



Official Gazette

City of Spokane, Washington

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

Volume 110

SEPTEMBER 9, 2020

Issue 37



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

KATE BURKE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

The Official Gazette

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The Official Gazette

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, August 31, 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 and the 6:00 p.m. Legislative Session were held virtually and streamed live online and aired on City Cable 5. Pursuant to Governor Jay Inslee's Eighth Updated Proclamation 20-28.8, dated July 31, 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 September 1, 2020. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling 408-418-9388 and entering an access code when prompted.

Roll Call

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

City Administrator Wes Crago and City Council Policy Advisor Brian McClatchey attended the meeting via WebEx, and City Clerk Terri Pfister was present on the dais in Council Chambers.

Advance Agenda Review

There was no Advance Agenda to review as the September 8, 2020, City Council meeting has been canceled.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council considered the August 31, 2020, Current Agenda.

Special Budget Ordinance C35930

Motion by Council Member Kinnear, seconded by Council Member Burke, **to defer indefinitely** Special Budget Ordinance C35930 allowing budgeting to increase Forfeiture budget to be used towards law enforcement equipment; **carried 6-1 (Council Member Cathcart "no").**

Suspension of Council Rules

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

Special Budget Ordinance C35933 and Resolution 2020-0064

Motion by Council Member Stratton, seconded by Council Member Wilkerson, **to add** the following to the Legislative Agenda: (1) Resolution 2020-0064 authorizing the award of Round 2 CARES Act community support funding and (2) Special Budget Ordinance C35933 to budget for the City's necessary responses to protect the health, safety, and welfare of residents of Spokane and to mitigate the public health, social health, and economic impacts of COVID-19 in Spokane; **carried unanimously.**

Resolution 2020-0065

Motion Council Member Kinnear, seconded by Council Members Wilkerson and Stratton, **to add** Resolution 2020-0065—of the City of Spokane, Washington, providing for the issuance and sale of certain individual Limited Tax General Obligation Refunding Bonds in the aggregate principal amount of not to exceed \$19,030,039.91; establishing interfund loan facilities from the Spokane Investment Pool to refinance existing interfund loans; fixing the dates, forms, maturities,

interest rates, terms and covenants of the bonds; authorizing the sale and delivery of the bonds to the City, and providing for other matters properly relating thereto—to the Legislative Agenda; **carried unanimously**.

Motion by Council Member Cathcart, seconded by Council Member Burke, **to substitute** the third option for the (second) option presented in the resolution; **rejected 1-6 (Council Member Cathcart “aye” and Council President Beggs and Council Members Burke, Kinnear, Mumm, Stratton, and Wilkerson “no”)**.

CONSENT AGENDA

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

Value Blanket with Helfrich Brothers Boiler Works, Inc. (Lawrence, MA) for the purchase of boiler tubes for use at the Waste To Energy Facility from November 1, 2020, through October 31, 2021—annual cost not to exceed \$650,000 (incl. tax). (OPR 2020-0670 / ITB 5313-20)

One-year Value Blanket Extension with Linn Machine & Manufacturing, Inc. (Spokane Valley, WA) to refurbish metal refuse and recycling dumpsters—estimated annual expenditure \$550,000 (incl. tax). (OPR 2016-0649 / BID 4254-16)

Contract with Knight Construction & Supply, Inc. (Deer Park, WA) for the purchase and installation of a roof fall protection system at the Waste To Energy Facility from August 15, 2020, through December 31, 2020—\$94,672.21 (incl. tax). (OPR 2020-0671 / RFB 20-107)

Purchase of property, casualty, and cyber insurance for the City for the period of September 1, 2020, to August 31, 2021—\$2,383,856. (OPR 2020-0674)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through August 21, 2020, total \$5,864,462.59 (Check Nos.: 573781 through 573986; ACH Nos.: 81340 through 81566), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$3,372,162.99.
- b. Payroll claims of previously approved obligations through August 22, 2020, \$7,127,969.14 (Payroll Check Nos. 557376 through 557463).

City Council Meeting Minutes: July 27, August 6, August 17, August 20, and August 27, 2020.

