



Official Gazette

City of Spokane, Washington

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

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Issue 3



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)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, January 6, 2020****BRIEFING SESSION**

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

Roll Call

On roll call, Council President Beggs and Council Members Burke, Cathcart, Kinnear, Mumm, and Stratton were present. (Note: District 2, Position 2 is vacant.)

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

Advance Agenda Review

The City Council received an overview from staff on the January 13, 2020, Advance Agenda items.

Emergency Ordinance C35837 (Deferred from December 9, 2019, Agenda)

Motion by Council Member Burke, seconded by Council Member Mumm, **to defer** Emergency Ordinance C35837—concerning utility fee credits for specific classes of utility accounts in the City of Spokane; amending sections 13.11.020, 13.12.020 and 13.12.050; and adopting a new Chapter 13.13 of the Spokane Municipal Code, and declaring an emergency—to February 3, 2020; **carried unanimously.**

Action to Approve January 13, 2020, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the January 13, 2020, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Burke, seconded by Council Member Mumm, **to approve** the Advance Agenda for Monday, January 13, 2020 (as amended); **carried unanimously.**

Current Agenda Review

The City Council received an overview from staff on the January 6, 2020, Advance Agenda items.

Resolution 2020-0006

Motion by Council Member Mumm, seconded by Council Member Kinnear, **to suspend** the Council Rules; **carried unanimously.**

Motion by Council Member Mumm, seconded by Council Member Kinnear, **to add** Resolution 2020-0006—amending the Council's Rules of Procedure to clarify the rules on the second open forum, conduct of the meeting in the absence of the Council President and the Council President Pro Tem, and the time for convening study sessions—to today's (January 6, 2020) Current Consent Agenda; **carried unanimously.**

Emergency Ordinance C35878

Motion by Council Member Kinnear, seconded by Council Members Burke and Stratton, **to defer** Emergency Ordinance C35878—concerning City of Spokane fire hydrant fees, permits and use—to the January 27, 2020, Agenda; **carried unanimously.**

Requesting the Write Off of Uncollected Utility Balances (OPR 2020-0013)

Motion by Council Member Mumm, seconded by Council Member Burke, **to defer** to the February 10, 2020, City Council Agenda and the January 27, 2020, Finance Committee the request to write off uncollected utility A/R balances that are over 5.5 years old—**carried unanimously.**

Action to Approve January 6, 2020, Current Agenda

Following staff reports and Council inquiry and discussion regarding the January 6, 2020, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Mumm, seconded by Council Member Stratton, **to approve** the Current Agenda for Monday, January 6, 2019 (as amended); **carried unanimously**.

ADMINISTRATIVE SESSION**CONSENT AGENDA**

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

Low Bid of Inland Asphalt Company (Spokane Valley, WA) for the Spokane Arterial Street Preservation Project-North (Phase 2)—\$1,453,000. An administrative reserve of \$145,300, which is 10% of the contract price, will be set aside.

Dan Buller Approve (OPR 2020-0003 / ENG 2018143)

Value Blanket with Helfrich Brothers Boiler Works, Inc., (Lawrence, MA) for the purchase of superheater tube panels for the Waste to Energy Facility from January 1, 2020 through August 1, 2021—not to exceed \$2,300,000 (excl. tax) (OPR 2020-0004 / ITB 5195-1)

Value Blankets for 2020 for purchases, without bringing each purchase over the City Purchase Limit (\$50,000) to City Council for approval, from:

- a. Software House International, Inc. for software products including maintenance and support subscriptions/upgrades—\$1,200,000 (plus tax). (OPR 2020-0005)
- b. Dell Marketing L.P. (Dell Financial, L.L.C.) for PC, laptop, and mobile data hardware equipment—\$750,000 (plus tax). (OPR 2020-0006)
- c. CDW Government (Vernon Hills, IL) for technology equipment (hardware and software)—\$100,000 (plus tax). (OPR 2020-0007)

Accept Office of Public Defense Grant GRT20025 from the Washington State Office of Public Defense for use in the Public Defender's Office, from January 1, 2020 through December 31, 2021—\$96,975 in 2020 and \$96,975 in 2021. Total Revenue: \$193,950. (OPR 2020-0008)

Contract Amendment and Extension with Passport Labs, Inc. (Charlotte, NC) for mobile payment for parking program and digital permit platform for Parking Services from January 20, 2020 through January 31, 2021—\$110,000 (of which \$4,000 covers fees for the remainder of the 2019-2020 year). (OPR 2018-0029)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through December 27, 2019, total \$23,610,717.22 (Check Nos. 567182-567776; ACH Payment Nos.: 72420-73280), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$21,266,276.57. (CPR 2019-0002)
- b. Payroll claims of previously approved obligations through December 14, 2019: \$7,008,794.59 (Payroll Check Nos. 555675-555791). (CPR 2019-0003)
- c. Payroll claims of previously approved obligations through December 28, 2019: \$7,156,430.44 (Payroll Check Nos. 555793-555900). (CPR 2019-0003)

City Council Meeting Minutes: November 21, 2019, December 9, 2019, December 11, 2019, December 12, 2019 and December 16, 2019. (CPR 2019-0013)

Resolution 2020-0006 amending the City Council's Rules of Procedure to clarify the rules on the second open forum, conduct of the meeting in the absence of the Council President and the Council President Pro Tem, and the time for convening study sessions. (Council Sponsor: Council President Beggs)

Multiple Family Housing Property Tax Exemption Agreements (taken separately)

Upon 5-1 Voice Vote (Council Member Burke voting “no”), the City Council approved the Multiple Family Housing Property Tax Exemption Agreements with:

- a. Wall Project, LP for 24 new multi-family housing units through the conversion of existing upper floor commercial space located at 120 N Wall, Parcel Number 35184.2511. (OPR 2020-0009)
- b. 608 E 7th, LLC for 4 new units to replace the dilapidated single family home, Parcel Number 35203.1227. (OPR 2020-0010)

Council Recess/Executive Session

The City Council adjourned at 4:24 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION**Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Beggs.

Roll Call

Council President Beggs and Council Members Burke, Cathcart, Kinnear, Mumm, and Stratton were present. (Note: District 2, Position 2 is vacant.) Mayor Nadine Woodward joined the City Council on the dais.

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

WELCOME

Council President Beggs welcomed everyone to the meeting and extended a greeting to the newest Council Member Michael Cathcart. He also extended a special welcome to Mayor Woodward who will join the City Council for part of the meeting on the dais.

MAYORAL PROCLAMATIONS

Month of January 2020 *Human Traffic Awareness Month*

Mayor Woodward read the proclamation. No individuals were present to accept the proclamation. Human trafficking is a recruitment, harboring, transportation provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of forced labor or sexual servitude. Human trafficking is a \$32 billion a year global criminal enterprise and a civil and human rights violation. Approximately 27 million people are trafficked across the world with between 14,500 and 17,500 people trafficked in the United States each year and with one million children exploited annually in the commercial sex trade. Victims of human trafficking are lured by false promises of employment, educational opportunities, false job promises, or even loving, romantic relationships. Victims can be of any age, race, gender, sexual orientation, ethnicity, socioeconomic background, U.S. citizens, permanent residents, and foreign nationals. Human trafficking is a crime hidden in plain sight and it touches all of our lives and the people we love, the food we eat, the clothes we wear, and by its unseen presence in our communities.

