

SPOKANE VALLEY NEW CITY INCORPORATION

Item	Responsibility	Anticipated Council Meeting	Identification	Date Approved
I. Resolutions				
A. Mayor - Council - Community				
1 Expressing appreciation to incorporation committee and transition committee			Resolution 02-01	11/22/2002
<ul style="list-style-type: none"> • Accepting reports • Certificate of Appreciation • Call Upon Committees at a later date for summ reports 				
2 Adopting City Mission Statement				
3 Calling for Logo Design			Motion	12/17/2002
4 Expressing appreciation for interim office space and equipment			Resolution 02-03	11/26/2002
5 Expressing appreciation to all council candidates			Resolution 02-02	11/26/2002
B. General Business				
1 Council Rules of Procedure			Resolution 02-06	11/26/2002
2 Time, Place, Date of Regular meetings			Resolution 02-05	11/26/2002
3 Resolution Appointing Mayor Pro-Tem (Motion)			Motion	11/26/2002
4 Establish Agenda Format and Notice of Public Meetings			Resolution	12/3/2002
5 Official Date of Incorporation			Resolution 02-08	12/10/2002
6 Official Newspaper			Resolution 02-11	12/17/2002
7 Designating Interim Depository Bank			Resolution 02-07	12/3/2002
8 Designating Official Depository Bank			Resolution 03-012	1/14/2003
9 Investments in Government Pool			Resolution 02-09	12/10/2002
10 Petty Cash Fund - Policies				
11 Finance Procedures/Policies				
12 Purchasing Policy				2/25/2003
13 Moratoriums			Resolution 03-014	
14 General Insurance for City and Staff			Resolution 03-11(1)	1/7/2003
15 Creating Boards and Commissions				
16 Fund Advance from County/City of Liberty Lake			Resolution 02-04	11/26/2002
				12/10/2002
17 State Purchasing and Procurement			Resolution 03-013	1/7/2003
18 Establishing Fees			Resolution 03-21	3/6/2003
C. Personnel				
Employment Policies				
II. Ordinances				
A. Administration				

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1 Create Offices (City Manager, City Clerk, City Attorney, Police Chief)			Ordinance 24-Police Ordinance 23-Manager Ordinance 25-Attorney Ordinance 26-Clerk	1/28/2003
2 Bonds and Oaths			Ordinance 6	12/10/2002
3 Establish Qualifications/Confirmation				
4 Appoint Interim Staff			Ordinance No. 1	12/3/2002
5 Records Maintenance/Public Disclosure				
6 Mayor/City Council Compensation			Ordinance No. 14	1/7/2003
7 Salary Schedule			Ordinance No. 37	2/11/2003
8 Establish Office Hours			Ordinance No. 2	12/3/2002
9 Establish Holidays			Ordinance No. 13	
10 Travel - Reimbursement			Ordinance No. 29	1/28/2003
11 Credit Cards			Ordinance No. 8	12/10/2002
12 Indemnification			Ordinance No. 7	12/10/2002
13 City Benefits/Resources			Ordinance No. 44	2/20/2003
• Retirement, Insurance, PTO				
• PERS or 401A				
14 Insurance Plans & Health Benefits			Resolution 03-015	3/6/2003
• Deferred Compensation			Resolution 03-019	3/6/2003
15 Retirement System			Resolution 03-018	3/6/2003
16 Substitute Social Security Program			Resolution 03-020	3/6/2003
17 Specific Holidays, Vacation & Leave Benefits			Resolution 03-022	3/20/2003
18 Salary Grades (Part-Time Temporary, Senior Center Specialist & Deputy Attorney			Resolution 03-025	4/8/2003
19 Amend Ordinance No. 37			Ordinance No. 37-A1	2/25/2003
B. Finance				
1 Payment of Claims by Check			Ordinance No. 3	12/3/2002
2 Create Accounting Funds			Ordinance No. 9	12/10/2002
3 Petty Cash Fund			Ordinance No. 10	12/10/2002
4 Auditing Officer			Ordinance No. 4	12/3/2002
5 Sales Tax (both halves)			Ordinance Nos. 15 & 16	1/7/2003
6 REET (both quarters)			Ordinance Nos. 17 & 18	1/7/2003
7 TAN				
8 Property Tax Levy			Ordinance No. 55	
9 Gambling Tax			Ordinance No. 28	1/28/2003
10 Admission Tax			Ordinance No. XX	
11 Hotel/Motel Tax			Ordinance No. 27	
12 Leasehold Excise Tax			Ordinance No. 19	1/7/2003

