

Advance Agenda Review

The City Council received an overview from staff on the March 8, 2021, Advance Agenda items.

Final Reading Ordinance C36003 – Special Events (Council Sponsor: Council Members Kinnear and Mumm)

Motion by Council Member Mumm, seconded by Council Member Wilkerson, **to defer** Final Reading Ordinance C36003—relating to special events; amending Chapter 10.39 of the Spokane Municipal Code; SMC sections 4.04.020, 10.39.010, 10.39.020, 10.39.030, 10.39.040, 10.39.050 10.39.055, 10.39.070, 10.39.090, and 17G.050.070—on April 12, 2021; **carried unanimously**.

Action to Approve March 8, 2021, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the March 8, 2021, 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 Kinnear, **to approve** the Advance Agenda for Monday, March 8, 2021 (as amended); **carried unanimously**.

ADMINISTRATIVE SESSION

Current Agenda Review

The City Council considered the March 1, 2021, Current Agenda.

Low Bid of Halme Construction for Centennial – Summit Blvd. (OPR 2021-0032 / ENG 2017080)

Motion by Council Member Stratton, seconded by Council Member Wilkerson, **to defer** the Low Bid of Halme Construction (Spokane) for Centennial Trail - Summit Boulevard—until March 8, 2021; **carried unanimously**.

Initiative No. 2021-1 for the Psilocybin Mushroom Decriminalization (LGL 2021-0021)

The City Clerk reported on Initiative No. 2021-1 filed by Mason Lord (Decriminalize Spokane) and Pat Donahue regarding Spokane City psilocybin mushroom decriminalization. Per SMC 2.02.040, upon receiving this report from the City Clerk, the City Council may pass the measure as proposed, reject the initiative measure and propose another one dealing with the same subject to be considered as council legislative, or submit the initiative measure to the voters on its own motion. If the City Council does not pass the measure as proposed or submit the initiative measure to the voters, the initiative and the ballot title and summary of the measure will be forwarded by the City Clerk to the city Hearing Examiner who shall issue a formal written opinion as to the legal validity and effect of the proposed measure. No action was taken by the City Council. Therefore, the measure will be forwarded by the City Clerk to the City Hearing Examiner.

Suspension of Council Rules

Motion by Council Member Kinnear, seconded by Council Member Burke, **to suspend** Council Rules to add items to the Consent Agenda; **carried unanimously**.

OPR 2019-0777 – Contract with K&L Gates, LLP

Motion by Council Member Kinnear, seconded by Council Member Mumm, **to add** to the (March 1 Current) Agenda the Contract Amendment with K&L Gates, LLP for legal advice and counsel to the City regarding energy productions and sales, renewable energy initiatives and options; **carried unanimously.**

Authorization to Apply for T-RAP Funds (OPR 2021-0148)

Motion by Council Member Stratton, seconded by Council Member Wilkerson, **to add** to the Consent Agenda the authorization to apply for Tenant Rental Assistance Program (T-RAP) funds from the Washington State Department of Commerce; **carried unanimously.**

Letter to Governor Inslee Regarding Increased Vaccine Allocations

Council Member Cathcart presented a motion, seconded by Council Member Burke, to include on the Current Consent Agenda, a letter to Governor Inslee regarding increased vaccine allocations for Eastern Washington mass vaccination clinic. Council discussion ensued, after which Council Member Cathcart withdrew his motion.

CONSENT AGENDA

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

Value Blanket Renewal No. 1 of 4 with Core & Main (Spokane Valley, WA) for coiled pit setter meter boxes—not to exceed \$350,000 (incl. tax). (OPR 2020-0087 / BID 5222-20)

Two-year Service Contract with Evergreen State Towing (Spokane) for Impounded and Abandoned RV Disposal Services from January 1, 2021, through December 31, 2022—not to exceed \$250,000. (OPR 2021-0130 / IRFP 5372-20)

Sub-recipient Agreement with Spokane County for the JAG 20 Edward Byrne Memorial Justice Assistance Grant (JAG) Program from October 1, 2019, through September 30, 2023—\$65,197.35 revenue. (OPR 2021-0131)

Contract Amendment with Willis Towers Watson Insurance Services (Seattle, WA) for insurance brokerage services from April 1, 2021, through March 31, 2022—\$60,000.

Contract with Community Minded Enterprises (Spokane) to operate the City's Community Access Television Channel (CMTV 14) as part of the City's Cable Franchise Agreement with Comcast Cable from January 1, 2021, through December 31, 2021—\$65,000. (OPR 2021-0132)

Designation of KSPS (Spokane) as Administrator of C.A.B.L.E. Peg Funds under Section 19 subsection (b) of the City's Cable Franchise from January 1, 2021, through December 31, 2021—\$65,000. (OPR 2021-0133)

Value Blanket with Two Rivers Terminal, LLC. (Pasco, WA) to supply Citric Acid 50% to Riverside Park Water Reclamation Facility from March 1, 2021, through February 28, 2024—\$330,000 (plus applicable taxes). (OPR 2021-0134 / RFQ 5378-21)

Contract Renewal No. 1 of 2 with Kemira Water Solutions, Inc. (Lawrence, KS) to supply liquid Aluminum Sulfate to Riverside Park Water Reclamation Facility from April 1, 2021, through March 31, 2022—\$2,188,600 (plus applicable taxes). (OPR 2018-0213 / BID 4442-18)

Contract Renewal No. 1 of 2 with Polydyne, Inc. (Riceboro, GA) to supply polymer to Riverside Park Water Reclamation Facility from March 1, 2021, through February 28, 2022—\$449,000. (OPR 2018-0127 / BID 4438-18)

Contract Extension No. 4 of 4 with BrandSafway Services, LLC. (Spokane Valley, WA) from April 1, 2021, through March 31, 2022—not to exceed \$450,000 (plus tax). (OPR 2017-0155 / RFB 4308-16)

Contract Amendment and Extension No. 1 of 2 with Divco, Inc. (Spokane) for scheduled and unscheduled maintenance on the HVAC systems at the Waste To Energy Facility from March 1, 2021, through February 28, 2022—not to exceed \$65,000 (incl. tax). (OPR 2018-0171 / RFB 4227-17)

Contract Extension No. 4 of 4 with CH2M Hill Engineers, Inc. (Jacobs Engineering) (Spokane) for groundwater monitoring and report writing services for the Northside and Southside Landfills from March 10, 2021, through March 9, 2022—not to exceed \$49,000. (OPR 2017-0140 / RFQ 4304-16)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through February 19, 2021, total \$6,594,272.47 (Check Nos. 577821-877903; ACH Payment Nos. 87354-87555), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$2,277,733.77. (CPR 2021-0002)
- b. Payroll claims of previously approved obligations through February 20, 2021: \$7,113,296.22 (Payroll Check Nos. 558475-558554). (CPR 2021-0003)

City Council Meeting Minutes: February 8 and February 18, 2021. (CPR 2021-0013)

Contract Amendment with K&L Gates, LLP (Seattle, WA) for legal advice and counsel to the City regarding energy productions and sales, renewable energy initiatives and options—\$30,000. Total contract amount: \$110,000. (OPR 2019-0777)

Authorization to apply for Tenant Rental Assistance Program (T-RAP) funds from the Washington State Department of Commerce. If awarded, these funds will be subgranted to providers that help prevent eligible households facing eviction from experiencing homelessness. (OPR 2021-0148) (Clerical Note: It was discovered following the meeting that the City Clerk did not read this item as part of the Consent Agenda. This was an inadvertent clerical error and the intent of the City Council was to have this item considered and approved as part of the Consent Agenda. The fact the item was not read does not negate the Council voting to approve the Consent Agenda as amended with the addition of the addendum.)

Initiative No. 2021-1-Psilocybin Mushroom Decriminalization (LGL 2021-0021)

As City Council took no action on Initiative No. 2021-1, this item will be referred to the Hearing Examiner for review and decision, pursuant to SMC 2.02.040. (Also see section of minutes above pertaining to this matter.)

Council Recess/Executive Session

The City Council adjourned at 4:17 p.m. The City Council reconvened at 6:00 p.m. for the Legislative Session.

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 was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson attended the meeting via WebEx.)

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

PROCLAMATIONS

March 2021 *American Red Cross Month*

Council Member Cathcart read the proclamation. The proclamation recognizes and celebrates the service provided to the people of the United States of America by the American Red Cross which was instituted by Franklin D. Roosevelt in 1943. Throughout its 105-year history, the American Red Cross serving the Greater Inland Northwest has supported the needs of the citizens of the community by providing critical aid to victims of disasters, from home fires to wind storms, teaching tens of thousands the skills that save lives, providing international connection to services and supporting service members, military families and veterans through outreach and engagement activities. The American Red Cross through its dedicated network of volunteers, donors and partners will continue to respond to challenges at home and abroad with compassion and generosity ensuring that help and hope is available that turn to the Red Cross during their time of need. Ryan Rodin, Executive Director of the Greater Inland Northwest Chapter, virtually accepted the proclamation and provided remarks.