Salutation Recognizing Paul Fish

Mayor Woodward read a proclamation saluting and recognizing Paul Fish. Thirty-seven year old Paul Fish opened Mountain Gear in Spokane, Washington, a small retail location that served a core group of climbers, backpackers, and mountaineers in the Inland Northwest. A few years later Mountain Gear moved into its current retail home at 2002 North Division in Spokane. Paul Fish and Mountain Gear helped thousands of people in Spokane and across the region to start amazing adventures and lifelong hobbies. Paul is an advocate for outdoor recreation and an advocate for sustainable development. Mountain Gear's corporate headquarters and environmentally sustainable distribution center is a 112,000 square foot LEED gold certified building. Employees are encouraged to use alternative forms of transportation through subsidized bus passes, indoor bike room and shop, and incentives for carpooling. Paul has passionately supported charitable causes that help protect and share the outdoors including SpokFest, Spokane River Keeper, the Lands Council, the Access Fund, and Big City Mountaineer Summit for Someone, a program that gets at-risk urban youth into the outdoors. Paul Fish accepted the Salutation and stated the hardest thing is winding down the business but that it is bittersweet and provided other remarks.

There was no **Administrative Report**.

COUNCIL COMMITTEE REPORTS**Public Safety Committee**

Council Member Kinnear reported on the Public Safety Committee meeting held earlier today (January 6, 2020). Minutes of the Public Safety Committee meetings are filed with the City Clerk's Office and are available for review following approval by the Public Safety Committee.

INTRODUCTORY POINT OF PRIVILEGE REMARKS

Council President Beggs provided remarks in recognition of the very close election process. He also commented on the Charter and the strong mayor and the strong council, and he spoke regarding collaboration and requested the joint strategic plan be revisited sometime this next year and stated that "together we can Spokane." Mayor Woodward stated she looked forward to serving the City and the citizens and looks forward to working with each and every one of the Council. She stated tonight is a unique moment with her joining the City Council on the dais. She stated her presence here with the Council is her commitment to collaboration and provided other remarks.

REVIEW OF OPEN FORUM RULES

Council President Beggs reviewed the rules for Open Forum.

OPEN FORUM

Jude Cormier spoke regarding homeowners with disabilities and she also spoke about the curb cuts at Second and Arthur and expressed concern about the lack of curb cuts at Sixth and Freya.

Kim Schmidt remarked on Planned Parenthood and protestors and noise outside of the healthcare facility.

Tom Robinson also remarked on Planned Parenthood and the noise outside of the facility. He also remarked on Matt Shea and his presence at demonstrations outside of Planned Parenthood.

Nicollette Ocheltree remarked on Planned Parenthood and concerns regarding Matt Shea.

Rick Bocoook expressed concern with sex offenders being sent to Spokane.

Jon Lossing remarked on Wall Street and decision making for the Central City Line and Wall Street, and provided other remarks.

Barb Brock remarked on the homeless issues in Spokane.

George McGrath presented remarks in support of Matt Shea.

Kristine Schuler remarked on the chronic nuisance ordinance and stated the ordinance needs to be adjusted.

Phillip Tyler remarked on the youth homelessness problem and the need for funding assistance for Daybreak Youth Services.

Council Recess

The City Council took a recess at 6:51 and Mayor Woodward stepped down from the dais at this time. The City Council reconvened at 6:54 p.m.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**. (For Council action on Emergency Ordinance C35878, see section of minutes under 3:30 p.m. Briefing Session.)

RESOLUTIONS**Resolution 2020-0001**

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

Upon 5-1 Roll Call Vote (Council Member Burke voting "no"), the City Council adopted Resolution 2020-0001 approving a Development Agreement between the City and School Yard Billy, LLC relating to certain public infrastructure costs.

Resolution 2020-0002

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

Upon 5-1 Roll Call Vote (Council Member Burke voting “no”), the City Council adopted Resolution 2020-0002 approving a Development Agreement between the City and The Falls, LLC relating to certain public infrastructure costs.

Resolution 2020-0003

The City Council considered Resolution 2020-0003 approving the appointments of the following seven employees for the City of Spokane (Council Sponsor: Council President Beggs):

- 1.) Kristen Becker – Director of Development Services Center, Code Enforcement and Parking Services
- 2.) Dustin Bender – Solid Waste Collection Manager
- 3.) Carly Cortright – Director of Customer Experience
- 4.) Clint Harris – Director of Streets
- 5.) Paul Ingiosi – Director of Management & Budget
- 6.) Garrett Jones – Director of Parks & Recreation
- 7.) Timothy Sigler – Director of Community, Housing & Human Services

Mayor Woodward introduced the Resolution and the candidates. Public testimony was received from one individual and Council and staff discussion held. The following action was taken:

Motion by Council Member Mumm and seconded by Council Member Burke **to approve** the slate (and thereby adopting Resolution 2020-0003) contingent on 1 and 3 becoming a part of the SMC and 1 and 3 would be implemented (effective) at that time (approved once SMC changes creating those positions are effective), **carried unanimously**.

Additional Council commentary was held, after which the following action was taken:

Upon 5-1 Roll Call Vote (Council Member Stratton voting “no”), the City Council adopted Resolution 2020-0003, as amended, approving the appointments of the following seven (7) employees for the City of Spokane:

- 1.) Kristen Becker – Director of Development Services Center, Code Enforcement and Parking Services (effective at time SMC change creating position is effective)
- 2.) Dustin Bender – Solid Waste Collection Manager
- 3.) Carly Cortright – Director of Customer Experience (effective at time SMC change creating position is effective)
- 4.) Clint Harris – Director of Streets
- 5.) Paul Ingiosi – Director of Management & Budget
- 6.) Garrett Jones – Director of Parks & Recreation
- 7.) Timothy Sigler – Director of Community, Housing & Human Services

For Council action on Resolution 2020-0006, see section of minutes under 3:30 p.m. Administrative Session and Consent Agenda.

There were no **Final Reading Ordinances**.

FIRST READING ORDINANCE

The following Ordinance was read for the first time, with further action deferred:

ORD C35862

Of the City Council of the City of Spokane, Spokane County, Washington amending ordinance No. C34032 in order to revise the description of the public improvements, extend the apportionment period, amend the intergovernmental agreement, and providing for other matters properly related thereto. (Council Sponsor: Council Member Stratton).

There were no **Special Considerations**.

There were no **Hearings**.

SECOND OPEN FORUM

Justin Haller commented on pot tax dollars and stated we need to fight for our pot tax dollars and maybe allocate to get roads fixed. He also commented that he moved from District 2 to District 1 as he doesn't feel safe in District 2 but expressed concern regarding abandoned cars in District 1.

John Alder remarked on New Year's resolutions for Spokane: a home for everyone, food for every stomach, jobs that can afford rent hikes or reasonable landlords who set rent rates we can afford. He also provided other remarks.

Lance Pounder and Dave Koolstra remarked on the hydrant fee and permit ordinance.