First Amendment/Extension of the Amended Water Supply Agreement with the City of Airway Heights (OPR 1984-0475)

Motion by Council Member Council Member Burke, seconded by Council Member Kinnear, **to defer** the First Amendment/Extension of the Amended Water Supply Agreement with the City of Airway Heights for short-term supplemental emergency water from the City of Spokane effective June 15, 2020, through June 15, 2021 (As Amended by City Council on August 24, 2020) for one month (to September 28, 2020); **carried 4-3 (Council President Beggs and Council Members Mumm and Wilkerson voting “no”)**.

Motion by Council Member Cathcart, seconded by Council Member Wilkerson, **to change the deferral date** to September 14; **carried 4-3 (with Council Members Burke, Kinnear, and Stratton voting “no”)**.

Special Budget Ordinance C35931

Motion by Council Member Cathcart, seconded by Council Member Burke, **to defer** Special Budget Ordinance C5931—allowing reimbursement to the Traffic Calming Measures Fund for the transfer of Traffic Calming Funds to the Police Department related to 2019—to December 7, 2020, and include as part of regular budget cycle; **rejected 1-6 (Council Member Cathcart “aye” and Council President Beggs and Council Members Burke, Kinnear, Mumm, Stratton, and Wilkerson “no”)**.

Council Recess/Executive Session

The City Council adjourned at 4:15 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Roll Call

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

City Council Policy Advisor Brian McClatchey attended the meeting via WebEx and City Clerk Terri Pfister was present on the dais in Council Chambers.

MAYORAL PROCLAMATIONS

September 2020 *Spokane Gives Month*

Council Member Wilkerson read the proclamation. Tim Henkel on behalf of Spokane Gives accepted the proclamation. Spokane is a leader in volunteerism and the Spokane Gives initiative has connected over 92,000 passionate volunteers to give almost 522,000 hours of services over the past six years. The proclamation urges citizens to join in giving back to the Spokane community by volunteering during the month of September.

September 2020 *Hunger Action Month*

Council Member Stratton read the proclamation. Kathy Hedgecock of Second Harvest accepted the proclamation. Hunger exists in Spokane and has increased substantially during the Coronavirus pandemic. Feeding America calculates that prior to the pandemic, one in seven residents in Spokane County were food insecure, including one in five children, and the problem has worsened to the point that one in five adults and one in three children may experience food insecurity. Along with generous community partners, funders, food donors, and volunteers, Second Harvest is committed to providing healthy food and nutrition education to those who need it most.

September 2020 *National Recovery Month*

Council Member Burke read the proclamation. Christine McMackin of Community-Minded Enterprises accepted the proclamation. Behavioral Health is an essential part of health and overall wellness and prevention of mental and/or substance abuse disorder. Treatment is successful and people can and do recover. The proclamation calls upon the community to observe this month by celebrating "Hands Across the Falls" virtually September 1 through September 30, 2020.

There was no **City Administration Report**.

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

There were no **Council Committee Reports**.

Open Forum was not held.

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

For Council Action on Special Budget Ordinance C35930, see section of minutes under 3:30 p.m. Administrative Session

Special Budget Ordinance C35931 (Council Sponsor: Council Member Mumm)

Subsequent to an overview by Council Member Mumm, public testimony and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C35931** amending Ordinance No. C35857 passed by the City Council December 16, 2019, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

General Fund
FROM: Unappropriated Reserves, \$500,000;
TO: Traffic Calming Measures, same amount.

and

Traffic Calming Measures Fund
FROM: Transfer from General Fund, \$500,000;
TO: Reserve for Budget Adjustment, same amount.

(This action allows reimbursement to the Traffic Calming Measures Fund for the transfer of Traffic Calming Funds to the Police Department related to 2019.)

Special Budget Ordinance C35933 (Council Sponsor: Council President Beggs)

Subsequent to a full reading by the City Clerk, an opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C35933** amending Ordinance No. C35857 passed by the City Council December 16, 2019, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

General Fund
FROM: Department of Commerce, \$1,128,023.70;
TO: General Fund Contractual Services, same amount.

(This action budgets for the City's necessary responses to protect the health, safety, and welfare of residents of Spokane and to mitigate the public health, social health, and economic impacts of COVID-19 in Spokane.) (Relates to Resolution 2020-0064)

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2020-0063 (Council Sponsor: Council President Beggs)

Subsequent to an overview by Eldon Brown of Developer Services, an opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2020-0063** setting hearing before the City Council for September 28, 2020, for the vacation of the alley between Bismark and Central, from Sycamore to Julia, as requested by Thomas Kostelecky.