Month of March 2021 *Developmental Disabilities Awareness Month*

Council Member Mumm read the proclamation. An intellectual or developmental disability affects more than 7,000 people in Spokane County and their families. Public awareness about the needs of people with developmental disabilities can help Spokane become a more welcoming City. People with developmental disabilities are a vibrant part of our community, improving the quality of life for all of us. The month of March has been designated Developmental Disabilities Awareness Month by a 1987 presidential proclamation. It is the goal of the 21st Century Workforce, the city of Spokane's supportive employment initiative, that the employ demographics of the City also reflect the community we serve. The proclamation urges all citizens to give full support to enabling people with developmental disabilities to live a full and productive life of inclusion in our community. John Lemus virtually accepted the proclamation and provided remarks in recognition of the event.

POINT OF PRIVILEGE

Council Member Wilkerson requested a point of privilege to thank Spokane and those who supported Black History Month.

BOARDS AND COMMISSIONS APPOINTMENTS

Ethics Commission (CPR 2006-0042) and Community, Housing, and Human Services Board (CPR 2012-0033)
Upon Unanimous Voice Vote, the City Council approved (and thereby confirmed) the following appointments:

Ethics Commission (CPR 2006-0042)

- Reappointment of Kenneth Hall to a three-year term from January 1, 2021, to December 31, 2023.
- Reappointment of Sarah O'Hare to a three-year term from January 1, 2021, to December 31, 2023.

Community, Housing, and Human Services Board (CPR 2012-0033)

- Appointment of Kathryn Alexander to a three-year term from January 1, 2021, to December 31, 2023, as the Community Assembly representative.

There was no **Administrative Report**.

There were no **Council Committee Reports**.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS**Resolution 2021-0013 (Council Sponsor: Council Member Cathcart)**

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

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2021-0013** setting a hearing before the City Council for April 12, 2021, for the vacation of the alley between Columbia Avenue and Joseph Avenue, from the east line of Julia Street to the west line of Myrtle Street, as requested by Dan Cantu.

Resolution 2021-0014 (CR: OPR 2021-01360) (Council Sponsor: Council President Beggs)

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

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2021-0014** declaring Nalco Chemical Company a sole source provider of conditioning chemicals (and associated equipment) for use in the high pressure boilers and steam system at the Riverside Park Water Reclamation Facility (RPWRF) and authorizing the purchase of conditioning chemicals (and associated equipment) from Nalco Chemical Company for \$332,800 plus tax and shipping without public bidding for a five (5) year term.

FINAL READING ORDINANCES**Final Reading Ordinance C36013 (Council Sponsor: Council Member Cathcart)**

After receiving an overview of Ordinance C36013 by Eldon Brown of Development Services and the opportunity for public testimony and Council commentary, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C36013** amending Ordinance C31697 that vacated Madelia Street from the north line of Fairview Avenue to Euclid Avenue except North Foothills Drive and the alley between Madelia Street and Pittsburg Street from Fairview Avenue to Euclid Avenue except North Foothills Drive.

Ordinance C36009 (Deferred from February 22, 2021, Agenda) (Council Sponsor: Council Member Kinnear)

After receiving an overview of Ordinance C36009 by Eldon Brown of Development Services, the opportunity for public testimony and Council commentary, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C36009** amending Ordinance C16202 vacating Third Avenue in the City of Spokane, from the west line of "A" Street to the east line of Audubon Street, and vacating Tenth Avenue from the west line of Julia Street to the east line of Rebecca Street (to release unnecessary easements that encumber property).

There were no **First Reading Ordinances**.

SPECIAL CONSIDERATIONS**2017–2021 Police Guild Tentative Agreement (OPR 2021-0135) (Council Sponsors: Council President Beggs and Council Members Cathcart, Kinnear, Mumm, and Wilkerson)**

The City Council received an overview and introduction of the 2017-2021 Police Guild Tentative Agreement by Mayor Nadine Woodward, Chief Financial Officer Tonya Wallace, and Spokane Police Chief Craig Meidl. Public testimony was then received, with one individual requesting to speak. Council commentary ensued, after which the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **approved** the 2017-2021 Police Guild Tentative Agreement.

There were no **Hearings**.

Council Recess

The City Council took a recess at 6:55 p.m. and reconvened at 7:02 p.m.

OPEN FORUM

Nichollette Ocheltree commented on the March 2, 2020, Council meeting, TCAP and protests at Planned Parenthood.

Alysa Johnson presented remarks advocating for low income grocery store workers and providing hazard pay during the pandemic.

Hanncel Sanchez commented on the lack of culture and responsive services in Spokane and the forming of Mujeres in Action, an organization that provides services for survivors of domestic violence and sexual assault.

Ana Trusty stated this past year highlighted many existing inequities in government and our social systems. She also provided remarks on a housing action subcommittee meeting held on February 24.

Fernanda Mazcot expressed concern regarding some language used by certain City Council members and spoke regarding developing a trusting relationship with City officials.

Ryann Louie referenced a meeting held last Wednesday with members of Council and the BIPOC community and expressed concern regarding what was said about the exclusion of certain types of people, and provided other remarks.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:23 p.m.

**STUDY SESSION MEETING MINUTES
SPOKANE CITY COUNCIL
Thursday, March 4, 2021**

A regularly scheduled Study Session of the Spokane City Council was held virtually on the above date at 11:02 a.m. in the City Council Chambers, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Beggs and Council Members Burke, Cathcart, Kinnear, Stratton, and Wilkerson were present via Webex. Council Member Mumm was absent. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling in.

Pursuant to Governor Jay Inslee's Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted in Phase 2 regions consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the City Council has decided to continue its meetings with remote access only and to not include an in-person attendance component.

The purpose of the meeting was to hold discussion on the following topics:

- 2021 Comprehensive Plan Amendments
- Transportation Program
- Council Meeting Procedure Discussion

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.

At 12:19 p.m., the City Council moved into an Executive Session for review of employee performance, potential litigation, and seeking legal advice. City Attorney Mike Ormsby was present during the Executive Session. At 12:35 p.m., Council President Beggs announced the Executive Session would be extended to 12:45 p.m. At 12:45 p.m., Council President Beggs announced the Executive Session would be extended again to 12:50 p.m., at which time the Executive Session ended.

The meeting adjourned at 12:50 p.m.

**STUDY SESSION MEETING MINUTES
SPOKANE CITY COUNCIL
Thursday, February 18, 2021**

A regularly scheduled Study Session of the Spokane City Council was held virtually on the above date at 11:04 a.m. in the City Council Chambers, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Beggs and Council Members Burke, Cathcart, Mumm, Stratton, and Wilkerson were present via Webex. Council Member Kinnear joined at 11:07 a.m. via Webex. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling in.

Pursuant to Governor Jay Inslee's Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted in Phase 2 regions consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the City Council has decided to continue its meetings with remote access only and to not include an in-person attendance component.

The purpose of the meeting was to hold discussion on the following topics:

- Haz Mat Spill Response Vehicle Grant
- Housing Action Plan
- Transit-Oriented Development Study
- Transportation Program Update

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.

Council President Beggs left at 12:03 p.m. and Council Member Mumm took over as Chair.

The meeting adjourned at 12:34 p.m.

General Notices

**Help make a difference
in your community.**



**You're invited to attend the next
Police Advisory Committee (PAC) Quarterly Public Meeting:
Thursday, March 18, 2021 at 5:30 pm**

**Virtual Meeting: To "attend", please register via this link:
https://zoom.us/webinar/register/WN_fdhDmQqaT1mT_pH8-twFRQ
Police Chief Craig Meidl and/or other members of the Spokane Police
Department will be present to deliver updates and to answer
community questions.**

PAC Serves as a Bridge from the Chief to the Community...

PAC is a collection of community group representatives who serve as an advisory group to the Office of the Chief of Police regarding community needs and concerns, as well as community responses to proposed police programs and priorities. PAC is looking for additional community group leaders to join this committee. If you are interested, please send a request for an application to anapolitano@spokanepolice.org or call (509) 625-4063.

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. C36016

An ordinance amending Ordinance No. C35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to establish and make changes in the appropriations of the Criminal Justice Assistance Fund and Information Technology 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 Criminal Justice Fund, and the budget annexed thereto with reference to the Criminal Justice Fund, the following changes be made:

FROM:	1910-99999 99999-	Criminal Justice Fund Unappropriated Reserves	<u>\$55,100</u>
TO:	1910-18100 23100-54321	Criminal Justice Fund Interfund IT Expense	<u>\$55,100</u>

Section 2. That in the budget of the Information Technology Fund, and the budget annexed thereto with reference to the Information Technology Fund, the following changes be made:

FROM:	5300-30210 99999-34870	Information Technology Fund Other Internal Service Charges	<u>\$55,100</u>
TO:	5300-73300 18880-01620	Information Technology Fund Senior Business Systems Analyst (from 0 positions to 1 position)	\$38,763
	5300-73300 18880-52110	Information Technology Fund Social Security	\$3637
	5300-73300 18880-52210	Information Technology Fund Retirement	\$4,572
	5300-73300 18880-52310	Information Technology Fund Medicare	\$6,774
	5300-73300 18880-52320	Information Technology Fund Dental Insurance	\$768
	5300-73300 18880-52330	Information Technology Fund Life Insurance	\$195
	5300-73300 18880-52340	Information Technology Fund Disability Insurance	\$147
	5300-73300	Information Technology Fund	

18880-52400

Life Insurance

\$64

\$55,100

Section 3. 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 create a new position for long-term support of the eSeries (criminal justice) solution, 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 March 8, 2021
Delivered to Mayor March 12, 2021