Dennis Swenumson commented he works in the social work field and that he does advocacy trainings. He stated he worries we are not having an honest conversation about homelessness. He asked Council to please fund the programs that are dedicated to de-escalation and people experiencing homelessness.

Christopher Savage stated that on December 23 the City Council chose not to convene to conduct City business, and he questioned what was so important that occupied the City Council's time other than their elected duties.

Cherie Barnett presented remarks in support of Matt Shea.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:26 p.m.

STANDING COMMITTEE MINUTES City of Spokane Sustainable Resources Committee 02/11/19 - FINAL

Attendance

Council Member Candace Mumm, Council Member Mike Fagan, Council Member Karen Stratton, Council Member Breean Beggs, Crystal Marchand, David Stockdill, Jennifer Isaacson, Curtis Harris, Melanie Mick, Paul Ingiosi, Michelle Hughes, Gavin Cooley, Adam McDaniel, Hannahlee Allers, Amber Richards, Brian McClatchey, Kyle Overbust, Jacob Fraley, Sally Stopher, Anna Everano, Laura Williams

Non City Employees: Matt Thompson – State Auditor's Office, Alisha Shaw – Auditor's Office, Larissa Nolte – State Auditor's Office

Meeting started at 10:30 a.m.

Approval of Minutes:

Meeting Minutes for November and December 2018 were approved.

Agenda Items:

1. **SAO Accountability Exit Interview – State Auditor's Office**

Matt Thompson, Alisha Shaw and Larissa Nolte from the Washington State Auditor's Office briefed the Committee regarding this item. Please see attached presentation.

2. **Internal Audit Work Plan 2019 Introduction – Crystal Marchand**

Crystal Marchand, Director of Management and Budget briefed the Committee regarding this item.

3. **SBO – Civil Service Project Employee – Amber Richards**

Amber Richards, Chief Examiner for Civil Service, briefed the Committee regarding this item. Please see attached briefing paper and presentation. The Committee questioned why she wanted a Project Employee vs. a full-time position. Amber felt that it would take a year to figure out what the duties would be exactly and felt a Project Employee was more prudent at this time, but will look at it again once it has been in place for a year.

4. Financial Update/Review of new Monthly Format – Crystal Marchand/Gavin Cooley

Crystal Marchand & Gavin Cooley briefed the Committee regarding this item. Please see attached presentation.

5. Intrafund Budget Transfer Report Training – Crystal Marchand

Crystal Marchand, Director of Management and Budget, briefed the Committee regarding this item. Please see attached presentation.

Consent Items:

The consent items were moved forward without any questions.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 11:47 a.m.

Referenced attachments on file in the City Clerk's Office

**STANDING COMMITTEE MINUTES
City of Spokane
Finance, Administration & Sustainable Resources Committee
06/17/19 - FINAL**

Attendance

Council Member Candace Mumm, Council Member Breean Beggs, Council Member Mike Fagan, Council Member Karen Stratton, Council Member Lorie Kinnear, Council Member Kate Burke, Crystal Marchand, Carly Cortright, Jennifer Hammond, Mike Sloon, Paul Ingiosi, Michelle Hughes, Paul Krupp, Chris Cavanaugh, Hannahlee Allers, Sally Stopher, Kyle Overbust, Gavin Cooley, Jake Fraley, Giacobbe Byrd, Brian McClatchey, Adam McDaniel, Anna Everano

Non City Employees: Josie – Lewis & Clark High School, Toby Hatley – WRA, Rebecca White – Spokesman-Review, Matt Thompson – State Auditor's Office, Alisha Shaw – State Auditor's Office, Tara Alfano – State Auditor's Office

Meeting started at 1:18 p.m.

Approval of Minutes:

Meeting Minutes for May 2019 were approved.

Agenda Items:**1. SIP Loan Update**

Gavin Cooley, Chief Financial Officer, briefed the Committee regarding this item. Investments are at 15% of SIP Capacity.

2. STA Traffic Signal Prioritization Resolution

Council Members Mumm and Kinnear briefed the Committee regarding this item. Please see attached briefing paper and resolution.

3. State Auditor Entrance Conference

Matt Thompson, Alisha Shaw and Tara Alfano from the State Auditor's Office briefed the Committee regarding this item. Please see attached presentation.

4. SBO Medical Claims

Chris Cavanaugh, Human Resources Director, briefed the Committee regarding this item. Please see attached briefing paper and SBO.

5. Financial Update – Crystal Marchand

Crystal Marchand, Director of Management and Budget, briefed the Committee regarding this item. Please see the attached presentation.

Consent Items:

All consent items were moved forward without questions.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:16 p.m.

Referenced attachments are on file in the City Clerk's Office.

Public Safety & Community Health Committee *Meeting Minutes – December 2, 2019*

Call to Order: 1:17 PM

Attendance:

PSCHC Members Present: PSCHC Chair CM Kinnear; CM Fagan; CM Stratton; CM Burke; CM Beggs; CM Mumm (arrived at 1:21pm)

Staff/Others Present: Assistant Chief Lundgren, Major Kevin King, Major Eric Olsen, SFD Chief Schaeffer, Ombudsman Logue, Mike Ormsby, Eric Finch, Police Ombudsman Bart Logue, Mike Lopez, Patrick Striker, Erik Poulsen, Ariane Schmidt, Jason Ruffing, Carly Cortright, Kristen Gable, Andrew Rowles, Jeff Humphrey, Kristen Gable, Dan Sigler, Scott Simmons, Mary Muramatsu, Luis Garcia, Jake Hensley

Approval of November 4, 2019 minutes: Motion to approve by CM Fagan; M/S by CM Beggs. The committee approved the minutes from the November 4, 2019 PSCHC meeting unanimously.

CONSENT AGENDA ITEMS

Monthly Reports:

1. OPO Monthly Report – October 2019
3. Sit & Lie Enforcement Update (SPD)
4. Photo Red Update (SPD)
5. December Strategic Initiatives Report (SPD)

Consent Agenda Portion:

1. Spokane Street Preservation – North Phase 2 (Public Works, Engineering Services)
2. Three Year Value Blanket Extension with Fastenal (SFD)
3. Recognizing Revenue from Recycled Brass for Academy Upgrades and Equipment SBO (SPD)
4. Industrial Pretreatment Program Revised Local Limits Ordinance Change (Public Works, Riverside Park Water Reclamation Facility)
5. SBO Asset Management Fund ~ Parks SIP Loan (Accounting)
6. Resolution Approving SIP Loan for Shane's Inspiration Inclusive Playground Project (Accounting)

STRATEGIC PLANNING SESSION

Strategic Priority: Integrated 911/Dispatch

NONE

Strategic Priority: Integrated Response

NONE

Strategic Priority: Criminal Justice Reform

NONE

Strategic Priority: City-Wide Clean & Safe

NONE

DISCUSSION ITEMS**Staff Requests:****2019 For-Hire Report Update – Jake Hensley (2 minutes)**

SMC 10.34A.250 requires that a licensing officer report to PSCHC committee and summarize the information required by this section of the code and the per-trip surcharge payments made pursuant to the chapter, as well as any recommended policy changes or amendments to the chapter. Mr. Hensley notified the Council that he will make this report to the PSCHC in February.