Resolution 2020-0064 (Council Sponsor: Council President Beggs)

Subsequent to a full reading by the City Clerk, an opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2020-0064** authorizing the award of Round 2 CARES Act community support funding. (Relates to Special Budget Ordinance C35933)

Resolution 2020-0065 (Council Sponsor: Council President Beggs)

Subsequent to a full reading of the resolution by the City Clerk, an overview by Council President Beggs, an opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2020-0065** of the City of Spokane, Washington, providing for the issuance and sale of certain individual Limited Tax General Obligation Refunding Bonds in the aggregate principal amount of not to exceed \$19,030,039.91; establishing interfund loan facilities from the Spokane Investment Pool to refinance existing interfund loans; fixing the dates, forms, maturities, interest rates, terms and covenants of the bonds; authorizing the sale and delivery of the bonds to the City, and providing for other matters properly relating thereto.

There were no **Final Reading Ordinances**.

FIRST READING ORDINANCES

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

ORD C35932 Amending Ordinance C34840 that vacated the Alley between Cowley Street and Grant Street from East Riverside Avenue South to Alley. (Council Sponsor: Council President Beggs)

There were no **Special Considerations**.

There were no **Hearings**.

Second Open Forum was not held.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:14 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
07/20/2020

Attendance

Council Member Candace Mumm, Council Member Lori Kinnear, Council President Breean Beggs, Council Member Becky Wilkerson, Council Member Michael Cathcart, Council Member Karen Stratton, Council Member Kate Burke, Tonya Wallace, Paul Ingiosi, Sally Stopher, Tyler Benner, David Stockdill, Jennifer Hammond, Brian Schaeffer, Hannahlee Allers, Jake Hensley, Tim Szambelan, Marlene Feist, Brian McClatchey, Dusty Fredrickson, Kara Odegard, David Paine, Michelle Hughes, Carly Cortright.

Meeting started at 1:15 p.m.

This meeting was conducted through Web Ex

Approval of Minutes:

Meeting Minutes for June were approved.

Agenda Items:

1. SIP Loan and SBO for Dental Clinic at ECCC – Michelle Hughes

Michelle Hughes, Director of Accounting, briefed the Committee regarding this item. Please see attached briefing paper and SBO.

2. Comcast Franchise Update – Marlene Feist

Marlene Feist, Public Works & Utilities, briefed the Committee regarding this item. Please see attached briefing paper.

3. Ecology River Variance – CP Beggs

Council President Beggs briefed the Committee regarding this item. Please see attached briefing paper.

4. COVID Cost Update – Sally Stopher/Tyler Benner

Sally Stopher, Director of Grants, Contracts & Purchasing, briefed the Committee regarding this item. Please see attached presentation.

5. Public Safety SIP Proposal – Tonya Wallace

Tonya Wallace, Chief Financial Officer, briefed the Committee regarding this item. Please see attached presentation.

6. Sales Tax Detail by Sector – Tyler Benner

Tyler Benner, Internal Auditor, briefed the Committee regarding this item. Please see attached presentation.

7. 2020 Cost Containment Report – Tonya Wallace

Tonya Wallace, Chief Financial Officer, briefed the Committee regarding this item. Please see attached presentation.

8. Quarterly Investment Report

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

9. General Fund Update – Paul Ingiosi

Paul Ingiosi, Director of Management & Budget, briefed the Committee regarding this item. Please see attached presentation.

Consent Items:

The Committee would like to take the Comcast Update and the SIP Loan for the Dental Clinic at the ECCC off the consent agenda and move it to discussion.

Adjournment

The meeting was adjourned at 3:04 p.m.