ORDINANCE NO. C36017

An ordinance amending Ordinance No. C35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of the Fire/EMS 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 Fire/EMS Fund, and the budget annexed thereto with reference to the Fire/EMS Fund, the following changes be made:

FROM:

FUND:	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
1970	Fire/EMS Fund	1970-93542-99999-33431	Dept of Ecology	\$100,000

TO:

FUND:	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
1970	Fire/EMS Fund	1970-93542-94000-56404	Vehicles	\$35,000
1970	Fire/EMS Fund	1970-93542-22200-53502	Minor Equipment	\$65,000
				\$100,000

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 an amendment to a Department of Ecology grant for HazMat vehicles & equipment, 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 March 8, 2021
Delivered to Mayor March 12, 2021

ORDINANCE NO. C36018

An ordinance amending Ordinance No. C35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of the Asset

Management Capital Fund and Arterial Streets 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 Asset Management Capital Fund, and the budget annexed thereto with reference to the Asset Management Capital Fund, the following changes be made:

FROM:	5901-99999 99999-	Asset Management Capital Fund Undesignated Reserves	<u>\$1,300,000</u>
TO:	5901-49854 97140-80101	Asset Management Capital Fund Operating Transfer to Arterial Streets	<u>\$1,300,000</u>

Section 2. That in the budget of the Arterial Street Fund, and the budget annexed thereto with reference to the Arterial Street Fund, the following changes be made:

FROM:	3200-49854 99999-39787	Arterial Street Fund Operating Transfer In from Asset Mgmt	<u>\$1,300,000</u>
TO:	3200-49854 75201-54201	Arterial Street Fund Contractual Services	<u>\$800,000</u>
	3200-95141 95300-56501	Arterial Street Fund Construction of Fixed Assets	\$500,000

Section 3. 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 create the necessary budget to expend the proceeds from the Sale of the Normandie Property, 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 March 8, 2021
Delivered to Mayor March 12, 2021

ORDINANCE NO. C36019

An ordinance amending Ordinance No. C35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to establish and make changes in the appropriations of the Emergency Rental Assistance 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 Emergency Rental Assistance Fund, and the budget annexed thereto with reference to the Emergency Rental Assistance Fund, the following changes be made:

FROM:	1760-95596 99999-33121	Emergency Rental Assistance Fund Grant Revenue	<u>\$6,695,536.90</u>
TO:	1760-95596 51040-54201	Emergency Rental Assistance Fund Contractual Services	<u>\$6,695,536.90</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 create a fund to deposit and contract

funds received from the Department of Treasury for Emergency Rental Assistance, 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 March 8, 2021
Delivered to Mayor March 12, 2021

ORDINANCE NO. C36020

An ordinance amending Ordinance No. C35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of various funds, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore, The City of Spokane does ordain:

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

FROM:	0020-99999	General Fund	
	99999	Unappropriated Reserves	<u>\$225,713</u>
TO:	0020-88100	General Fund	
	97140-80101	Transfers Out to Arterial Streets	<u>\$225,713</u>

Section 2. That in the budget of the U District Capital Fund, and the budget annexed thereto with reference to the U District Capital Fund, the following changes be made:

FROM:	3502-99999	U District Capital Fund	
	99999	Unappropriated Reserves	<u>\$1,700,000</u>
TO:	3502-36320	U District Capital Fund	
	97140-80101	Transfers to Arterial Streets	<u>\$1,700,000</u>

Section 3. That in the budget of the Asset Management Capital Fund, and the budget annexed thereto with reference to the Asset Management Capital Fund, the following changes be made:

FROM:	5901-79219	Asset Management Capital Fund	
	99999-38271	Other Long Term Debt Proceeds	<u>\$2,000,000</u>
TO:	5901-79219	U District Capital Fund	
	97140-80101	Transfers to Arterial Streets	<u>\$2,000,000</u>

Section 4. 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 record to record loan proceeds and the transfer of funds to Arterial Streets for the construction of the East Sprague project in the U District, 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 March 8, 2021
Delivered to Mayor March 12, 2021

Executive Orders

RECEIVED

MAR 09 2021

CITY CLERK'S OFFICE

**CITY OF SPOKANE
SPOKANE COUNTY, WASHINGTON****EXECUTIVE ORDER RELATING TO THE SPOKANE
EMPLOYEE RETIREMENT SYSTEM ELECTION**

WHEREAS, on February 29, 2020, Washington State Governor Jay Inslee ("Governor") issued a proclamation declaring a State of Emergency in all counties of the State of Washington in response to new cases of COVID-19 and has subsequently amended his proclamations to prohibit social gathering, closing all public and private schools statewide, and closing all non-essential businesses; and

WHEREAS, on March 16, 2020, Spokane Mayor Nadine Woodward issued an Executive Declaration of Civil Emergency or Disaster in the City of Spokane (the "Declaration") pursuant to SMC 2.04.030, which was ratified and amended by the Spokane City Council by Resolution No. 2020-0020 on March 23, 2020; and

WHEREAS, based on guidance from federal, state, and local public health experts, everyone in the Spokane community is urged to take immediate steps to practice social distancing, including maximizing telecommuting options, embedding social distancing into organizations by postponing non-time-sensitive meetings or conducting them virtually, and minimizing the chances of exposure to anyone with weakened or compromised immune systems; and

WHEREAS, the Governor has continued to extend the State of Emergency and also continues to encourage "social distancing, mask wearing and avoidance of public gatherings or meetings"; and

WHEREAS, pursuant to the Spokane Municipal Code, the Spokane Employees Retirement System ("SERS") administers the plan that provides services, including retirement benefits, to current and retired employees of the City which is governed by a Board of Directors ("Board") that includes elected employees of the City; and

WHEREAS, many employees of the City who are eligible to participate in the nomination and election process for the SERS Board are telecommuting to work and/or performing their work at locations other than the ones where they normally work, which adversely impacts their ability to meaningfully participate in the election process; and

WHEREAS, the SERS Board met on March 3, 2021, and voted unanimously to request the Mayor to take steps to postpone for four months the election for the Board position occupied by a City employee to facilitate maximum employee participation in the process;

NOW THEREFORE, AS THE MAYOR OF THE CITY OF SPOKANE, WASHINGTON, I ENTER THIS EXECUTIVE ORDER AS FOLLOWS:

Section 1 – Purpose and Intent.

As a result of the spread of COVID-19 and the impact of the public health, safety and welfare of the employees and residents of the City, alternative work locations for employees have been designated, adversely impacting the employees' opportunity to meaningfully participate in the election process for one of their representatives on the SERS Board. It is in the best interests of SERS and employees of the City to have maximum opportunity to be involved in the selection of the Board representative for SERS.

Section 2 – Modification of SERS Election Process in 2021 Only.

The election process for the SERS Board as contained in SMC 04.14.50 is modified for 2021 to be as follows:

- A. Candidates for the board are determined by nomination in the form of a notice of nomination signed by at least twenty (20) employees of the City who are members of the retirement system.
 - 1) An employee may sign more than one nomination.
 - 2) The city clerk gives notice of the dates for filing notices of nomination and of the election by posting notice in a prominent place in the city clerk's office. Notices are posted at least thirty (30) days prior to the date that nominations are to be received and at least thirty (30) days prior to the date of the election.
 - 3) Nominations must be received by the second Tuesday in ~~((April))~~ August and the election shall be held on the second Tuesday in ~~((May))~~ September.
 - 4) The city clerk causes absentee ballots to be printed and available the last week in ~~((April))~~ August. Absentee ballots are accepted up to the date of election and are counted with the ballots cast on Election Day.

Additionally, the Board member currently holding the Board position up for election in 2021 will continue to serve until the election is completed, at which time the winner of the election will begin his or her term of office.

////

////

DATED this day 8 of March, 2021

Nadine Woodward
Mayor Nadine Woodward

Attest:

Leri Effster
City Clerk

Approved as to form:

Michael C. Gandy
City Attorney

Date of Publication: 3/17/2021

Effective Date: 3/8/2021



Policies and Procedures

DocuSign Envelope ID: D859EA47-1773-417A-B467-E3564E2EF9E6

RESOLUTION NO. 2021-0002

A Resolution adopting various amendments to the City Council's Rules of Procedure.

WHEREAS, the City Council's Rules of Procedure may be amended by resolution and are amended from time to time, normally on an annual basis; and

WHEREAS, the City Council intends to amend its Rules of Procedure by the adoption of this resolution.


NOW THEREFORE, BE IT RESOLVED that the Spokane City Council hereby amends its City Council Rules of Procedure by adopting the attached 2021 City Council Rules of Procedure.

Passed by the City Council this 8th day of February, 2021.