STA Plaza Security 2020 – Major Kevin King (3 minutes)

Major King notified the committee that SPD is updating their contract with STA. In the past there was a part-time officer at STA. Going forward, there will be a full-time police officer assigned to the STA Plaza. CM Kinnear noted that in the past the officer assigned there has not been as visible as people would like. Major King said that issue has been addressed.

SPD Quarterly Performance Measures Update – Major Eric Olsen (10 minutes)

Major Olsen walked the Council through SPD's performance measures. He said there is a lot of good news to share. Violent crime is down 15% this year. He noted that the way SPD reports data is getting more precise. He also noted that burglary is at an 11% decrease this year – that reflects over 180 decrease in victims. Major Olsen said there was a 5% decrease in robbery this year. Vehicle theft is the subject of a targeted crime team and they have seen 25% decrease so far this year. CM Fagan asked how many LPRs are deployed right now. Major Olsen said SPD has 2 mobile and 2 stationary right now. Major Olsen noted that compared to the County and the City of the Valley, we are decreasing at a greater rate. CM Stratton asked if these numbers are broken down by location. Major Olsen said they are on Power BI (business analytics tool). Major Olsen walked Council through the police activity statistics. The number of arrests has increased, mainly due to increased arrests by the illegal camping patrol. Major Olsen presented on SPD response times, arrest counts, number of accommodations and complaints, and volunteer data. CM Mumm noted that this is a dramatic decrease in crime proven by real data. She asked if there is a way to use this data to combat the perception that crime is going up. Assistant Chief Lundgren said that the Next Door app perpetuates a feeling of un-safety. He noted that they have two PIOs pushing out as much of this info as possible, but they are looking to fill one more PIO position. Major Olsen noted that people do report car theft and that number is down. CM Mumm asked if this data could be submitted to ONS so that it can get out to the 29 neighborhoods. CM Beggs wanted to follow-up on Next Door issues. He wanted to know if NROs are working to combat some of the issues of misinformation from the app. Major King said they are getting good feedback from NROs and most are on Next Door to combat misinformation.

Special Events Follow-Up – Carly Cortright (10 minutes)

Ms. Cortright was out sick. She will present on this topic at the January PSCHC meeting.

CHHS Home Repair Programs Manager Contract Discussion – Paul Trautman (10 minutes)

Mr. Trautman presented to Council on the approved (RES 2019-0040) and CDBG-funded home repair contracts subject to CHHS Board review and federal grants contracting. Mr. Trautman said CHHS proposes 12-month subrecipient contracts with services beginning January 1, 2019. The contracts are broken down into two types: 1) Essential Repair - A subrecipient contract to provide granted home repairs to 260 low-income homeowners; and 2) Single Family Rehabilitation: A subrecipient program management contract for home rehabilitation loans to 33 low-income homeowners and 10 units of affordable rental housing. Mr. Trautman began the presentation with a description of the Single Family Rehabilitation program. He said that every 5 years the City hires a professional manager who delivers on their loans. They are currently working on selecting SNAP as the primary operator and are notifying Council of their decision to continue using SNAP as such. Loans average around \$20,000. They do these improvements as a loan that is re-paid. CM Stratton asked how many other businesses applied. Mr. Trautman said just SNAP applied – mostly due to the limits that come with receiving state money and the requirement that the organization be a non-profit. CM Fagan asked what the high-end of income is to get a loan. Mr. Trautman said 80% of the average median income. CM Kinnear asked if this was treated like a revolving loan. Mr. Trautman said it is. CM Kinnear asked what the interest rate is. Mr. Trautman said 3%. CM Kinnear asked if the house gets sold, if the sale of the house re-pays the loan. Mr. Trautman confirmed that. Mr. Trautman also noted that, combined with this, is the Essential Repair Program. Since 2005, CHHS has provided CDBG funds SNAP's Essential Repair Program to provide minor home repairs as grants to low-income homeowners. Typical repairs include repairing leaking plumbing and broken furnaces. Additional CDBG funds are provided to increase affordability of Single Family Rehabilitation loans to low-income homeowners. Each year, the CHHS Board and Affordable Housing Committee review both past and proposed performance of SNAP's Essential Repair program. This review is underway. CHHS anticipates that the CHHS Board will recommend a CY2020 SNAP Essential Repair program contract benefitting 260 low income homeowners and 10 Single Family Rehabilitation borrowers.

Council Requests:**SPD High-Speed Chase Discussion – CM Beggs (5 minutes)**

CM Beggs asked SPD when policy changes surrounding high-speed chase protocol need to be bargained for. Assistant Chief Lundgren said their policy is around 15-18 pages long for a prolonged pursuit. Assistant Chief Lundgren said that

looking at their own data and what percentage result in apprehension and what percent end in crashes, they have concluded that they will not initiate pursuits for reckless driving or a DUI. This does not require negotiation because it doesn't result in any discipline. CM Beggs clarified that they are not going to stop looking for these issues. Assistant Chief Lundgren affirmed that and noted that as long as they are traveling close to the speed limit, SPD will continue to pursue.

SPD Bite and Hold Police Dog Inventory Discussion – CM Beggs (10 minutes)

Major Kevin King noted that Spokane has a premier K-9 unit. The unit has been in existence since 1987. When a new team starts, they go through 10 weeks of training and every handler spends 1 day a week training after that. The state requires that they are certified. The WA state K-9 association also certifies and all handlers in Spokane are certified with both. 4 of the 6 handlers are certified as master trainers with the state – these are very well-trained handlers and speaks to the excellence of the program. Major King wanted to re-iterate that when K-9s are deployed, it is during the absolute most dangerous situations. There is case law governing bite ratios. A bite ratio of 20% or more should be looked at. Spokane canines are currently at 9.8% bite ratio. He noted that we have to look at each incident on its own merit. He noted that often we use K-9s for their olfactory capacity. They are also great de-escalation tools. CM Beggs noted that Cheney had a K-9 program that would just find someone and not bite. Major King noted that they sold that dog to Cheney and clarified that it does bite, but was sold because it was not living up to their standard. Major King said that dogs that are trained as “guard and bark” dogs don't really have practical applications. They want the handler to have the control of when the dog engages and with a “guard and bark” dog, it is the dog that makes the decision when to engage. CM Kinnear asked if a dog can track and hold a person without biting a person. Major King noted that we have a small percentage that actually bite. CM Kinnear clarified that she wanted to know if a dog could have contact and hold someone and not engage. Major King said that they do that and that they count those instances as a K-9 contact.

Fair Market Rent Resolution Discussion – CM Beggs (10 minutes)

CM Beggs withdrew this topic.

Prohibition of High-Frequency Sound Emitting "Mosquito" Devices Ordinance – CM Burke (10 minutes)

CM Burke began the discussion by noting that the ordinance is simple – it prohibits “Mosquito” devices from being used. CM Burke said the sound particularly targets people under the age of 35. CM Kinnear noted that she can hear the “Mosquito” devices too. CM Stratton asked what some of the better ways to get rid of loiterers could be. CM Burke said that playing classical music has the same side-effects, but if we are really looking for a more holistic fix, we need to invest in public spaces for young people. She noted that this is an upstream solution, but often younger people hanging around downtown don't have a safe place to go home. CM Burke said the bigger investments would be creating safe places for young people to go. CM Mumm noted that making the assumption that people who are young are up to no good is not the way to foster a healthy community downtown. CM Kinnear echoed that it is not a good way to encourage people to move downtown. CM Fagan asked why this is just focused downtown. CM Burke said that they could extend it to city-wide. Brian McClatchey said that the ordinance applies city-wide as written. Sargent Hartman noted that “Mosquito” devices are not a complaint they deal with often – amplified music is a greater complaint. CM Kinnear noted that she did get a complaint from about a high-frequency device around a 7-11. CM Stratton asked if we could talk to Neighborhood Councils more about these devices and to get feedback on why and how they are used.