Hearing Notices

**Notice of Public Hearing and Notice of SEPA Determination
City of Spokane**

Notice is hereby given that the Spokane City Plan Commission will hold a public hearing on Wednesday, September 23, 2020, beginning at 4:00 PM online via the WebEx Meetings software. This hearing or portions thereof may be continued at the discretion of the Plan Commission. The proposal concerns amendments to the City's Street Design Standards Chapter 3: Streets, Alleys, Bikeways, & Sidewalks, and associated municipal codes including: 17A.010.070 Delegation of Administration; 17A.020 Definitions; 17C.200 Street Tree Requirements; 12.01.010 Sidewalk Maintenance; 12.02.020 Overhanging Vegetation; and, 17H.010 Engineering Standards of the Spokane Municipal Code. Public testimony will be taken at the hearing from interested persons. Any person may submit written comments on the proposed actions or call for additional information:

Integrated Capital Management
Attn: Inga Note
808 West Spokane Falls Boulevard
Spokane, WA 99201-3333
Phone: (509) 625-6331
inote@spokanecity.org

HOW TO ATTEND THE MEETING: Due to the need for social distancing and because City Hall remains closed to the public, the Hearing will be held online via the WebEx Platform. Attendees may also call in by phone to hear and testify. Interested persons can contact staff at the contact info above to request connection information. Additionally, connection details will be provided online at the following address at least one week in advance:

<https://my.spokanecity.org/bcc/commissions/plan-commission/>

SEPA: A DNS was issued on August 31, 2020 under 197-11-340(2). The appeal period for this DNS ends on September 22, 2020 at 5 p.m.

Documents relating to this text amendment are available for viewing at:

<https://my.spokanecity.org/projects/street-design-standards-update/>

Applicant: This is a City-sponsored proposal.

Location: Proposed amendments are applicable within the City of Spokane.

Proposal: The City Design Standards guide and govern the development, redevelopment, and reconstruction of facilities built in the right-of-way. This transportation chapter update will include the current state of practice across the nation, with focus and reference sections that bring the design of pedestrian and bicycle facilities up to standards for better serving all ages and abilities. These standards also promote continuity and networking of the City's streets and sidewalks, as well as the integration of utilities that share right-of-way space.

Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

General Notices

CITY OF SPOKANE PROPOSED FRANCHISE ORDINANCE C35924

SUMMARY:

Franchise to Yellowstone Pipeline Company, a corporation, chartered in the State of Delaware, whose home office is 251 Little Falls Drive, Wilmington, DE 19808, the nonexclusive authority and franchise to use the public right of way to construct, operate, maintain, remove, replace and repair existing pipeline facilities together with equipment and appurtenances thereto, for the transportation of petroleum products and byproducts in the public right-of-way within and through the City of Spokane. Franchise term: 25 years. For more information, contact Rich Johnson, Manager, Communications (832) 765-1016: email Rich.Johnson@p66.com.

REGULAR MEETING NOTICE/AGENDA THE CIVIL SERVICE COMMISSION 9:30 a.m. – SEPTEMBER 15, 2020

Notice is hereby given that, pursuant to Governor Jay Inslee's Proclamation 20-28.8, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until 11:59 p.m. October 1, 2020.

Temporarily and until further notice, the public's ability to attend Civil Service Commission meetings is by remote access only. In-person attendance is not permitted at this time. The public is encouraged to tune in to the meeting as noted below. The public will be able to address the Commission regarding the agenda during the meeting by submitting written public comment via email to civilservice@spokanecity.org.

The regularly scheduled Civil Service Commission Meeting, September 15th, 2020 at 9:30 a.m. will be held virtually, some members of the Civil Service Commission staff will be attending virtually.

The public is encouraged to tune in to the meeting by calling 408-418-9388 and entering the access code 146 722 3953 when prompted.

AGENDA REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 AM September 15, 2020
CITY HALL – CITY COUNCIL BRIEFING CENTER
808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

1. CALL TO ORDER/ROLL CALL**2. APPROVAL OF MINUTES****Action Required**

- a. August 18, 2020 Minutes

3. CHIEF EXAMINER UPDATE**4. NEW BUSINESS**

- a. Fire Battalion Chief Eligibility List **Action Required**
Request for deviation from standard 24 month Eligibility List
Pearson
- b. Resolution 2020-06: Classification Actions
Pearson

5. OTHER BUSINESS

- a. Reclassification/Job Survey – August 28, 2020 Letter from M&P Association
Concerning the process for reclassification requests and job surveys.
Kokot/Johnson
- b. Chief Examiner Job Specification Discussion.
Pearson

6. ADJOURN

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

NONPROJECT DETERMINATION OF NONSIGNIFICANCE

FILE NO(S): Z19-499COMP

PROPONENT: Jordan Tampien, Liberty Project LLC (Agent: Alex Durkin, Storh ug Engineering)

DESCRIPTION OF PROPOSAL: Amendment of the Land Use Plan Map designation for three parcels totaling 0.85 acres from "Residential 4-10" to "General Commercial" and a concurrent change of zoning from "Residential Single Family (RSF)" to "General Commercial (GC-70)." No specific development proposal is being approved at this time.