DocuSigned by


City Clerk

Approved as to form:

DocuSigned by


Assistant City Attorney

DS



SPOKANE CITY COUNCIL RULES OF PROCEDURE

(2021 revision, adopted by Resolution No. 2021-0002 [February 8, 2021])
Table of Contents

RULE 1 - GENERAL PRINCIPLES	4
Rule 1.1 PURPOSE	4
Rule 1.2 DUTY OF MUTUAL RESPECT	4
Rule 1.3 DUTY OF ETHICAL CONDUCT	4
Rule 1.4 ROBERT'S RULES OF ORDER	5
Rule 1.5 AMENDMENT	5
RULE 2 – MEETINGS	5
Rule 2.1 PLACE AND TIME OF MEETINGS	5
Rule 2.2 OPEN FORUM	6
Rule 2.3 ADJOURNED MEETINGS	6
Rule 2.4 SPECIAL MEETINGS	7
Rule 2.5 STUDY SESSIONS	7
Rule 2.6 QUORUM	7
Rule 2.7 SERVICE ANIMALS AT CITY COUNCIL MEETINGS	7
Rule 2.8 FUNCTIONS OF MEETING AGENDA	8
Rule 2.9 INTRODUCTION OF ITEMS	8
Rule 2.10 AGENDA PROCESS	9
Rule 2.11 NOTICE BY AGENDA	9
Rule 2.12 SPECIAL MEETING NOTICES	9
Rule 2.13 THE CHAIR	9
Rule 2.14 ORDER OF BUSINESS	10
Rule 2.15 PARTICIPATION BY MEMBERS OF THE PUBLIC IN COUNCIL MEETINGS	12
Rule 2.16 PUBLIC TESTIMONY RE: LEGISLATIVE AGENDA ITEMS – TIME LIMITS	13
Rule 2.17 VOTING	15
Rule 2.18 SUSPENSION OF THE RULES	16
Rule 2.19 RECONSIDERATION	16
Rule 2.20 PARTICIPATION BY TELEPHONIC OR VIRTUAL MEANS	16
RULE 3 – ADJUDICATIVE APPEALS AND HEARINGS	16
RULE 4 – ORDINANCES AND FORMAL RESOLUTIONS	19
Rule 4.1 FILING	19
Rule 4.2 AMENDMENT	19
Rule 4.3 SUBJECT MATTER	20
RULE 5 – PROCESSING ORDINANCES	20
Rule 5.1 PUBLICATION, SIGNATURE AND RECORDING	20
Rule 5.2 VETO	21
RULE 6 – COMMITTEES	21
Rule 6.1 STANDING COMMITTEES – ESTABLISHMENT AND MEMBERSHIP	21
Rule 6.2 COMMITTEE PROCESS	22
Rule 6.3 INTER-GOVERNMENTAL COMMITTEES AND BOARDS	24
Rule 6.4 AD HOC COMMITTEES	24
Rule 6.5 BOARDS AND COMMISSIONS APPOINTMENT PROCESS	24
RULE 7 – MISCELLANEOUS	25
Rule 7.1 COUNCIL POSITION VACANCY	25
Rule 7.2 COUNCIL MEMBER DISCIPLINE	25
Rule 7.3 COUNCIL STAFF	26
Rule 7.4 COUNCIL OFFICE BUDGET	26
Rule 7.5 COUNCIL MEMBER AND STAFF ORIENTATION	26
Rule 7.6 COUNCIL MEMBER RESPONSIBILITIES	27

RULE 1 - GENERAL PRINCIPLES

Rule 1.1 PURPOSE

The Spokane City Council adopts these Rules to govern the conduct of City Council business. These Rules do not confer upon any person who is not a member of the Council any right to a particular procedure, nor do they affect the validity or legality of any Council action.

Rule 1.2 DUTY OF MUTUAL RESPECT

It is the constant duty of each Council member to treat each other, City staff, board and commission appointees, and the public with respect. Likewise, all persons who attend a Council meeting or interact with Council members or Council staff in any type of public forum or communication, regardless of the form or format, must act respectfully toward all persons. Mutual respect between Council members and towards staff includes, but is not limited to, not intentionally disclosing private information about a Council member or staff such as personal telephone numbers or home address without the permission of the Council member or staff.

Rule 1.3 DUTY OF ETHICAL CONDUCT

- A. Each Council member must uphold the constitution, laws, and regulations of the United States of America, the State of Washington and the Charter and ordinances of the City including, without limitation, chapter 01.04A, SMC (Code of Ethics), recognizing that federal and state laws pre-empt local laws. Should a Council member have a conflict of interest or become aware that they have or may have a conflict of interest, that Council member shall promptly inform the Council of the conflict of interest and abstain from any Council action in connection with that matter.
- B. Confidential information.
 - 1. No Council member may disclose confidential information to any person not entitled or authorized to receive the information. Notwithstanding the foregoing, the City Council may, upon the affirmative vote of six (6) Council members taken in an open meeting, authorize the release of specific information which would otherwise be deemed confidential information, including without limitation discussions held in executive session.
 - 2. For purposes of these rules, "confidential information" has the same meaning as the term is defined in SMC 01.04A.020(I) and SMC 01.04A.030(I)(1).
- C. No Council member may use or authorize the use of facilities of the City, directly or indirectly, for the purpose of assisting a campaign for election of a person to an office or for the purpose of or opposition to a ballot proposition. Council members shall comply with RCW 42.17A.555 (Use of public office or agency facilities in campaigns—Prohibition—Exceptions). Notwithstanding the foregoing, nothing in these Rules prevent any member of the public from exercising their rights to free expression by wearing clothing, buttons, or other attire which displays messages of a political nature in a Council meeting, so long as such conduct does not include the display of signs and/or disrupt the Council meeting.

Rule 1.4 ROBERT'S RULES OF ORDER

Matters of procedure not otherwise provided for herein are, insofar as practical, determined by reference to *Robert's Rules of Order, newly revised*.

Rule 1.5 AMENDMENT

These rules may be amended at any time by resolution of the City Council.

RULE 2 – MEETINGS

Rule 2.1 PLACE AND TIME OF MEETINGS

- A. As provided in SMC 02.01.010, the regular meeting of the City Council is at 3:30 p.m. every Monday in the Council Chambers. If a Monday is a City Holiday, that week's regular meeting may be held on the next day that is not a holiday if a quorum is available, unless cancelled at the discretion of the Council President.
- B. The 3:30 p.m. Council session is a briefing session in which the Council receives staff reports on matters of interest, committee reports, background information from staff regarding matters on the advance agenda for the next week's meeting and for that day's agenda, making any adjustments to the agenda and agreeing as to any issues of procedure for that day's meeting. Once the advance agenda has been reviewed, the City Council shall approve the agenda by motion.

- C. At the conclusion of the briefing session, there is an administrative session during which action will be taken on consent agenda items. Upon the request of any Council member, an item on the consent agenda may be considered and voted on separately from the consent agenda or carried over for Council consideration and possible action at that day's legislative session.
- D. At the conclusion of the administrative session, or at other time properly announced, the City Council may adjourn into executive session consistent with the OPMA. Before so doing, the Chair shall announce the subject matter of the executive session with as much particularity as will not frustrate the purpose of the executive session and the estimated duration of the executive session. The Council determines which person(s) shall attend each executive session.
- E. The 6:00 p.m. Council session is the legislative session, during which the Council may take public testimony, discuss and take action on agenda items, and hold the open forum. The Council President may combine specific agenda items for purpose of public comment and voting if there is no objection by attending Council Members, and if there is an objection, by majority vote.

Rule 2.2 OPEN FORUM

- A. At each meeting, after the conclusion of the legislative agenda, the Council shall hold an open public comment period until 9:30 pm, which may be extended by motion.
- B. At the beginning of the open forum session, staff will collect the sign-up sheet(s) and deliver them to the Chair. The order of the speakers and the appropriate time limits for the speakers will be determined at the discretion of the Chair. Each speaker shall be limited to no more than three minutes.
- C. No action, other than a statement of Councilmembers' intent to address the matter in the future, points of order, or points of information will be taken by Council members during an open forum.
- D. The open forum is a limited public forum; all matters discussed in the open forum shall relate to the affairs of the City and items not currently included on that week's current agenda or the next week's advance Council agendas. No person shall be permitted to speak in open forum regarding items on the current or advance agendas, pending hearing items, or initiatives or referenda in a pending election. Individuals speaking during the open forum shall address their comments to the Council President and shall not use profanity, engage in obscene speech, or make personal comment or verbal insults about any individual.

Rule 2.3 ADJOURNED MEETINGS

- A. At the conclusion of the legislative session, unless there is further business before the Council, the Chair shall adjourn the meeting until the next regularly scheduled Council meeting.
- B. Any meeting may be adjourned to a place and time set by motion. Unless otherwise specified in the motion, the meeting will be adjourned to the place and time fixed for the next regular meeting. If a regular meeting be adjourned to a place and time specified, that adjourned meeting is a regular meeting.
- C. If at the time fixed for the beginning of any meeting, or at any time in the course of a meeting, less than a quorum be present, the Council President, or in the President's absence any member, or if there are no Council members present then the City Clerk, shall declare the meeting adjourned to the next regular meeting.
- D. If a meeting is adjourned prior to the completion of the City Council's agenda, all matters on the agenda not disposed of shall be continued to the adjourned meeting. The City Clerk or other person designated by the Clerk shall post a written notice of adjournment conspicuously on or near the main door of the place of any meeting which has been adjourned. The notice shall be posted as soon as possible after the adjournment and shall state the fact of adjournment and the place and time to which the meeting was adjourned.
- E. At 9:30 p.m., absent an adopted motion to remain in session to a time certain, the Council's regular meeting shall be adjourned.

Rule 2.4 SPECIAL MEETINGS

A special meeting may be called by the Council President or by passage of a motion made during a regular meeting. All such special meetings shall be noticed in compliance with the OPMA and Rule 4.2 of these Rules.