SPD Projected Budget Increases Discussion – CM Mumm (10 minutes)

CM Mumm said that she is looking for an accurate number for what SPD overtime will be in 2020. To her, going over the overtime budget has been a constant issue. CM Mumm said that she supports the goal to be accurate when projecting overtime budget. She asked if SPD feels it's possible to give a different number. Kevin Schmidt from accounting and Paul Ingiosi gave a presentation on this subject. From 2016-2018, SPD exceeded its budget by an average of \$1.1 million. CM Mumm asked if that is a constant trend. Mr. Ingiosi said it is trending down. Mr. Schmidt pointed out that the 2019 estimate will be a little lower over budget than usual. CM Kinnear said that we had 4 presidential candidates come to town last cycle, and when they don't foot their bill that increased the overtime budget. Assistant Chief Lundgren said they are anticipating major candidates coming this next election cycle and that the candidates usually give as little as a one week window. Mr. Schmidt said that they did add a 3% inflation to reflect the candidates coming to town. CM Mumm asked what happens when Council continually under budgets police overtime. Assistant Chief Lundgren said around 80% of their budget is people, so they have to save on salaries. CM Beggs wanted to see an actual projected budget with the revenue from re-imbursing. CM Beggs asked how it is good budgeting to under-budget. Assistant Chief Lundgren said the department took steps to reduce overtime. CM Beggs said he would rather make the tough decision up front than in the middle of the year. CM Kinnear went back to special events and the campaigns that come to town, could we have a template contract available? Assistant Chief Lundgren said with a presidential candidate, they don't need our authority to come into town. CM Mumm said she would be willing to have that discussion at Finance. CM Mumm said we need to keep working toward the solution for having an accurate budget. CM Mumm said they would have to work with Mr. Ingiosi to figure out where the money will come from to do that. Gavin Cooley said year to year the general fund budget has been positive. CM Mumm said she recognizes this, but wanted to make sure we are budgeting accurately. Chief Schaeffer (SFD) said that he hears that he needs to get his overtime down. CM Mumm said that it's not about beating up our uniform services about getting overtime down – it's about re-building trust between labor and community. CM Kinnear said we want to make sure SFD is accurate with their projects. CM Beggs asked if we have been collecting costs and sending them to campaigns. Assistant Chief Lundgren said they have sent two or three but they've stopped because they know what is going to happen. CM Beggs asked if Council could get a list of candidates who have been reached out to and who haven't so Council can work on getting them to pay.

Salary Review Commission Ordinance Discussion – CM Kinnear (10 minutes)

CM Kinnear noted that this ordinance has been pared down significantly. The biggest change to the commission is that it will be made up of professionals – HR or finance – who will be able to work with HR to reach fair compensation. CM Stratton asked if people currently on the commission will need to re-apply. CM Kinnear said yes.

West Central Neighborhood WQTIF Update - CM Stratton (5 minutes)

CM Stratton said they will discuss this topic at the next Urban Experience meeting.

State Legislative Update:

NO UPDATE NECESSARY

ADMINISTRATION REQUESTS:

NONE

Action Items:

NONE

Executive Session:

NONE

Adjournment: CM Kinnear adjourned the meeting at 2:38 PM. The next PSCHC meeting will be held Monday, January 6, 2019.

Attachments/Briefing Papers:

STA Plaza Security 2020 Briefing Paper
CHHS Home Repair Programs Manager Contract
Prohibition of High-Frequency Sound Emitting "Mosquito" Devices Ordinance
Salary Review Commission Ordinance

Referenced attachments are on file in the City Clerk's Office.

General Notices

AGENDA REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 AM JANUARY 21, 2020
CITY HALL – COUNCIL CHAMBERS
808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES** *Action Required*
 - a. December 17, 2019 Minutes
3. **PUBLIC COMMENT**
4. **CHIEF EXAMINER'S REPORT**
5. **NEW BUSINESS** *Action Required*
 - a. Requests for Indefinite Leave of Absence
 - b. Resolution 2020-01 Classification Actions
 - c. Conceptual Discussion – Modernizing Civil Service
6. **UNFINISHED BUSINESS** *Action Required*
 - a. Investigation of M Decker Claim
 - b. Chief Examiner Performance Review/Feedback
7. **ADJOURN**

Notes:

- The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

Notice of Intent to Adopt Amendment to the Unified Development Code and SEPA Review

City of Spokane Development Services Center is the lead on proposed amendments to the SMC. The Proposal specifically amends Spokane Municipal Code (SMC): Chapter 08.02 Fees and Charges, Article III. Building and Construction Permits, Section 08.02.031(B) Building Code Fees and Charges – Valuation; Section 10.29.030 Heating Mechanics – License; Chapter 11.19 Zoning Code, Article VII. Administration and Procedure, Sections 11.19.720 Building Official; Section 17C.110.230 Fences related to enclosures for pools and hot tubs; 17F including: the National Board Inspector Code (pressure vessel code – 17F.030.010), Building (IBC, IRC, international Energy Conservation Code – 17F.040.010), Electrical (17F.050.010), Mechanical (17F.090.010), and Plumbing codes (17F.100.010); Section 17F.040.010 to include specific adoption of Appendix Q: Dwelling Unit Fire Sprinkler Systems, WAC 51-51-60105; 17F.060.040 Elevator Code – Requirements; 17F.060.060 Elevator Code – Dangerous Conveyances; and, 17G.010.200 Application for Worker's License.

Project Description: Amendments are intended to remove references to outdated construction standards, administration, processes, licenses, and fees and to ensure that as new editions of construction-related standards adopted at the state level appropriately referenced in the City's municipal code among other code clean-up items. Amendments also provided that the City's Building Official review all proposed amendments to 17F – Construction Standards – prior to review and/or approval by other recommending or decision making bodies within the City of Spokane. More information is available at <https://my.spokanecity.org/projects/construction-standards-code-clean-up/>.