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: The proposal concerns three parcels: 35033.1304, 35033.1305, and part of 35033.1306. These parcels are located at 3001, 3022, and 3207 E Liberty Avenue. All three comprise the south half of the block on the north side of E Liberty Avenue, between N Haven Street and N Market Street in the Bemiss Neighborhood.

Legal Description: Lots 7 through 12, Block 13, Minnehaha Addition to the City of Spokane in Section 3, Township 25N, Range 43E.

LEAD AGENCY: City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

☐ There is no comment period for this DNS.

☐ This DNS is issued after using the optional DNS process in section 197-11-355 WAC. There is no further comment period on the DNS.

☒ This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for at least 14 days from the date of issuance (below). Comments regarding this DNS must be submitted no later than 5 p.m. on September 7, 2020 if they are intended to alter the DNS.

Responsible Official: Louis Meuler

Position/Title: Interim Director, Planning Services **Phone:** (509) 625-6300

Address: 808 W. Spokane Falls Blvd., Spokane, WA 99201

Date Issued: August 24, 2020 **Signature:** Louis Meuler

APPEAL OF THIS DETERMINATION, after it has become final, may be made to the City of Spokane Hearing Examiner, 808 West Spokane Falls Blvd., Spokane WA 99201. The appeal deadline is Noon on September 14, 2020 (21 days from the date of the signing of this DNS). This appeal must be on forms provided by the Responsible Official, make specific factual objections, and be accompanied by the appeal fee. Contact the Responsible Official for assistance with the specifics of a SEPA appeal.

NONPROJECT DETERMINATION OF NONSIGNIFICANCE

FILE NO(S): Z19-501COMP

PROPONENT: Sue Millersmith, Francis Nevada Partnership (Agent: Dwight Hume, Land Use Solutions and Entitlement)

DESCRIPTION OF PROPOSAL: Pursuant to the procedures established by SMC 17G.060, enabled by RCW 36.70A.130, the proposer asks the City of Spokane to amend the land use designation (Map LU-1 of the Comprehensive Plan) and zoning designation (Official Zoning Map of the City of Spokane) for two properties (0.51 acres in size) located in the Nevada Heights neighborhood. No specific development proposal is being approved at this time.

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: The proposal concerns two parcels: 36321.0209 and 36321.0210. Both are located immediately northeast of the intersection of N Nevada Street and E Decatur Avenue, all on the southern half of the block. The parcels are located at 6204 N Nevada St and 1015 E Decatur Ave. Each of the two subject parcels contains a single-family home, currently rented out.

Legal Description: Lots 13 through 16, Block 1, Lancasters 2nd Addition to the City of Spokane in Section 32, Township 26N, Range 43E.

LEAD AGENCY: City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

☐ There is no comment period for this DNS.

☐ This DNS is issued after using the optional DNS process in section 197-11-355 WAC. There is no further comment period on the DNS.

☒ This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for at least 14 days from the date of issuance (below). Comments regarding this DNS must be submitted no later than 5 p.m. on September 7, 2020 if they are intended to alter the DNS.

Responsible Official: Louis Meuler

Position/Title: Interim Director, Planning Services **Phone:** (509) 625-6300

Address: 808 W. Spokane Falls Blvd., Spokane, WA 99201

Date Issued: August 24, 2020 **Signature:** Louis Meuler

APPEAL OF THIS DETERMINATION, after it has become final, may be made to the City of Spokane Hearing Examiner, 808 West Spokane Falls Blvd., Spokane WA 99201. The appeal deadline is Noon on September 14, 2020 (21 days from the date of the signing of this DNS). This appeal must be on forms provided by the Responsible Official, make specific factual objections, and be accompanied by the appeal fee. Contact the Responsible Official for assistance with the specifics of a SEPA appeal.