Rule 2.5 STUDY SESSIONS

The Council President may schedule study sessions as needed for receiving information on staff matters, staff briefings,

and discussion among Council members on issues of public concern. Study sessions are held in a workshop format, with no public hearing, no Council action to dispose of any item unless the study session was noticed as a special meeting in compliance with the OPMA and Rule 4.2 of these rules. A quorum of the Council is not necessary in order to proceed with a study session, though a quorum is required for the Council to take any action to dispose of any item.

Rule 2.6 QUORUM

A quorum is four (4) or more Council members present and qualified to act, unless a particular action requires the affirmative vote of more than four. The quorum for the adoption of an ordinance making an emergency expenditure as provided in RCW 35.33.081 and 35.33.091, adoption of an ordinance effective immediately under subsection 19(a)(1) of the Charter, and override of a veto as provided in subsection 16(b) is five (5).

Rule 2.7 SERVICE ANIMALS AT CITY COUNCIL MEETINGS

- A. For purposes of these Rules, only dogs that are individually trained to do work or perform tasks for a person with a disability are recognized as service animals. Dogs or other animals whose sole function is to provide comfort or emotional support do not qualify as service animals under these Rules. Service animals are permitted to accompany people with disabilities in City Council meetings, as well as all areas where members of the public are allowed to go.
- B. Service animals must, at all times while present in a City Council meeting, be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices, in which case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- C. When it is not obvious what service an animal provides, City staff may only inquire (1) whether the dog is a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. City Staff shall not ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- D. Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- E. A person with a disability cannot be asked to remove their service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When one of these situations exists, City staff shall offer the person with the disability the opportunity to be present at the City Council meeting without the animal's presence.
- F. No person with a disability who uses a service animal will be isolated from other people or treated less favorably than another person in the conduct of a City Council meeting.
- G. City staff shall not be required to provide care or food for a service animal at a City Council meeting.

Rule 2.8 FUNCTIONS OF MEETING AGENDA

The agenda serves to introduce items to the Council, to establish the order of business and to give notice to the public. The notice of a special meeting is the agenda for such meeting.

Rule 2.9 INTRODUCTION OF ITEMS

- A. Resolutions and ordinances shall only be placed on a regular legislative meeting agenda by the Council President or any Council member, except as otherwise provided by Rule 5.6 (Suspension of Rules). No resolution or ordinance may be filed in OnBase for consideration on the legislative agenda unless it has first been presented in a committee or study session and is recommended by at least two committee members for consideration by the full Council.
- B. Regular meeting agendas are prepared by the City Clerk in the manner and format prescribed by the City Council and consistent with administrative policies and procedures and these Rules.

Rule 2.10 AGENDA PROCESS

- A. The process of submitting agenda items and preparing the agenda for all Council meetings shall be consistent with these Rules and any administrative policies and procedures governing Council meetings and agenda items. In a conflict between these Rules and an administrative policy and procedure, these Rules shall control.

- B. An agenda item is submitted using the agenda sheet presented to the City Clerk and in the template provided for in the exhibit to these Rules. No agenda item may be submitted to OnBase without first securing written confirmation from a Council Member that they will sponsor the item.
- C. The wording for the agenda item and the relevant information placed on the agenda sheet is provided by the person submitting the item. The City Clerk and City Attorney's office staff may edit agenda items for grammatical or typographical errors.
- D. Each Council member shall have the continuing duty to be familiar with all agenda items and all accompanying information.

Rule 2.11 NOTICE BY AGENDA

Except as provided below, the agenda is the only required meeting notice.

Rule 2.12 SPECIAL MEETING NOTICES

Notice of every special meeting shall be given in writing to every Council member, Council staff, the Mayor, the City Attorney, and to all parties who have on file with the City Clerk a request for such notices. The notice shall be delivered personally, electronically, by mail, by facsimile or otherwise, so as to be received at least 24 hours before the meeting or as otherwise provided for in RCW 42.30.080. The notice shall state the place and time of the meeting and the business to be conducted. The Council shall not make final disposition of any matter not included in the notice. Notices of special meetings are prepared by the City Council Office staff and issued by the City Clerk's office.

Rule 2.13 THE CHAIR

- A. The Council President, or in their absence or incapacity, the Council member elected by the Council to serve as Council President *pro tem* pursuant to SMC 03.01.120(A) (each of whom is referred to in these Rules as "the Chair") shall preside over meetings of the Council and cause the business of the Council to be transacted in accordance with these rules. The presiding officer may yield the Chair to another Council member to conduct a portion of the meeting. If the Council President *pro tem* is unavailable, the Council member of seniority of tenure on the Council shall preside.
- B. The Chair shall determine all questions of parliamentary procedure, subject to appeal as provided in this Rule 5.1.2, but shall liberally grant leave to the City Council's Policy Director and/or City Attorney to speak to the question. A ruling of the Chair can be appealed, before the ruling is acted on, by any Council member's announcement of an appeal, which appeal is perfected by receiving a second. The Chair shall then state the question in terms of upholding the ruling and may state the reasons for the ruling. Then the member appealing has the floor to open debate on the appeal. Upon the close of debate, the Council shall vote on the appeal.
- C. The Chair may not make a motion. The Chair may second a motion only if there is no other second and only for the purposes of discussion. The Chair may vote as any other Council member.
- D. The Chair has the authority to recess, subject to appeal, any meeting when noise, disturbance, indecorum, or other circumstances warrant a recess to enable the Council to conduct its meeting in an appropriate manner. The Chair may direct any person disrupting the meeting to be removed from the chambers or to otherwise eliminate a source of disruption.
- E. The Chair has the authority to recess a meeting in the appropriate circumstances.

Rule 2.14 ORDER OF BUSINESS

- A. Briefing Session.
The regular order of business in a briefing session is as follows:
 - 1. Roll call;
 - 2. Council or staff reports of matters of interest;
 - 3. Background information from staff regarding matters on the advance agenda;
 - 4. Discussion of and any adjustments to the advance agenda for the following week's meeting;
 - 5. Approval by motion of the advance agenda;

6. Any new background for items on the current agenda; and
 7. Discussion of and any adjustments to the current agenda.
- B. Administrative Session.
The regular order of business in an administration session is as follows:
1. Reading of consent agenda items by the Clerk;
 2. Request(s) by an individual Council member, if any, to consider any specific consent agenda items separately from the consent agenda or to move specific consent agenda items to the legislative session for consideration;
 3. Action on the consent agenda; and
 4. Action on any items considered separately from the consent agenda.
- C. Executive Session.
The business of an executive session is determined case by case within the restrictions of the OPMA and other provisions of state law.
- D. Legislative Session.
The regular order of business in a legislative session is as follows:
1. Pledge of Allegiance;
 2. Words of inspiration and special introductions;
 3. Roll call to establish the presence of a quorum;
 4. Council and Committee reports;
 5. Announcement of adjustments to the agenda;
 6. Council appointments and approval of Mayoral appointments;
 7. Report from the Administration and boards and commissions;
 8. Reading of each agenda item by the Clerk;
 - a. Report by staff and questions to staff;
 - b. Testimony from members of the public concerning the agenda item;
 - c. Deliberation by Council, and such further dialogue with staff and citizens as Council may desire, including any motions by Council members concerning the agenda item; and
 - d. Vote.
 9. Open forum; and
 10. Adjournment.
- E. Items shall be acted upon in the order in which they appear on the agenda; provided, items may be taken out of order, combined, or separated at the Chair's discretion, absent the objection of a majority of the Council. Items on the agenda may be grouped under various headings or sections and entire sections may be read and acted upon at one time at the discretion of the Chair absent the objection of a majority of the Council.
- F. All City Council appointments or Mayoral appointments which require City Council approval shall be announced and voted upon by motion during the legislative session; provided, that the confirmation of mayoral nominations of department heads, the City Clerk, and the City Attorney, pursuant to Section 24 of the City Charter, shall be by resolution.

- A. Members of the public may address the Council regarding the following items on the Council's legislative agenda: first and final readings of regular and special budget ordinances, emergency ordinances, special consideration items, hearing items, and other items before the City Council requiring Council action, except those that are adjudicatory or solely administrative in nature. This rule shall not limit the public's right to speak during the open forum.
- B. No member of the public may speak without first being recognized for that purpose by the Chair. Except for named parties to an adjudicative hearing, a person may be required to sign a sign-up sheet and provide their city of residence as a condition of recognition. Council members must be recognized by the Chair for the purpose of obtaining the floor.
- C. Each person speaking in a public Council meeting shall verbally identify themselves by name, city of residence, and, if appropriate, representative capacity.
- D. Each speaker shall follow all written and verbal instructions so that verbal remarks are electronically recorded, and documents submitted for the record are identified and marked by the Clerk.
- E. In order that evidence and expressions of opinion be included in the record and that decorum befitting a deliberative process be maintained, no modes of expression not provided by these rules, including but not limited to demonstrations, banners, signs, applause, profanity, vulgar language, or personal insults will be permitted.
- F. A speaker asserting a statement of fact may be asked to document and identify the sources of the factual datum being asserted.
- G. When addressing the Council, members of the public shall direct all remarks to the Council President, shall refrain from remarks directed personally to any Council Member, and shall confine remarks to the matters that are specifically before the Council at that time.
- H. When any person, including members of the public, City staff, and others, are addressing the Council, Council members shall observe the same decorum and process, as the rules require among the members *inter se*. That is, a Council member shall not engage the person addressing the Council in colloquy but shall speak only when granted the floor by the Council President. All persons and/or Council members shall not interrupt one another. The duty of mutual respect set forth in Rule 1.2 and the rules governing debate set forth in *Robert's Rules of Order, newly revised*, shall extend to all speakers before the City Council. The City Council's Policy Director and/or City Attorney shall, with the assistance of Council staff, assist the Council President to ensure that all individuals desiring to speak shall be identified, appropriately recognized, and provided the opportunity to speak.