The proposed text amendment includes the following:

- Updates Section 08.02.031(B)(1) Building Code, Building Permit Valuation to reflect the current building valuation schedule and frequency of valuation schedule updates (twice annually) published by the International Code Council (ICC).
- Removal of language from Section 10.29.030 (Heating Mechanics –License) related to work that may be conducted by a holder of an apprentice heating mechanic license and oil burner installer's license.
- Add language to 11.19.720, Building Official, requiring review and approval of all proposed amendments to Title 17F – Construction Standards – by the Building Official prior to review by other recommending or decision making bodies within the City of Spokane.
- Amending Section 17C.110.230, Fences – Enclosures for Pools and Hot Tubs, to include options for pool and spa barriers found in the International Swimming Pool and Spa Code.
- Code clean-up of 17F to reference "current adopted Editions" of construction codes instead of adopted codes of a specified year including the National Board Inspector Code (pressure vessel code – 17F.030.010), Building (IBC, IRC, international Energy Conservation Code – 17F.040.010), Electrical (17F.050.010), Mechanical (17F.090.010), and Plumbing codes (17F.100.010).
- Amend Section 17F.040.010 Adoption of Building Codes and Related Washington State Codes to include specific adoption of Appendix Q: Dwelling Unit Fire Sprinkler Systems, WAC 51-51-60105
- Amending 17F.060.040, Elevator Code to require use of fire rated belts tested to UL 62, UL 1581 FT-1 fire rating or equivalent only, when elevators incorporating noncircular elastomeric coated steel suspension members (belt suspension).
- Adding language to 17F.060.060 – Dangerous Conveyances – making removal of lock-out devices installed due to unsafe elevator operating conditions a Class I civil infraction with a current fee of \$536.00 per day of said infraction.
- Amend Section 17G.010.200 Application of Workers' License to include:
 - Language encompassing the certification of electrical apprentices by the Department of Labor and Industries pursuant to chapter 19.28 RCW.
 - Striking experience qualifications for gas heating mechanic I/II and gas inspector I/II license eligibility from the City's ordinance – the board of gas heating mechanic examiners will continue to determine the qualification and fitness of applicants for the purpose of obtaining a license and for license renewal.
 - Requirements for a new application and exam for all mechanical license holders for licenses expired more than 90 days.

SEPA Status: The proposed amendments are categorically exempt from SEPA.

Legislative Process: A briefing before the City Community Safety and Public Health Committee is tentatively scheduled for February 2, 2020. Public testimony will not be taken at this committee meeting; however, amendments to the Spokane Municipal Code will proceed through the regular City Council Adoption process which includes opportunities for public comment and testimony. Please note that a hearing regarding these amendments have not yet been scheduled, but is anticipated for winter 2020.

More information: Any person may call for additional information and/or sign up to receive email updates on this project by sending an email to the planner. Contact Person: Dermott Murphy, City of Spokane Building Official, dgmurphy@spokanecity.org, 509-625-6142. A current draft and additional documents may be viewed on the Project Page: <https://my.spokanecity.org/projects/construction-standards-code-clean-up/>

Ordinances

Ordinance C35850 Mayoral Veto Message



Mayor David A. Condon

December 10, 2019

Spokane City Council
808 W. Spokane Falls Blvd.
Spokane, WA 99201

Dear City Council President Stuckart and Council Members,

Due to an oversight by City Council, I must veto Special Budget Ordinance C35850 regarding the need to appropriate additional funds to support the new Spokane Arts \$375,000 multi-year contract and authorizing staff to enter into contract for \$120,000 for Family Promise and \$20,000 for Transitions for increased overnight and weekend capacity for families experiencing homelessness.

As stated in the Joint Administration-Council Strategic Plan, One Spokane, we made a commitment to the citizens we serve to develop and implement financial management practices that are transparent and accountable. The City Charter states in Article III, Section 13 that, "Ordinances making appropriations shall be confined to the subject of appropriations." The agenda sheet as prepared by City Council for Special Budget Ordinance C35850 (SBO) makes clear that the subject of the appropriation is only to support the new Spokane Arts \$375,000 multi-year contract. However, Section 3 of the SBO authorizes staff "to enter into contract for \$120,000 for Family Promise to ensure capacity for 60 family slots and \$20,000 for Transitions for the purpose of weekend hours for single women." Supporting the arts and increasing capacity for homeless families and women are two different subjects which must be addressed separately in the appropriations.

The inclusion of Section 3 relating to Family Promise and Transitions tracks back to the original briefing that took place on November 4, 2019 to the Public Safety & Community Health Committee meeting. The error serves as an important reminder to City Council and staff to take great care in the preparation and approval of materials which affect the funds citizens have entrusted us to manage.

Again, I must veto Ordinance C35850 based on the technical errors involved in the appropriation of funds.

Sincerely,

David A. Condon
Mayor

The City of Choice

808 W. Spokane Falls Blvd. • Spokane, Washington 99201-3335
Phone: 509.625.6250 FAX: 509.625.6563

RECEIVED

DEC 12 2019

CITY CLERK'S OFFICE

Passed by City Council: November 25, 2019
Vetoed by Mayor: December 12, 2019 (Veto stands)
See follow-up Ordinance C35877 passed by the City Council on December 16, 2019

Executive Orders

**CITY OF SPOKANE
EXECUTIVE ORDER
EO 2020-0001 LGL 2020-0008**

**TITLE: COLLECTIVE BARGAINING AGREEMENTS SIGNATURE AUTHORITY
EFFECTIVE DATE: January 1, 2020
REVISION EFFECTIVE DATE: N/A**

WHEREAS, most of the City of Spokane employees are represented by a collective bargaining representative through collective bargaining agreements; and

WHEREAS, these agreements need to be clarified, amended or have housekeeping changes during their term; and

WHEREAS, there has been some confusion over delegation of signature authority for these documents;

NOW, THEREFORE, I, NADINE WOODWARD, Mayor of the City of Spokane, do hereby order and direct:

A. Collective Bargaining Agreements.

Application: Used to set forth the agreed upon terms and conditions for wages, hours and working conditions of employment for represented employees.

Signatures: Shall be signed by the Mayor and the Director of Human Resources on behalf of the City. Shall be approved as to form by the City Attorney's Office and attested by the City Clerk. In the absence of these persons, CBA's may be signed by the persons acting for these positions.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the City Clerk and given a new file number. The agreement shall be approved by the City Council. The City Clerk shall provide duplicate originals or copies to the department and bargaining representative.

B. Memorandum of Understanding:

Application: Used to clarify or interpret existing collective bargaining agreements. Has no cost. Examples are 9/80 agreements and summer work schedules.

Signatures: Shall be signed by appropriate department head and the Director of Human Resources on behalf of the City. In the absence of these persons, may be signed by the persons acting for these positions. The affected employee and supervisor may also be signatories as appropriate.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the Human Resources Department. The Human Resources Department shall provide duplicate originals or copies to the department and bargaining representative.

C. Supplemental Agreement - Up To Current Minor Contract Threshold:

Application: Change to terms or conditions of an existing collective bargaining agreement. May involve cost to the City up to the current minor contract threshold.

Signatures: Shall be signed by appropriate department head, the Director of Human Resources and the City Administrator on behalf of the City. Shall be approved as to form by the City Attorney's Office and attested by the City Clerk. In the absence of these persons, may be signed by the persons acting for these positions.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the City Clerk and given the same file number as the original contract. The original copy shall be accompanied by a minor contract summary form when filing with the Clerk. The City Clerk shall provide duplicate originals or copies to the department and bargaining representative.

D. Supplemental Agreement – Over the Current Minor Contract Threshold or Changes to Actual Written Terms / Conditions:

Application: Change to terms or conditions of an existing collective bargaining agreement. May involve cost to the City over the current minor contract threshold. Example would include extension of existing agreement.