NONPROJECT DETERMINATION OF NONSIGNIFICANCE**FILE NO(S):** Z19-502COMP**PROPONENT:** Ryan Schmelzer (Agent: Dwight Hume, Land Use Solutions and Entitlement) and the City of Spokane (Contact: Kevin Freibott, Department of Neighborhood and Planning Services).**DESCRIPTION OF PROPOSAL:** Pursuant to the procedures established by SMC 17G.060, enabled by RCW 36.70A.130, the proposer asks the City of Spokane to amend the land use designation (Map LU-1 of the Comprehensive Plan) and zoning designation (Official Zoning Map of the City of Spokane) for two properties located in the Lincoln Heights neighborhood. Two parcels were added to the proposal by the City of Spokane, proposed for the same action.**LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY:** The proposal concerns two parcels, 35273.0219 and 35273.0220, located immediately northeast of the intersection of S 29th Avenue and S Ray Street as well as two additional parcels (35273.0305 and 35273.0306) located on the west side of Ray Street, approximately 180 feet north of the same intersection. The parcels are located at 3203 and 3207 E 29th Avenue as well as 2820 and 2826 S Ray Street. The entire proposal would affect an area of approximately 0.61 acres.**Legal Description:** Lots 22, 23, and 24, Block 70, Lincoln Heights Addition, except streets. South 100' of Lots 11 & 12, Block 71, Lincoln Heights Addition, exc. streets. South 60' of the north 125' of Lots 11 & 12, Block 71, Lincoln Heights Addition, exc. Streets in the City of Spokane in Section 27, Township 25 North, Range 43 East.**LEAD AGENCY:** City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

☐ There is no comment period for this DNS.

☐ This DNS is issued after using the optional DNS process in section 197-11-355 WAC. There is no further comment period on the DNS.

☒ This DNS is issued under 197-11-340(2); the lead agency will not act on this proposal for at least 14 days from the date of issuance (below). Comments regarding this DNS must be submitted no later than 5 p.m. on September 7, 2020 if they are intended to alter the DNS.

Responsible Official: Louis Meuler**Position/Title:** Interim Director, Planning Services **Phone:** (509) 625-6300**Address:** 808 W. Spokane Falls Blvd., Spokane, WA 99201**Date Issued:** August 24, 2020 **Signature:** Louis Meuler

APPEAL OF THIS DETERMINATION, after it has become final, may be made to the City of Spokane Hearing Examiner, 808 West Spokane Falls Blvd., Spokane WA 99201. The appeal deadline is Noon on September 14, 2020 (21 days from the date of the signing of this DNS). This appeal must be on forms provided by the Responsible Official, make specific factual objections, and be accompanied by the appeal fee. Contact the Responsible Official for assistance with the specifics of a SEPA appeal.

NONPROJECT MITIGATED DETERMINATION OF NONSIGNIFICANCE**FILE NO(S):** Z19-503COMP**PROPONENT:** 3227 E 53rd Ave, LLC (Agent: Dwight Hume, Land Use Solutions and Entitlement) and the City of Spokane (Contact: Kevin Freibott, Department of Neighborhood and Planning Services).**DESCRIPTION OF PROPOSAL:** Pursuant to the procedures established by SMC 17G.060, enabled by RCW 36.70A.130, the proposer asks the City of Spokane to amend the land use designation (Map LU-1 of the Comprehensive Plan) and zoning designation (Official Zoning Map of the City of Spokane) for two properties located in the Southgate neighborhood. One parcel was added to the proposal by the City of Spokane, proposed for the same action.

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: The proposal concerns three parcels, 35273.0219 and 35273.0220, located immediately northeast of the intersection of S 29th Avenue and S Ray Street as well as one parcel immediately north of those (parcel 34032.9094). The parcels are located at 3227 E 53rd Ave and 5106 S Palouse Highway. The entire proposal would affect an area of approximately 10.3 acres.

Legal Description: Full legal description is on file with the City of Spokane. All parcels are located in the City of Spokane in Section 3, Township 24 North, Range 43 East.

LEAD AGENCY: City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

☐ There is no comment period for this MDNS.

☐ This DNS is issued after using the optional MDNS process in section 197-11-355 WAC. There is no further comment period on the MDNS.