Rule 2.16 PUBLIC TESTIMONY REGARDING LEGISLATIVE AGENDA ITEMS – TIME LIMITS

- A. The City Council shall take public testimony on all matters included on its legislative agenda as described at Rule 2.16(A), with those exceptions stated in Rule 2.17(B). Public testimony shall be limited to the final Council action, except that public testimony shall be allowed at the first reading of ordinances. Public testimony shall be limited to three (3) minutes per speaker, unless, at their discretion, the Chair determines that, because of the number of speakers signed up to testify, less time will be needed for each speaker in order to accommodate all speakers. The Chair may allow additional time if the speaker is asked to respond to questions from the Council.
- B. No public testimony shall be taken on items on the Council's consent agenda, amendments to legislative agenda items, or solely procedural, parliamentary, or administrative matters of the Council, including amendments to these Rules.
- C. For legislative or hearing items that may affect an identifiable individual, association, or group, the following procedure may be implemented at the discretion of the Council President:
 - 1. Following an assessment by the Chair of factors such as complexity of the issue(s), the apparent number of people indicating a desire to testify, representation by designated spokespersons, etc., the Chair shall, in the absence of objection by the majority of the Council present, impose the following procedural time limitations for taking public testimony regarding legislative matters:
 - a. There shall be up to fifteen (15) minutes for staff, board, or commission presentation of background information, if any.
 - b. The designated representative of the proponents of the issue shall speak first and may include within their presentation the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. Up to thirty (30) minutes may be granted for the proponent's presentation. If there be more than one designated representative, they shall allocate the allotted time between or among themselves.

- c. Following the presentation of the proponents of the issue, three (3) minutes shall be granted for any other person not associated with the designated representative of the proponents who wishes to speak on behalf of the proponent's position.
 - d. The designated representative, if any, of the opponents of the issue shall speak following the presentation of the testimony of expert witnesses, visual displays, and any other reasonable methods of presenting the case. The designated representative(s) of the opponents shall have the same amount of time which was allotted to the proponents.
 - e. Following the presentation by the opponents of the issue, three (3) minutes shall be granted for any other person not associated with the designated representative of the opponents who wishes to speak on behalf of the opponents' position.
 - f. Up to ten (10) minutes of rebuttal time may be granted to the designated representative for each side, the proponents speaking first, the opponents speaking second.
2. In the event the party or parties representing one side of an issue has a designated representative and the other side does not, the Chair shall publicly ask the unrepresented side if they wish to designate one or more persons to utilize the time allotted for the designated representative. If no such designation is made, each person wishing to speak on behalf of the unrepresented side shall be granted three (3) minutes to present their position, and no additional compensating time shall be allowed due to the fact that the side has no designated representative.
 3. In the event there appears to be more than two groups wishing to advocate their distinct positions on a specific issue, the Chair may grant the same procedural and time allowances to each group or groups, as stated previously.
- D. The time taken for staff or Council member questions and responses thereto shall be in addition to the time allotted for any individual or designated representative's testimony.

Rule 2.17 VOTING

- A. Except where a majority plus one vote is required, (e.g., Charter section 19, RCW 35.33.081), and unless otherwise provided herein, all motions, except a motion to adjourn (which passes by a majority of votes cast), to carry must receive at least four (4) affirmative votes.
- B. If a motion receives a majority of favorable votes, but less than four, and if further voting cannot produce four votes for any motion, either:
 1. The matter will be continued, or
 2. if it appears that because of disqualification or other reason the Council will not obtain four votes for any motion to dispose of the matter, it shall be declared that no action was taken, and the status quo shall prevail.
- C. Upon a tie vote, the status quo prevails and the matter upon which the vote was cast.
- D. The votes on any ordinance or formal resolution shall be individually taken and recorded. As to any other matter (such as motions), voting shall be by voice vote unless a member requests, prior to action on the next item of business, a roll call vote. Unless otherwise required due to the technical limitations of the specific meeting method or forum, the alternative to voice vote shall be the electronic voting tally system currently in use in the Council Chambers.
- E. In all cases of voting by other than voice vote, the City Clerk shall record the names of those voting on each side of the question and of those abstaining. In cases of voice vote, it shall be sufficient for the Chair to announce, and the record to reflect, whether the motion carried or failed. Regardless of method of voting, each Council member shall have the right to explain the reasons for their vote and such a request shall be regarded as a point of personal privilege.
- F. A Council member may abstain from voting on any matter before the Council if they have a direct personal or financial interest in the matter before the Council which is not held in common with other members of the Council. In order to abstain from voting, a Council member must describe to the Council President the basis for the abstention in an open public meeting prior to the vote.

Rule 2.18 SUSPENSION OF THE RULES

These Rules may be temporarily suspended for a particular matter or meeting by the affirmative vote of a majority plus

one of the Council members present at the meeting. Motions to suspend the rules must specify the general purpose of the suspension (e.g., "Motion to suspend the rules for the purpose of adding three items to the agenda.")

Rule 2.19 RECONSIDERATION

A Council member who voted on the prevailing side regarding an item voted on during an administrative session may move reconsideration of that item at that day's legislative session or at the next briefing session. All legislative decisions of the City Council regarding ordinances, resolutions, and hearing items are final. When permissible, a Council member may re-submit a subsequent ordinance or resolution to repeal or modify a prior City Council action.

Rule 2.20 PARTICIPATION BY TELEPHONIC OR VIRTUAL MEANS

- A. A Council member may participate telephonically in all or part of a Council meeting if:
1. Prior approval is given by the Council President for good cause, whose approval shall not be unreasonably withheld;
 2. All persons participating in the meeting are able to hear each other at the same time, such as by the use of a speaker phone; and
 3. The Council member participating telephonically shall have reviewed all of the applicable material and participated in the relevant portion of the Council meeting related to the topic to which the Council member is voting on.
- B. Any technical prohibitions or difficulties that prevent all parties present at the Council meeting from adequately communicating with one another will negate any authorization previously given by the Council President.

RULE 3 – ADJUDICATIVE APPEALS AND HEARINGS

- A. Adjudicative hearings are quasi-judicial hearings involving named parties. Testimony during adjudicative hearings is limited to the parties involved in the hearing. Public testimony is not accepted in adjudicative hearings. Where procedures for appeals and hearings have been established by ordinance, the Council shall follow those procedures. If a conflict arises between the ordinance and Council rules, the ordinance shall prevail. Where there are no established procedures for an adjudicative appeal or hearing, the Council shall implement the following procedure.
- B. No person shall be allowed to discuss any matter pending hearing with any member or members of the Council except in the Council Chambers in the regular course of a Council meeting. Each Council member shall vigorously strive to avoid any outside communication from anyone in any form concerning a matter pending hearing or decision. If an outside contact cannot be avoided, the Council member shall immediately make a note of the contact and shall at the beginning of the Council's hearing on the matter announce the fact of the contact, the identity of the person, and the substance of the communication. If the communication be in written form, the Council member shall as soon as possible file it with the City Clerk.
- C. When the Council's discussion and vote on a hearing item is at a meeting other than the hearing, it shall be the obligation of every Council member participating in the action to be familiar with the facts in order to reach an informed, independent judgment. When a member discussing or voting on the matter was not present at the hearing, that member will have familiarized themselves with the hearing item based upon any audio or video recording of the hearing and all documents contained in the record. A Council member shall not be briefed by anyone except in an open meeting.
- D. Council members shall disqualify themselves from participating in a hearing whenever bias, interest, or other influences will prevent or appear to prevent them from exercising fair-minded, independent judgment on the facts and established policy. Disqualifying influences include prejudgment of the issues that cannot be swayed by the facts in evidence, a partiality or personal bias for or against a party, and a personal pecuniary interest in the subject matter. Examples of disqualifying bias include a close personal, family, or business relationship with a party, ownership of property the value of which might be affected by the decision, and a business or personal financial situation that might be affected by the decision.
- E. Should a Council member be aware of circumstances which might appear to disqualify them, they can either disqualify themselves or explain the circumstances before the hearing and let the rest of the Council, by majority vote, decide whether they can participate. Should the Council be aware of circumstances which might appear to disqualify a member, the Council may, by majority vote, disqualify the member. The Council's discussion concerning disqualification of a member may occur in executive session. A disqualified member shall be absent from the dais during the hearing and during discussion and voting.

