



Official Gazette

City of Spokane, Washington

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

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MAY 6, 2020

Issue 19



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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The Official Gazette

USPS 403-480

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, April 27, 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 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 were held virtually and streamed live online and aired on City Cable 5. The 6:00 p.m. Legislative Session was not held. Legislative Agenda items were considered during the 3:30 p.m. Briefing/Administrative Sessions. Pursuant to Governor Jay Inslee's Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through May 4, 2020. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling 408-418-9388 and entering an access code when prompted.

Roll Call

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

City Administrator Wes Crago and City Clerk Terri Pfister were also present on the dais. City Council Policy Advisor Brian McClatchey attended the meeting via WebEx.

Advance Agenda Review

The City Council received an overview from staff on the May 4, 2020, Advance Agenda items.

Emergency Ordinances C35860 and C35861

Motion by Council Member Burke, seconded by Council Members Kinnear and Cathcart, **to defer** Emergency Ordinance C35860 (establishing a local residential tenancy code) and Emergency Ordinance C35861 (requiring specific cause for most residential evictions) to July 13, 2020; **carried unanimously**.

Action to Approve May 4, 2020, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the May 4, 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 Wilkerson, **to approve** the Advance Agenda for Monday, May 4, 2020, (as amended); **carried unanimously**.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council considered the April 27, 2020, Current Agenda.

CONSENT AGENDA

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

Value Blanket with Specialty Asphalt (Cheney, WA) for 144,000 pounds of hot-pour rubberized crack sealant to be used on arterials and residential streets—not to exceed \$125,000. (Cost is \$0.834 per pound on State Contract #012111.) (OPR 2020-0414)

Contract with United States Electric Corp. (Olympia, WA) for high voltage electrical technical and maintenance support services at the Waste to Energy Facility from May 1, 2020 through April 30, 2021—not to exceed \$90,000. (OPR 2020-0418 / PW ITB 5230-20)

Interlocal Agreement with the City of Airway Heights and the West Plains Airport Area Public Development Authority to develop transportation improvements along the 6th, 10th, and 12th corridor from Craig Road in the City of Airway Heights to Campus Road in the City of Spokane—not to exceed \$60,000. (OPR 2020-0420)

Subrecipient Agreement Amendments, to expand access to coordinated entry, housing navigation services, and diversion from the homeless crisis response, with:

- a. Catholic Charities of Eastern Washington (Spokane, WA) —\$141,251. (OPR 2019-0706)
- b. Spokane Neighborhood Action Partners (Spokane, WA)—\$175,946 (OPR 2020-0787)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through April 17, 2020, total \$5,233,251.27 (Check Nos. 570768-570875; ACH Payment Nos. 77345-77553), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,361,880.30. (CPR 2020-0002)
- b. Payroll claims of previously approved obligations through April 18, 2020: \$6,958,628.69 (Payroll Check Nos. 556651-556714). (CPR 2020-0003)

City Council Meeting Minutes: February 13, 2020; February 20, 2020; April 13, 2020; and April 16, 2020. (CPR 2020-0013)

Bid of Max J. Kuney Co. (Spokane, WA) for Post Street Pedestrian and Utility Bridge Replacement—\$18,519,557. An administrative reserve of \$1,851,955.70 which is 10% of the contract price, will be set aside. (Deferred from April 20, 2020, Agenda) (OPR 2020-0372 / BID 2017105)

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2020-0023 (CR: OPR 2020-0416) (Council Sponsor: Council President Beggs)

Upon Unanimous Voice Vote (in the affirmative), the City Council **adopted Resolution 2020-0023** declaring McCoy Power Consultants (MPC) a sole source consultant and thus authorizing the Waste To Energy Facility (WTEF) to directly enter into contract with MPC in lieu of public bidding for maintaining annual compliance with the NERC/FERC Reliability Standards for a period of five years, from July 1, 2020, through June 30, 2025—not to exceed \$95,000 per year (incl. tax).