☒ This MDNS is issued under 197-11-340(2); the lead agency will not act on this proposal for at least 14 days from the date of issuance (below). Comments regarding this DNS must be submitted no later than 5 p.m. on September 7, 2020 if they are intended to alter the MDNS.

Mitigating Measures: Prior to any future development of parcels 35273.0219 and/or 35273.0220, the northern half of the alignment of an extension of 53rd Avenue along the entire southern boundary of the parcels shall be dedicated to the City of Spokane as public right-of-way for the purpose of extending street improvements along that alignment to the east of the parcels. This mitigation is required in order to provide adequate access to and from these parcels and to mitigate the additional traffic load that would result if and when parcels are redeveloped following the proposed change in Land Use Plan Map designation and zoning.

Responsible Official: Louis Meuler

Position/Title: Interim Director, Planning Services **Phone:** (509) 625-6300

Address: 808 W. Spokane Falls Blvd., Spokane, WA 99201

Date Issued: August 24, 2020 **Signature:** Louis Meuler

APPEAL OF THIS DETERMINATION, after it has become final, may be made to the City of Spokane Hearing Examiner, 808 West Spokane Falls Blvd., Spokane WA 99201. The appeal deadline is Noon on September 7, 2020 (21 days from the date of the signing of this DNS). This appeal must be on forms provided by the Responsible Official, make specific factual objections, and be accompanied by the appeal fee. Contact the Responsible Official for assistance with the specifics of a SEPA appeal.

NONPROJECT DETERMINATION OF NONSIGNIFICANCE

FILE NO(S): Z19-504COMP

PROPONENT: Sunset Health, LLC (Agent: Dwight Hume, Land Use Solutions and Entitlement).

DESCRIPTION OF PROPOSAL: Pursuant to the procedures established by SMC 17G.060, enabled by RCW 36.70A.130, the proposer asks the City of Spokane to amend the land use designation (Map LU-1 of the Comprehensive Plan) and zoning designation (Official Zoning Map of the City of Spokane) for two properties located in the West Hills neighborhood.

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: The proposal concerns two parcels, 25234.0902 and 25234.6501, located immediately southwest of the intersection of W 7th Avenue and S Audubon Street. The parcels are located at 3004 W 8th Avenue. The proposal would affect an area of approximately 2.2 acres.

Legal Description: Lots 1 through 12 of Block 13, Terrace Park Lewis & Shaw's Addition to the City of Spokane in Section 23, Township 25 North, Range 42 East.

LEAD AGENCY: City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

☐ There is no comment period for this DNS.

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Responsible Official: Louis Meuler

Position/Title: Interim Director, Planning Services **Phone:** (509) 625-6300

Address: 808 W. Spokane Falls Blvd., Spokane, WA 99201

Date Issued: August 24, 2020 **Signature:** Louis Meuler

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NONPROJECT DETERMINATION OF NONSIGNIFICANCE

FILE NO(S): Z19-505COMP

PROPONENT: Lark Homes, LLC (Agent: Dwight Hume, Land Use Solutions and Entitlement).

DESCRIPTION OF PROPOSAL: Pursuant to the procedures established by SMC 17G.060, enabled by RCW 36.70A.130, the proposer asks the City of Spokane to amend the land use designation (Map LU-1 of the Comprehensive Plan) and zoning designation (Official Zoning Map of the City of Spokane) for one property located in the Cliff Cannon neighborhood.

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: The proposal concerns a single parcel (Parcel 35193.1405), located immediately southeast of the intersection of W 10th Ave and S Jefferson St. The proposal would affect an area of approximately 0.16 acres. The parcel is located at 1117 W 10th Avenue.

Legal Description: North 75 feet of lots 6-7, block 2, Booges Addition to the City of Spokane in Section 19, Township 25 North, Range 43 East.

LEAD AGENCY: City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

☐ There is no comment period for this DNS.

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Responsible Official: Louis Meuler

Position/Title: Interim Director, Planning Services **Phone:** (509) 625-6300

Address: 808 W. Spokane Falls Blvd., Spokane, WA 99201

Date Issued: August 24, 2020 **Signature:** Louis Meuler

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NONPROJECT DETERMINATION OF NONSIGNIFICANCE

FILE NO(S): Z20-019COMP

PROPONENT: City of Spokane

DESCRIPTION OF PROPOSAL: Amendment of Map TR-5, "Proposed Bike Network Map", of Chapter 4, Transportation, of the Comprehensive Plan to modify the proposed bike network in various locations throughout the City. Map TR-5 identifies the proposed future bike facilities expected to be constructed during the lifetime of the Comprehensive Plan. No actual construction is proposed at this time.