Signatures: Shall be signed by appropriate department head, the Director of Human Resources and the Mayor on behalf for the City. Shall be approved as to form by the City Attorney’s Office and attested by the City Clerk. In the absence of these persons, may be signed by the persons acting for these positions.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the City Clerk and given the same file number as the original contract. The contract shall be approved by the City Council before signature by the Mayor and attestation by City Clerk. The City Clerk shall provide duplicate originals or copies to the department and bargaining representative.

**CITY OF SPOKANE
EXECUTIVE ORDER
EO 2020-0002 LGL 2020-0008**

**TITLE: DELEGATION OF SIGNATURE AUTHORITY FOR MINOR CONTRACTS
EFFECTIVE DATE: January 1, 2020
REVISION DATE:**

WHEREAS, under section 38 of the City of Spokane Charter, “all written contracts, bonds and instruments of every kind and description to which the city shall be a party shall be executed in the name of the city by the mayor or the council president under the direction of the city council, and attested by the clerk, and when necessary, shall be acknowledged”; and

WHEREAS, section 1.02.130 of the Spokane Municipal Code states: “Except to the extent that state law may require certain municipal code enforcement or other personnel to be specially qualified, every function, authority and responsibility vested by this code in a particular officer is delegable, subject to the City’s personnel system. Any act performed by a person or body without actual authority at the time may be ratified”; and:

WHEREAS, the City enters into a number of contracts that are not required to be individually approved by the city council due to the type of contract or its dollar amount; pursuant to section 7.06.260 of the Spokane Municipal Code; and

WHEREAS, the number of minor contracts which are of a routine nature has grown exponentially in recent years, creating lengthy delays in their processing and inefficient use of the City Administrator’s time in their execution; and

WHEREAS, it would be more efficient for City division directors, department heads and assistant department heads of large departments to be given signature authority for certain documents; --

NOW, THEREFORE, I, NADINE WOODWARD, Mayor, do hereby order and direct: that I hereby delegate my signature authority for minor contracts as follows:

For purposes of this Executive Order only, Division Directors are:

City Attorney (Chief Assistant City Attorney in the absence of the City Attorney)
Chief Financial Officer
Director of Communications
Director of Finance and Administration
Director of Human Resources
Director of Innovation and Technology Services
Director of Neighborhood and Business Services
Director of Parks and Recreation
Director of Public Works
Fire Chief (Assistant Chief in the absence of the Fire Chief)
Police Chief (Deputy Chief in the absence of the Police Chief)

The Director of Grants Management and Financial Assistance shall approve all grant acceptances and contracts involving grant funds.

Department head positions of those departments identified as such in chapter 3.01A of the Spokane Municipal Code and which additionally include the position in charge of:

- Customer Experience
- Development Services Center, Code Enforcement and Parking Services
- Office of the Mayor
- Office of Performance Management
- Public Works Technology, ITSD
- Information Security, ITSD
- GIS, ITSD
- Technology Operations, ITSD
- Applications, ITSD

DESCRIPTION	SIGNATURE AUTHORITY
Real Estate Documents – Leases, Use Agreements, Covenants, etc.	Division Director
Real Estate Documents – Deeds, Easements, etc.	City Administrator
U.S. Department of Housing and Urban Development documents	City Administrator
Contracts \$0 - \$3,000	Voucher
Contracts \$3,001 - \$10,000	Department Head
Contracts \$10,001 – Minor Contract Threshold	Division Director
Extensions – No Cost	Department Head
Amendments / Change Orders / Addenda up to 10% of the original contract amount not to exceed \$100,000 (associated with agenda sheet)	Division Director
Amendments / Change Orders / Addenda (\$ changes) not to exceed Minor Contract Threshold	Division Director
Public Works / Public Works Maintenance \$5,001 - \$10,000	Department Head
Public Works / Public Works Maintenance \$10,001 – Minor Contract Threshold	Division Director
Public Works Division Change Orders covered by City Policy 5200-08-01	No Change
Amendments – No Cost	Department Head
Assignments	Department Head
Final Acceptances	Division Director
Software / Hardware Maintenance Contracts to \$10,000	Purchase Order

Except as provided above, this signature delegation authority may not be sub-delegated by any division director or department head. I encourage staff in the absence of a department head to have the appropriate division director or the City Administrator execute their contracts to expedite document processing. In the absence of the appropriate division director, the City Administrator may execute the contracts to expedite document processing.

I direct the Chief Financial Officer and City Attorney to develop audit overview procedures for the signature delegation authority I am giving. Failure to comply with those procedures could result in signature delegation authority being withdrawn and/or disciplinary action as appropriate.

**CITY OF SPOKANE
EXECUTIVE ORDER
EO 2020-0003 LGL 2020-0008**

**TITLE: DELEGATION OF AUTHORIZATION FOR CERTIFICATION PURSUANT TO 2 CFR 200
EFFECTIVE DATE: January 1, 2020
REVISION EFFECTIVE DATE: N/A**

WHEREAS, the Code of Federal Regulations, 2 CFR 200.415(a) have been revised to ensure that final fiscal reports or vouchers requesting payment under federal agreements must include a certification signed by an official who is authorized to legally bind the non-federal agency; and

WHEREAS, the Mayor of the City of Spokane, or his or her lawfully appointed designee, executes all federal grant funding agreements and supplemental agreements; and

WHEREAS, in order to seek timely reimbursement for proper expenditures related to the federally funded grant projects, the Mayor of the City of Spokane intends to delegate pursuant to this executive order to the person appointed to the division directors set forth below the authority to legally bind the City of Spokane solely for the purpose of certifying reports and requesting federal grant reimbursement; --

NOW, THEREFORE, I, NADINE WOODWARD, Mayor of the City of Spokane, direct that for the purpose of certifying reports and requesting reimbursement for federally funded projects, the individuals appointed to the division director positions set forth below shall be delegated authority per 2 CFR 200.415 (a) to legally bind the City of Spokane in furtherance of the intent of this Executive Order.

FUTHERMORE, the individuals duly appointed as the division director listed below shall be authorized to sign all grant reports and reimbursement vouchers for grant funded projects on behalf of the City of Spokane.

FURTHERMORE, the identified division directors are authorized to grant subsequent delegation of authority with his or her division for submission of reports or vouchers in the event of the absence of the division director.

Division directors are:

Director of Neighborhood and Business Services
Library Director
Director of Parks and Recreation
Chief Financial Officer
Fire Chief
Police Chief
Director of Public Works
Director of Finance and Administration
Director of Human Resources
Director of Innovation and Technology Services
City Attorney

This delegation shall continue until revoked.

Job Opportunities

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

**CERTIFIED BOILER INSPECTOR SPN 305
OPEN ENTRY**

DATE OPEN: Monday, January 13, 2020

DATE CLOSED: Tuesday, January 28, 2020 at 4:00 p.m.

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

DESCRIPTION:

The City of Spokane's Development Services Center (DSC) is currently seeking a Certified Boiler Inspector to come join our team! The DSC's mission is to facilitate development for a stronger and safer Spokane and is always striving for consistency and proactive collaboration to resolve issues within a team setting.

This position will serve as the sole Boiler Inspector for the City of Spokane and requires the ability to work independently and as a part of a greater team. This vital role ensures safety of our devices where people congregate throughout our community. The ideal candidate is motivated, efficient and process improvement driven!