Resolution 2020-0024 (CR: OPR 2020-0417) (Council Sponsor: Council President Beggs)

Upon Unanimous Vote (in the affirmative), the City Council **adopted Resolution 2020-0024** declaring Dresser Rand Company (Seattle, WA) a sole source provider and authorizing the City to enter into a value blanket order for the maintenance, service and product supplies necessary for the Condensing Steam Turbine Generator Drive Package, Serial #D0823, for a five-year period, from March 1, 2020, through February 28, 2025—approximately \$100,000 annually without public bidding.

Resolution 2020-0025 (CR: OPR 2020-0391 / ENG 2017105) (Council Sponsor: Council Member Kinnear)

Subsequent to Council and staff commentary, the following actions were taken:

Upon Unanimous Voice Vote (in the affirmative), the City Council **adopted Resolution 2020-0025** declaring KPFF Engineering a sole source provider and authorizing contract for the expenditure of approximately \$1,210,000 for construction administration of the Post Street Bridge Project without public bidding. (Relates to OPR 2020-0391 / ENG 2017105)

There were no **Final Reading Ordinances**.

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

Quarterly Report by Downtown Spokane Partnership (DSP)

Downtown Spokane Partnership President and CEO Mark Richard presented a quarterly report to City Council (via WebEx) on the DSP, including an overview of FY20 Budget and Contingency Plan Scenarios based on the new reality (in light of COVID-19). See attachments to these minutes.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 4:14 p.m.

Attachments to the minutes are on file in the City Clerk's Office.

Public Safety & Community Health Committee ***Meeting Minutes – March 30, 2020***

Call to Order: 1:15 PM

Attendance:

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

Staff/Others Present: City Administrator Wes Crago, SPD Assistant Chief Lundgren, Hannahlee Allers

Approval of March 2, 2020 minutes: Motion to approve by CP Wilkerson; M/S by CM Cathcart. The committee approved the minutes from the March 2, 2020 PSCHC meeting unanimously.

CONSENT AGENDA ITEMS

Monthly Reports:

1. OPO Monthly Update – February 2020
2. Sit & Lie Enforcement Update (SPD)
3. Photo Red Update (SPD)
4. April Strategic Initiatives Report (SPD)

Consent Agenda Portion:

1. Comgroup – Engineering Services in Response to RFP# 195-18 (IT)
2. Janitorial Contract with Environmental Control of Spokane (SFD)
3. Request for Approval to Apply for HLS/FEMA SCBA Grant (SFD)
4. FARP Contract Extension (SPD)

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:****SPD Training Update – Chief Meidl (15 minutes)**

Assistant Chief Justin Lundgren presented on this topic on behalf of Chief Meidl. Assistant Chief Lundgren updated Council about some of the training opportunities SPD is undertaking that are above and beyond their normal training practices. Starting in 2017 they began procedural justice, implicit bias, community engagement trainings. More recently SPD has recently focused on officer wellness and has teamed up with the YMCA to administer this training. They have begun training this past year on de-escalation tactics. SPD has brought in multiple specialists to train on a multitude of topics – including women-specific topics. CM Wilkerson applauded the training and recognized SPD for the 2 hours of cultural training, but inquired about the follow-up to that training in particular. Assistant Chief Lundgren agreed and noted that they are incorporating procedural justice, implicit bias, and other trainings into an integrated approach. CM Wilkerson asked whether this was in-house training. Assistant Chief Lundgren noted that it's a mixture. CM Kinnear asked what the training process is like for officers who have violated specific SPD policies or procedures. Assistant Chief Lundgren noted that there is often training under these circumstances. CM Kinnear encouraged using additional training on top of necessary punitive measures. CP Beggs said that he appreciated the update and noted that the most important topic in his mind is implicit bias. CP Beggs said he would love to see a summary of how and when the implicit bias training is being incorporated into normal training. CM Cathcart asked if the implicit bias training materials would be available for Council Members to review. Assistant Chief Lundgren said he would work on getting those materials. CM Kinnear noted that they have received implicit bias training in the past and asked if CP would organize a training for Council Members.