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13 Franchise Fees (Utility Tax)			Ordinance No. 20	1/14/2003
14 Interim Budget			Ordinance No. 5	12/3/2002
15				
Government Loans			Resolution 02-04 & 02-10	12/26/2002
16 Business Licenses/Requisition			Ordinance No. 34	3/11/2003
17 Small Works Roster			Ordinance No. 11	12/10/2002
18 Architect/Engineer Selection			Ordinance No. 22	12/10/2002
19 Start-Up Budget			Ordinance No. 62	3/27/2003
20 Interfund Loan (Street to General Fund)				
21 Establishing Fees for Services			Ordinance No. 38	3/6/2003
22 Small Contract			Ordinance No. 12	12/10/2002
23 Revenue Anticipation Note			Ordinance No. 39	2/25/2003
Building Services				
1 Adoption of Codes				
a) Building Code			Ordinance No. 40	2/25/2003
b) Mechanical Code			Ordinance No. 42	2/25/2003
c) Fire Code			Ordinance No. 41	2/25/2003
d) Plumbing Code			Ordinance No. 42	2/25/2003
e) Energy Code			Ordinance No. 42	2/25/2003
f) Ventilation and Indoor Air Code			Ordinance No. 42	2/25/2003
g) Historic Building Code			Ordinance No. 42	2/25/2003
h) Electrical Code			Ordinance No. 42	2/25/2003
i) Dangerous Buildings			Ordinance No. 42	2/25/2003
j) Housing Code			Ordinance No. 42	2/25/2003
k) Building Security Code			Ordinance No. 42	2/25/2003
l) Sign Code			Ordinance No. 42	2/25/2003
3 Organization, Enforcement and Permit Issuance			Ordinance No. 43	2/25/2003
4 Fireworks				
D. Public Works				
1 Street, Curb and Sidewalk Standards				2/11/2003
2 Stormwater Standards			Ordinance No. 33	2/11/2003
3 Street Maps - Official			Ordinance No. 32	
4 Utilities				
• Sewer and Water				
• Electric/Gas				
• Telephone/Cable				
• Solid Waste				
4 Franchises				
5 Storm Water Utility			Ordinance No. 31	1/28/2003

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6 Special Events			Ordinance No. 64	4/22/2003
7 North-South Transportaton Corridor			Resolution 03-017	2/11/2003
8 Street Obstruction			Ordinance No. 63	4/22/2003
E. Planning/Zoning				
1 Comprehensive Plan			Ordinance No. 52	3/27/2003
2 Zoning Map			Ordinance No. 54	3/27/2003
3 Subdivision Code			Ordinance No. 58	3/25/2003
4 Zoning Code			Ordinance No. 53	3/25/2003
5 Environmental Procedures			Ordinance No. 48	3/11/2003
6 Adult Entertainment			Ordinance No. 36	3/27/2003
7 Code Enforcement Regulations				
8 Shoreline Management			Ordinance No. 59	3/25/2003
9 Critical Areas Map			Ordinance No. 50	3/11/2003
10 Critical Areas Ordinance			Ordinance No. 49	3/11/2003
11 Flood Hazard Areas			Ordinance No. 51	3/11/2003
12 Land Use Procedures Ordinance			Ordinance No. 60	3/27/2003
13 Create Plan Commission			Ordinance No. 35	2/25/2003
14 Application/Review Fees			Resolution No. 03-021	
15 Hearing Examiner Authority			Ordinance No. 57	
16 Filing and Acceptance of Applications - Permits & Land Use			Ordinance No. 61	3/27/2003
F. Public Safety				
1 Model Traffic Code			Ordinance No. 47	3/6/2003
2 Criminal Code			Ordinance No. 46	3/6/2003
3 Parking, Standing, Stopping				
4 Nuisance Abatement				
5 Junk vehicle				
6 Animal Control			Ordinance No. 56	3/20/2003
7 Penalties/Infraction			Ordinance No. 45	3/6/2003
8 Emergency Services				
				4/22/2003
G. Parks & Recreation				
1 Park Rules and Regulations				
H. Miscellaneous				
1 Fire Services			Resolution 03-016	
2 Library Services				
III.				
Contracts				
A. Attorney Services			C02-01	12/3/2002

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B. Employment/Consultant Services			C02-03	12/17/2002
C. Engineering Services (Consultant)				4/22/2003
D. Interlocal Agreements				
1 Criminal Justice				
a) Police				3/6/2003
b) Jail				3/13/2003
i) Other Confinement - Work Release				3/6/2003
c) Municipal Court				3/13/2003
d) Prosecution				3/13/2003
e) Public Defender				3/13/2003
f) Pre-Trial Services				3/26/2003
g) Jury Services				3/26/2003
h) Probation				
2 Animal Control				4/22/2003
3 Street Maintenance (sweeping, striping, snow removal, signs & signals)				4/22/2003
4 Signs & Signals (WSDOT)				3/20/2003
5 Surface and Stormwater				
6 Engineering Services - County				4/22/2003
7 Landmarks				
• D232 Planning/Zoning				
• Permit/Technical Review				
• Hearing Examiner				3/26/2003
• Comprehensive Plan Development				
8 Essential Public Facilities				
9 Park Property Transfer				
10 Regional Solid Waste Management System			Resolution 03-024	3/27/2003
E. Lease Agreement - City Offices				

This document was prepared by Stanley M. Schwartz,
attorney, Witherspoon, Kelley, Davenport & Toole, P.S.

(509) 624 - 5265

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