- F. In all adjudicatory appeals and hearings, Council members are acting in their quasi-judicial capacity and shall comply with all applicable provisions of state law including the appearance of fairness doctrine (Chapter 42.36 RCW) and the code of ethics for municipal officers in contract interests (Chapter 42.23 RCW).
- G. Adjudicatory Appeal Hearing Procedures.
At the hearing on the appeal, the following rules apply:
1. Oral argument on appeal is limited to parties of record.
 2. Oral argument on appeal is limited to thirty minutes per side. If there is more than one appellant or more than one person wishing to present oral argument on appeal, the total time allowed to all such persons is thirty minutes. Any time reserved for rebuttal or surrebuttal is deducted from the time allowed for opening argument. Time taken to respond to questions from the City Council is not deducted from the time allowed for argument.
 3. Argument is presented first by the appellant in support of the appeal followed by the respondent in opposition to the appeal.
 4. No new evidence may be presented during oral argument. Matters found by the hearing officer or body to be facts in the record are presumed to be true and accurate. Oral argument is limited to stating why the record does or does not support the decision.
 5. The City Council may not consider any new facts or evidence on appeal. The City Council's review of appeals is limited to the record prepared by the hearing officer or body, including the verbatim transcript of the hearing, the written appeal, memoranda submitted, and, if permitted, oral arguments presented in accordance with the requirements of this section. Closed record appeals before the City Council must be concluded within 90 days of the date the appeal is filed unless all parties agree to a longer period.
 6. Supplemental documents.
 - a. The parties to the appeal may file memoranda regarding the appeal. Such memoranda must be filed by the agenda deadline for the meeting preceding the meeting set for consideration of the appeal.
 - b. Any replies to the memoranda must be filed by the agenda deadline for the meeting set for consideration of the appeal.
 - c. The City Clerk distributes such memoranda and responsive documents to all parties to the appeal, the City Council, the City Attorney, the Planning Director, and the Hearing Examiner.
 - d. Neither memoranda nor responses may contain any new facts or evidence or discuss matters outside the record. They are limited to stating why the record does or does not support the decision.
- H. The City Council may supplement these rules in a case-by-case situation in order to provide due process to all participants in a hearing.

RULE 4 – ORDINANCES AND FORMAL RESOLUTIONS

Rule 4.1 FILING

- A. Unless impractical in a given case, ordinances and resolutions shall be filed with the Clerk by the advance agenda (Wednesday at 12:00 p.m.) deadline. Copies of ordinances and resolutions submitted by the advance agenda deadline shall be included in the Council's packet which will be made available by the second Friday preceding the meeting for which the ordinance is on the agenda. In any event, an ordinance or resolution must have been filed with the Clerk prior to the meeting of which it is an agenda item. No ordinance or resolution, except emergency measures, shall be passed until it has been on file with the Clerk for at least three (3) business days, including the day of the Council meeting.
- B. If an ordinance or resolution has not been on file with the Clerk for at least three (3) business days, its reading shall be a reading in full. If an ordinance or formal resolution has been so pre-filed, it shall be sufficient reading to read its title or a summary.
- C. Each ordinance or resolution shall have a succinct, plain-language title and summary which briefly describes its purpose and effect. Every sponsor shall, when filing the same with the City Clerk, specify the committee of origin for the ordinance or resolution and the name of the Council Member who is the sponsor of the ordinance or resolution. Subject to Rule 5.6 (Suspension of Rules), every ordinance or resolution must be first presented in a committee

before it may appear on the Council's agenda for first reading (for ordinances) or for Council consideration (for resolutions).

- D. Each ordinance or resolution which would have an impact on the fiscal condition of the City must note that fact on the agenda sheet and be accompanied by a brief description of the fiscal impact of the ordinance or resolution on the current year's budget.

Rule 4.2 AMENDMENT

- A. Amendment of the wording of an ordinance or resolution which appears on the current or advance Council agenda is accomplished by motion. Amendments to an ordinance or resolution should be in writing and circulated to all Council members and the City Clerk by no later than noon of the day of the meeting at which the ordinance or resolution is to be considered. Wherever practical, proposals for amendment to an ordinance or resolution should be forwarded to Council staff by the Friday preceding the meeting at which the ordinance or resolution is to be considered. Ordinances and resolutions which are amended by oral motion at the City Council's legislative session and not circulated in writing prior to the meeting shall be carried over to the next legislative session for Council action on the amended ordinance or resolution unless such oral amending motion is made under a suspension of the rules.
- B. Only the Council member who is the sponsor of the ordinance or resolution may, absent objection, substitute a revised version of the ordinance or resolution for the one in the agenda packet between readings or between meetings when the differences between the two versions are, in the opinion of the sponsor, minor. If a Council Member objects to the substitution, then such substitution may only be accomplished by adoption of a motion of the Council. If the substituted ordinance or formal resolution makes a significant substantive change from the earlier version, the substitution shall be done only by motion of the Council.
- C. The deletion of an emergency clause converts the ordinance to a regular ordinance which requires a second reading at a subsequent meeting. The addition of an emergency clause requires the ordinance to be deferred to allow public hearing.

Rule 4.3 SUBJECT MATTER

The Council shall not consider or pass any ordinance or resolution the subject matter of which is not directly related to local affairs or municipal business or if action by the City Council does not result in the adoption of a new or amendment to an existing ordinance or resolution or affect any City policy or practice.

RULE 5 – PROCESSING ORDINANCES

Rule 5.1 PUBLICATION, SIGNATURE AND RECORDING

- A. An ordinance passed by the City Council shall, within five (5) days thereafter, be presented to the Mayor.
- B. An ordinance:
1. Making the annual tax levy,
 2. Adopting the original annual budget,
 3. Making appropriations,
 4. Implementing a local improvement district or confirming the assessments therefor,
 5. Which is an emergency or special budget ordinance,
 6. Which is an emergency ordinance, or
 7. Which has been approved by the electors by referendum or initiative shall become effective immediately upon passage.
- C. Ordinances signed by the Mayor, and the approved parts of ordinances that have been partially vetoed, will thereupon be filed with the Clerk for recording and publication if not already published.
- D. Ordinances not signed by the Mayor after ten (10) days will be filed with the Clerk for signature, recording and publication as necessary.

Rule 5.2 VETO

If, within ten (10) days of presentment, the Mayor vetoes an ordinance or part of an ordinance, the ordinance or part thereof, along with the veto message (if any), is returned to the City Council, which shall provide a copy to the City Clerk. The City Clerk shall schedule the matter for consideration for the next available Council meeting, if requested by a City Council member. If, within thirty (30) days of the Mayor's veto or partial veto, the ordinance receives at least five (5) votes for passage, it shall thereupon take effect. Such ordinance will then be signed by the Council President or two Council members and filed with the City Clerk for publication and recording.

RULE 6 – COMMITTEES**Rule 6.1 STANDING COMMITTEES – ESTABLISHMENT AND MEMBERSHIP****A. There shall be four (4) standing committees, as follows:**

1. Public Safety and Community Health;
2. Finance and Administration;
3. Urban Experience;
4. Public Infrastructure, Environment and Sustainability.

B. Committee membership shall be comprised of a minimum of one (1) council member from each council district, and additional members as desired. Standing committees composed of more than three (3) Council members shall be noticed as meetings of the Council where no legislative action shall occur.**C. The Council President shall chair each study session, Administrative Session and Legislative Session of the City Council. All committee chairs and vice-chairs shall be determined by majority vote of the Council and shall preside over the meetings of their respective committees.****D. The Council shall confirm the standing committee membership and leadership by resolution adopted no later than the second meeting in January of each year or as soon thereafter as possible.****Rule 6.2 COMMITTEE PROCESS****A. The purposes of standing committee meetings are to provide the city administration and city staff an opportunity to update members of the committee regarding department programs, plans, and other administrative activities and future City Council administrative items, to brief the Council on future legislative agenda items, and to discuss strategic initiatives with the City administration and measuring progress of these initiatives. Any legislative items should be in final draft form at the committee presentation.****B. All standing committees shall be video recorded and open to the public using the appropriate method (i.e., webcasting or streaming when physical presence is not possible due to law or regulation) except during such time as the committee is in executive session consistent with the OPMA. No public testimony is taken during standing committee meetings. Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff and other individuals recognized by the committee. Participation by Council Members, including deliberation and voting, shall be limited to the appointed Council members. Upon motion of the City Council, a standing committee meeting may be conducted as a meeting of the full City Council, in which case, a special meeting notice shall be issued, and the meeting shall be conducted in a study session format.****C. Each committee shall meet monthly at 1:15 p.m. in the Council Chambers, except where cancelled or rescheduled to a different time at the discretion of the chair, in the following order:**

1. Public Safety and Community Health: First Monday of each month
2. Urban Development: Second Monday of each month
3. Finance and Administration: Third Monday of each month
4. Public Infrastructure, Environment, and Sustainability: Fourth Monday of each month
5. If there is a fifth Monday in a month, that date is reserved for an additional study session if needed and as convened by the Council President.

6. If a committee meeting falls on a scheduled City Holiday, the chair may cancel the meeting or reschedule it for a Monday morning in the same month.
- D. Committee meeting agendas are formalized under the following process:
1. Three Wednesdays prior to the scheduled committee meeting, the chair's legislative aide or administrative staff will circulate a request for agenda items.
 2. No later than 5 p.m. on the Wednesday occurring 12 days before the committee meeting, suggested agenda items and briefing papers (for both consent and discussion items) are due to be submitted to the legislative aides or administrative staff who circulated the request for agenda items.
 - a. At that time, the briefing paper template should be filled out and must indicate whether the preparer prefers the item to be a consent item or a discussion agenda item.
 - b. Agenda items that require no discussion at committee meetings (consent items) can be placed on any committee's agenda.
 - c. As many supporting documents as are available should be attached to the briefing paper.
 3. By the Friday occurring 10 days before the committee meeting, the preliminary agenda, with briefing papers, is to be sent out to all Council Members for review.
 4. No later than 5 p.m. on the Monday occurring 1 week before the committee meeting, Council Member requests for additional information on any agenda item are due.
 5. At any time after briefing papers are submitted, the committee Chair, Vice Chair and administrative leads meet at least once to create and/or finalize the agenda.
 6. The Wednesday at 5 p.m. prior to the committee meeting is the deadline for all supporting documents for briefing papers and addenda, if any.
 7. After the final agenda is approved by the Chair, the legislative aide or administrative staff circulates the final agenda by 5pm on the Thursday prior to the committee meeting.
 8. Any deviation from the schedule above (accepting briefing papers past the deadlines for example), must be approved by the Committee Chair.
 9. All Committee agenda items must have at least one Council member identified as a sponsor of the item before being placed on a committee agenda. If staff need help identifying a sponsor, they should consult with the Committee Chair, Vice Chair or their Legislative Assistants.