Administrative Report on COVID-19 – City Administrator Wes Crago (30 minutes)

City Administrator Crago gave a high-level overview of the response to the current COVID-19 crisis. He noted that the presentation was extremely simplified and very fluid. He noted that at the City around 40% of staff are telecommuting, that the City has deferred hiring of temp/seasonal employees, but that the City currently has no planned layoffs. Administrator Crago showed a graph of confirmed COVID-19 cases in Spokane County. Administrator Crago then reviewed the Inland COVID-19 Response Incident Management Team (IMT) organizational chart, and noted that the team is planning responses going forward using a planning document. This document identifies key points 1 week to 90 days out. Current projections indicate that 3 weeks to a month from now there will either be a drastic increase in cases or a flattening of the curve. The document aides the decision makers in identifying when decisions need to be made based on those projected outcomes. Administrator Crago reviewed projected needs for personal protective equipment (PPE), child care, economic impact (both mitigation and recovery), mental/behavior health. Overall, this is a 90 day planning document. Administrator Crago pointed out that this response is an integrated effort with City, County, and Regional partners.

Council Requests:**Council Q&A on Administration Response to COVID-19 – CM Kinnear (15 minutes)**

CM Mumm asked about the multi-faceted use of the fairground. She asked if it's a good idea to have both COVID-19 positive people and those who need other routine health care, who haven't tested positive, at the same facility. Administrator Crago said they are not sure what the fairgrounds ultimately will need to be, but they want to plan for all options. CM Kinnear asked if anyone can be tested for COVID-19 at the fairgrounds or if you still need to be presenting specific symptoms. CP Beggs said that, unfortunately, you still need to present with specific symptoms in order to get a test. CM Stratton asked if employees who are isolated at home to not need to use PTO. Administrator Crago noted that there are specific cases where they might need to, but for the most part no. CM Mumm asked if part of the strategic plan, there are ways to communicate with neighborhoods – especially those without internet or newspaper access. Administrator Crago said he would relay the message to the communications team. CM Burke echoed that she has had calls from elderly citizens who are not receiving adequate information about the outbreak. CM Cathcart asked about media presence at the Emergency Coordination Center – CM Cathcart wanted to make sure they were not being unnecessarily limited in their ability to cover that area. Administrator Crago said he is unaware of any issues, but will look into it. CP Beggs thanked Administrator Crago and asked if he could disseminate the organizational chart and current 90-day plan. CP Beggs also noted that Council would like to be involved as much as possible with response measures going forward. Administrator Crago said he hears that and echoes the need for collaboration. CM Mumm asked Administrator Crago what he needs from Council. Administrator Crago said the best thing is for everyone to stay informed.

State Legislative Update:

NONE

ADMINISTRATION REQUESTS:

NONE

Action Items:

NONE

Executive Session:

NONE

Adjournment: CM Kinnear adjourned the meeting at 1:54 PM. The next PSCHC meeting will be held Monday, May 4, 2020.

Attachments/Briefing Papers: Comgroup Briefing Paper, Environmental Control Briefing Paper, SCBA Grant Briefing Paper, FARP Briefing Paper.

Hearing Notices

Notice of Plan Commission Public Hearing Proposed City of Spokane 2021-2026 Six Year Comprehensive Street Program

The Spokane City Plan Commission will hold a Public Hearing on Wednesday, May 13, 2020 beginning at 3:30 pm as a **Webex Online Meeting** to receive public testimony regarding the proposed 2021-2026 Six Year Comprehensive Street Program.

Public Hearing Date: 5/13/2020

Time: 3:30 pm to 5:30pm

Location: Webex Online Meeting –
Meeting agenda will be posted on Spokane City Website
and will contain a link to join the meeting from a device.

Call-in Number: +1-408-418-9388 United States Toll

Meeting Access Code: 968 488 190

Due to the Governor's COVID-19 Stay at Home Order, Plan Commission will host this meeting online using the Webex application. Interested individuals are encouraged to join the meeting. There will be a public comment period. Public comment will be accepted via email: plancommission@spokanecity.org between 4/29/2020 and 5/12/2020 at 5pm.

City of Spokane Integrated Capital Management, Attn: Marcia Davis
808 West Spokane Falls Boulevard
Spokane, WA 99201-3333
(509) 625-6398; mdavis@spokanecity.org

Documents relating to this proposal are at:
<https://my.spokanecity.org/projects/capital-programs/>

Location: The program references projects city-wide.

Description of Proposal: The Six Year Comprehensive Street Program documents transportation projects with basic project descriptions, funding summaries and delivery schedules. Projects that have received funding since the last publishing of the program are included in this draft.