No travel is required for this position, work locations are designated to the Spokane area. The applicant selected for this position will receive access to ongoing professional development funding, a flexible working schedule and great employer benefits, including a pension plan!

DUTIES:

- Investigates boiler accidents to determine the causes; orders repairs and/or makes recommendations to prevent future accidents.
- Inspects existing boilers, pressure vessels, and related equipment; determines necessary repairs; reviews design and materials required for repairs; approves or disapproves repairs
- Reviews blueprints and construction plans for new installations for compliance with codes and regulations; inspects completed work.
- Advises builders, contractors, owners and trade workers regarding technical information, regulations, and methods of constructing, installing, maintaining and repairing boilers.
- Conducts cold stop investigations of businesses to verify any new pressure vessels have been properly added to an appropriate recurring inspection schedule.
- Prepares, updates and distributes inspection schedules to authorized inspection agencies.
- Enters inspection results from own inspections and authorized inspections agencies into City database.
- Maintains records, prepares reports and correspondence as required.
- Investigates pressure vessel and boiler operator licensing complaints.
- Issues "Stop Work" orders when necessary, may testify at hearings or in court on violations.
- Monitors and verifies hydrostatic testing of vessels.
- Reviews and verifies welder qualifications and welding procedures for work on pressure vessels.
- Acts as the Secretary for the Boiler Board of Examiners and schedules meetings as required.
- Proctors, grades and maintains results of the Boiler Operator Examinations.
- Operates an automobile and various testing devices as required.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open-Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Certification:* Certified by the National Board of Boiler and Pressure Vessel Inspectors.
- *License:* Possession of a valid driver's license.

Promotional Requirements:

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

- *Experience:* Present Inspectors who meet the open requirements may apply on a promotional basis.
- *License:* Possession of a valid driver's license.

NOTE: Applicants are required to be commissioned by Washington State as an inspector of boilers and unfired pressure vessels within six months of appointment.

EXAMINATION DETAILS:

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

- T&E: 100%

T&E Evaluation Details

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

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.

- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.

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

TO APPLY:

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

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

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 9th day of January 2020.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

**LANDFILL/TRANSFER STATION FOREPERSON SPN 551
PROMOTIONAL**

DATE OPEN: Monday, January 13, 2020

DATE CLOSED: Tuesday, January 28, 2020 at 4:00 p.m.

SALARY: \$49,972.10 annual salary, payable bi-weekly, to a maximum of \$82,505.23

DESCRIPTION:

Supervises daily Waste to Energy external operations, including receipt, processing, transport, export, and disposal of the City's solid waste streams.

DUTIES:

- Directs and supervises the receipt, processing, and transport, of solid waste and recyclable materials to and from multiple sites. Coordinates export of by-pass solid waste material to landfill.
- Supervises landfill staff and operations in compliance with Washington State minimum functional standards, local permits, and engineering requests.
- Participates in bid specifications for equipment/facilities under his/her control. Participates in vehicle purchasing decisions.
- Organizes and prioritizes work, and prepares work schedules for multiple duties at multiple sites for waste recovery, disposal operations, and environmental compliance monitoring.
- Directs the operation of, and operates, dozers, loaders, compactors, tractor/trailers, and related equipment used in waste recovery.
- Arranges and coordinates maintenance and repairs for all equipment and facilities associated with waste recovery operations.
- Hires, trains, and conducts annual evaluations of subordinate personnel. Provides counseling and participates in the discipline of employees as required. Recruits, hires, trains, and dismisses temporary employees.
- Prepares accident and insurance reports; coordinates safety instructions with site Safety Coordinator.
- Maintains daily logs and vital records pertaining to waste recovery/disposal operations as required by policy and law. Provides reports as needed.
- Interacts directly with customers/public to address problems and complaints, and handles various correspondences. Investigates issues and provides resolution.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotion (Must be met by date of examination.)

- **Experience:** Two years of experience with the City in the classification of Heavy Equipment Operator (SPN: 622) assigned to the Solid Waste Disposal Department.
- **License:** All applicants must possess a valid Commercial Driver's License (CDL) Class A for semi-truck operations.

Employees must obtain a Manager of Landfill Operations (MOLO) and a Transfer Station Systems certification during the probationary period.

NOTE: Individuals in this classification must successfully complete required environmental, health and safety training (as designated on the Environmental Training Matrix and the Training Requirements spreadsheet) within their probationary period.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test and promotional evaluation, with weights assigned as follows:

- Written test 80%
- Promotional Evaluation 20%

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Wednesday, February 5, 2020 at 3:00 p.m.** The approximate duration of the test is 2 hours.

You will receive email notification of your test appointment upon acceptance of your application. You must bring a valid photo ID to your exam.

The written test may include such subjects as: Landfill/Transfer Station Operations, Supervision, Interpersonal Skills, Administration, Safety, Business Math, Computer Skills

PROMOTIONAL EVALUATION DETAILS

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

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

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

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 9th day of January 2020.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

AMENDMENT**AMENDMENT****AMENDMENT****PARK RANGER**

SPN 698

(Announcement of 1/6/2020)

The above titled announcement is hereby amended to read:

Open Entry Requirements:

(Applicants must meet all requirements at the time of application.)

- *Education:* High school diploma or its equivalent.
- *Experience:* Six months of experience performing security work.
- *License:* Possession of a valid driver's license.

NOTE: A police record may be grounds for rejection. Must obtain a limited law enforcement commission within six months of date of employment. Applicants must obtain a basic first aid and CPR card before they can be hired; however, they do not have to possess the basic first aid and CPR card to be eligible to take the examination.

Closing Date: January 21 at 4:00 p.m.

Notice for Bids

Supplies, Equipment, Maintenance, etc.

ECCC CHAS DENTAL CLINIC
My Spokane Customer Experience
#PW ITB 5179-19

INVITATION TO BID NOTICE

Description: The City of Spokane is soliciting electronic bids for the ECCC CHAS DENTAL CLINIC.

Bid Opening: Sealed electronic bids will be received until **Monday, February 3, 2020 at 1:00 pm**. At 1:15 pm they will be publicly opened in a meeting held in the City Council Chambers, LL, 808 W. Spokane Falls Blvd., Spokane WA. All bid responses are only to be submitted **electronically** through the City of Spokane's bidding portal: <https://spokane.procureware.com>, on or before the aforementioned date and time. Hard copy and/or late bids shall not be accepted.

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

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

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

Thea Prince
Purchasing Department

Publish: January 15 & 22, 2020

COILED PIT SETTER METER BOXES
Water & Hydroelectric Services

ITB #5222-20

Description: The City of Spokane is seeking electronic bids for Coiled Pit Setter Meter Boxes to be used by the Water & Hydroelectric Services department on a value blanket order.

Bid Opening: Sealed electronic bids will be accepted until **Monday, January 27, 2020 at 1:00pm**. Bids will be publicly opened at 1:15pm in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington 99201. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

Interested parties are asked to post questions on our bidding portal on the 'Clarifications' tab under the applicable project number.

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

Samantha Johnson
Purchasing Department

Publish: January 15 & 22, 2020