The regular order of business for committee meetings is as specified in the Agenda Template document attached as an exhibit to these Rules.

- E. Each item presented in committee must be accompanied by a briefing paper, using the Briefing Paper Template attached as an exhibit to these Rules, and any additional briefing or research documents necessary, unless waived in the particular case by the committee chair.
- F. Each ordinance or resolution must be presented by the Council sponsor or their designee in the appropriate committee which corresponds to the subject matter of the ordinance or resolution before it may be filed in OnBase for inclusion on the Council's legislative agenda. With the consent of the Council President, this requirement may be met by conducting a presentation of the item in a regular Council study session which has been noticed as a public meeting. Committee chairs may authorize the consideration of items outside the subject matter of their Committee.
- G. By declaration of the Chair (subject to a seconded appeal) or by motion of the Council, any matter before the Council may be referred to a committee, except that no committee shall investigate the facts of, nor shall any member or members of the Council take independent action on, any pending or contemplated adjudicated matters.

Rule 6.3 INTER-GOVERNMENTAL COMMITTEES AND BOARDS

Unless governed by other regulations, statutes, or ordinances, the nomination of the full slate of Council members to inter-governmental committees or boards shall be made by the Council President, subject to confirmation by a majority of the City Council. All appointments shall be made consistent with the governmental documents creating the inter-governmental committee.

Rule 6.4 AD HOC COMMITTEES

Ad hoc committees with specified functions may be established for a designated term or for a specific task or to advise the Council on specific subject matter, by resolution. Unless specified in the resolution which created the ad hoc committee, matters of committee business such as the appointment process and qualifications for membership, the number of members, and the deadline for any resulting reports of the ad hoc committee shall be determined by the committee itself.

Rule 6.5 BOARDS AND COMMISSIONS APPOINTMENT PROCESS

The Council shall interview Mayoral nominees for appointment to boards and commissions and shall take action on each such nomination in an open public meeting.

RULE 7 – MISCELLANEOUS**Rule 7.1 COUNCIL POSITION VACANCY**

- A. Upon receipt of a written notice of a vacancy or an impending vacancy of a City Council position other than that of Council President, the Council President or designee shall announce the vacancy within seven (7) days of the receipt of the vacancy notice occurring and call for interested parties to submit their applications for consideration by a deadline stated by the Council President set with concurrence of the Council.
- B. Upon the close of the deadline, each member of the Council shall review the applications, interview on an individual basis whichever applicant they desire to interview, and notify the Council President of the names of the individuals who they believe should be interviewed by the entire City Council.
- C. The Council President shall compile the Council members' list of candidates to be interviewed and schedule the compiled list of candidates to be interviewed by the entire City Council.
- D. The Council shall conduct interviews of each individual candidate selected for interviews in an open public meeting. No public comment is permitted in such public meetings.
- E. Upon completion of the interviews, the Council, pursuant to RCW 42.30.110(1)(h), may go into executive session to evaluate the qualifications of each candidate.
- F. The Council shall take final action appointing a candidate to fill the vacancy during an open public meeting.
- G. Provisions regarding the selection of a candidate for a City Council vacancy not set forth by these rules shall be determined by the City Council by motion during an open public meeting.
- H. If the Council President position becomes vacant, the City Council may elect to appoint one of the existing Council members to fill the position of Council President without following the selection procedure set forth above. If, upon a motion of the City Council, the City Council decides to consider someone other than an existing Council member to fill the vacant position of Council President, the City Council shall follow the selection procedure set forth above.

Rule 7.2 COUNCIL MEMBER DISCIPLINE

Council members may be subject to disciplinary action only by motion adopted by the affirmative vote of five (5) members of the Council, taken in an open public meeting. Disciplinary action may be based on violation of these Rules, the City Ethics Code (SMC 01.04A), or any standards of behavior expected of elected officials, including apparent conflicts of interest, and may include, without limitation, censure, removal from membership on a standing committee, or removal from membership on an intergovernmental board or commission.

Rule 7.3 COUNCIL STAFF

- A. Each Council Member has the sole authority to hire, direct, and discharge one legislative assistant.
- B. While all Council Members have the authority to direct a member of shared council office staff, pursuant to Charter Section 9 and SMC 02.005.030, the City Council delegates the power to hire, supervise and discharge central Council office staff to the Council President, subject to reversal by a vote of the majority of the Council Members other than the Council President.
- C. On a quarterly basis, central Council office staff shall present in a study session to all Council Members, a progress report on their ongoing duties and projects.

Rule 7.4 COUNCIL OFFICE BUDGET

- A. Any Council Member may propose to allocate funding from the approved Council office budget beyond that which is reserved for the salaries of Council Members, personal staff, and approved shared council office staff.
- B. All Council office budget allocation proposals over \$10,000 that differ from the adopted Council budget must be approved by the affirmative vote of four (4) Council Members at an open public meeting.
- C. On a quarterly basis, a directed member of the shared Council office staff shall make available to all Council Members a report on the status of and balances of all individual line items in the Council office budget.

Rule 7.5 COUNCIL MEMBER AND STAFF ORIENTATION

- A. New Council members and newly appointed staff shall receive on-boarding and orientation meetings and information within thirty (30) days of their swearing-in or appointment.
- B. Orientation materials shall be generated by shared Council staff and shall consist of at least the following:
 - 1. Charter and Spokane Municipal Code overview;
 - 2. Overview of the city's budget process and statutory budget requirements;
 - 3. Overview of the Council rules of procedure and meeting process;
 - 4. Summary of often-cited parliamentary process (i.e., motions, decorum, etc.); and
 - 5. Overview of all standing and outside boards and commissions to which Council members are appointed, including their functions, history, and composition.

Rule 7.6 COUNCIL MEMBER RESPONSIBILITIES

- A. A time commitment of approximately 30-50 hours per week is normally required to adequately fulfill the role of City Council Member.
- B. Unless excused by the Council President or Committee chair, as applicable, Council Members must attend the following recurring engagements:
 - 1. City Council administrative and legislative sessions each Monday;
 - 2. Standing Committee Meetings on Mondays as scheduled;
 - 3. Weekly study sessions, as scheduled by the Council President;
 - 4. Ad hoc workgroups as assigned;
 - 5. Outside boards and commissions as assigned (typically between 6-9);
 - 6. Neighborhood Council meetings from their respective Council District on a regular basis but not necessarily every scheduled meeting (typically at least two a week district wide during each of the first three weeks of a month);
 - 7. Constituent meetings as necessary;
 - 8. Staff meetings as necessary;
 - 9. Other Council Member meetings as necessary; and
 - 10. Community events as time permits.
- C. Notwithstanding the provisions of this Rule, nothing in these Rules preclude the administration from providing onboarding and orientation as to the activities and procedures followed by administration staff.

Adopted by Resolution 2021-0002 (February 8, 2021)

Exhibits on file in the City Clerk's Office.

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Highway 902 Transmission Main Replacement Engineering Services File No. 2020101

This project consists of the construction of approximately 1,800 linear feet water transmission and distribution main, pavement repair, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. April 5, 2021 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 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.

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.

Publish: March 17, 24 and 31, 2021

Notice for Bids

Supplies, Equipment, Maintenance, etc.

LANDFILL IMPROVEMENT PROJECT

City of Spokane Solid Waste Disposal Department

PW ITB #5412-21

Description: The City of Spokane is soliciting electronic bids for the LANDFILL IMPROVEMENT PROJECT.

MANDATORY Pre-Bid Conference: A mandatory pre-submittal conference will be held on Thursday, **MARCH 25, 2021 at 1:00 PM** - 7202 N Nine Mile Falls Rd. Spokane, WA 99228. Meet in the paved area just inside the gate. The meeting will then move to the Southside Landfill, located 2424 East 65th Avenue, to view that site as well.

Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via WebEx meeting on **MONDAY, APRIL 19, 2021**, for **LANDFILL IMPROVEMENT PROJECT** for the City of Spokane Solid Waste Disposal Department. **The WebEx Meeting link is:** <https://spokanecity.webex.com/spokanecity/j.php?MTID=m058d8967449e56d8908731b4900246d3>. The access code is: **965 272 875** and the password is: **7j8sPf7Mwbf**. Join by phone at 1-408-418-9388.

The Public Work Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procurement.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 Proposals.

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

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, April 19, 2021**. 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 Proposals submitted late.

The right is reserved to reject any and all Proposals and to waive any informalities.

Thea Prince
City of Spokane Purchasing

Publish: March 17 & 24, 2021