SEPA: These items have been reviewed under the threshold requirement of the State Environmental Policy Act (SEPA) and a determination of non-significance has been issued.

Public testimony on these applications will be taken at the hearing and will be made part of the record. **Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision.** Any person may submit written comments, appear at the public hearing or request additional information at: Planning and Development Services Dept., 808 W. Spokane Falls Blvd., Spokane, WA, 99201-3329.

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.

POLICE RECORDS TECHNOLOGY SPECIALIST SPN 018 PROMOTIONAL

DATE OPEN: Monday, May 4, 2020

DATE CLOSED: Tuesday, May 19, 2020 at 4:00 p.m.

SALARY: \$40,599.07 annual salary, payable bi-weekly, to a maximum of \$63,880.27

DESCRIPTION:

Performs information technology program support work; troubleshoots and researches technical system and application problems and coordinates their resolution; serves as a primary point of contact between the City and a third party technology solution vendor; conducts training to internal and external end users pertaining to technology applications and upgrades; inputs, organizes, queries, ensures accuracy of, and exports data from automated systems; and performs related work as required.

DUTIES:

(Illustrative Only)

- Serves as the department's lead representative on all issues related to specialized third-party technology solutions; monitors, troubleshoots, and researches technical system performance issues, application problems, and user complaints, and coordinates their resolution; contacts and follows up with technology vendor or central information technology staff as needed.
- Assesses staff's technology needs; works with third party vendors or central information technology staff to develop recommendations for upgrades and improvements to meet those needs; submits proposed project scope of work, timeline, and budget to management for review and approval; ensures management stays updated on project status.
- Performs testing on new software features, updates, and upgrades; works with third party vendors or central information technology staff to resolve any functionality problems which arise during the testing process; on an ongoing basis, monitors system or software performance and coordinates resolution of issues.
- Inputs, organizes, queries, and exports data from a variety of automated database systems; compiles and submits data to regulatory agencies, management, or other recipients of reports.
- Develops policies and procedures to ensure quality of data input by staff; standardizes data entry functions; writes procedures and workflows; monitors data entry for errors and duplicate entries and corrects errors as needed; monitors databases to ensure proper updating and/or identify operational issues.
- Conducts applications-related training to individual and group end-users, employing a variety of software and methodologies to create instructional presentations; provides training or coordinates with vendors to provide more comprehensive training; prepares training documents.
- Develops data analysis and mapping queries to extract specific data out of the system; creates and produces custom reports.
- Performs basic technical administrative support work involving data compilation, technical reporting, and other areas.
- Organizes, indexes, archives, scans, copies, retains, uploads, and retrieves records, documents, reports, and files; maintains and/or establishes filing systems; audits and destroys records in accordance with mandated records retention schedules.
- Attends and participates in meetings; participates in local and regional technology committees or advisory groups.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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:* Two (2) years with the City as a Police Records Specialist (SPN 016).

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 (weighted 80%)

Due to restrictions placed around the COVID-19 pandemic, testing at City Hall has been suspended at this time. Applicants will be invited to the written test, at a date and time to be determined. Please plan approximately two hours for the written test.

The written exam may include the following subjects: computer skills, interpersonal skills, logical thinking, organizational awareness, technical competence, written communication, reading comprehension.

PERFORMANCE 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.

We encourage you to apply immediately using the online application system. Submit your complete online City of Spokane employment application by 4:00 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 29th day of April 2020.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

2020 Residential Grind & Overlay Project Engineering Services File No. 2020044

This project consists of the construction of approximately, **25,000** square yards of 2-inch thick HMA pavement, **2,200** square yards of pavement repair, **15,500** square yards of grinding, and **900** square yards of sidewalk, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. May 11, 2020 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 on the first floor of City Hall. While it is permissible to stay for the bid opening, in order to comply with "Stay Home, Stay Safe" order as much as possible, we request that you do not do so. Instead, please utilize one of the following options to participate in the bid opening. To watch, log in to <https://spokanecity.webex.com/join/bpatrick>. To listen by phone, call (408) 418-9388 then enter the access code 960 742 374 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: April 22, 29 and May 6, 2020