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: The proposal is a city-wide map amendment and would affect the proposed bike facilities that maybe installed in 13 locations throughout the City as well as a minor text amendment to the Bike Master Plan (an appendix to the Comprehensive Plan). The specific locations and changes proposed are available at the website identified below:

<http://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments>

LEAD AGENCY: City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

[] There is no comment period for this DNS.

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Responsible Official: Louis Meuler

Position/Title: Interim Director, Planning Services **Phone:** (509) 625-6300

Address: 808 W. Spokane Falls Blvd., Spokane, WA 99201

Date Issued: August 24, 2020 **Signature:** Louis Meuler

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NONPROJECT DETERMINATION OF NONSIGNIFICANCE

FILE NO(S): Z20-042COMP

PROPONENT: City of Spokane

DESCRIPTION OF PROPOSAL: Amendment of Map TR-12, "Arterial Network Map", of Chapter 4, Transportation, of the Comprehensive Plan to modify the proposed street network in various locations throughout the City. Map TR-12 identifies the proposed future arterial classification for various streets throughout the City. No actual construction is proposed at this time.

LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY: The proposal is a city-wide map amendment and would affect various locations throughout the City. The specific locations and changes proposed are available at the website identified below:

<http://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments>

LEAD AGENCY: City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

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Responsible Official: Louis Meuler

Position/Title: Interim Director, Planning Services **Phone:** (509) 625-6300

Address: 808 W. Spokane Falls Blvd., Spokane, WA 99201

Date Issued: August 24, 2020 **Signature:** Louis Meuler

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NONPROJECT DETERMINATION OF NONSIGNIFICANCE**FILE NO(S):** Z20-045COMP**PROPONENT:** City of Spokane**DESCRIPTION OF PROPOSAL:** Amendment of Chapter 4, Transportation, of the Comprehensive Plan highlighting the need for enhanced safety features at at-grade railway crossings in the City of Spokane and delineating locations where safety improvements may be necessary. No actual construction is proposed at this time.**LOCATION OF PROPOSAL, INCLUDING STREET ADDRESS, IF ANY:** The proposal is a city-wide text amendment and would affect various locations throughout the City. Details on the specific amendments to be made to the text will be made available at the website identified below:

<http://my.spokanecity.org/projects/2019-2020-proposed-comprehensive-plan-amendments>

LEAD AGENCY: City of Spokane

The lead agency for this proposal has determined that it does not have a probable significant adverse impact on the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

- ☐ There is no comment period for this DNS.
- ☐ This DNS is issued after using the optional DNS process in section 197-11-355 WAC. There is no further comment period on the DNS.
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Responsible Official: Louis Meuler**Position/Title:** Interim Director, Planning Services **Phone:** (509) 625-6300**Address:** 808 W. Spokane Falls Blvd., Spokane, WA 99201**Date Issued:** August 24, 2020 **Signature:** Louis Meuler

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Help make a difference in your community.



**You're invited to attend the next
Police Advisory Committee (PAC) Quarterly Public Meeting:**

Thursday, September 17, 2020 at 5:30 pm

Virtual Meeting: To "attend", please register via this link:

<https://spokanecity.webex.com/spokanecity/onstage/g.php?MTID=e7c74a40d742f3c01c0141ab3370eccaf>

**Police Chief Craig Meidl and/or other members of the Spokane Police
Department will be present to deliver updates and to answer
community questions.**

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

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

Ordinances

These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.

ORDINANCE NO. C35931

An ordinance amending Ordinance No. C35857, passed by the City Council December 16, 2019, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2020 budget Ordinance No. C35857, as above entitled, and which passed the City Council December 16, 2019, it is necessary to make changes in the appropriations of the General Fund and Traffic Calming Measures Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days;

NOW, THEREFORE, the City of Spokane does ordain:

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

FROM:	0100-99999 99999	General Fund Unappropriated Reserves	<u>\$500,000</u>
TO:	0680-11150 97130-80101	General Fund Transfer to Traffic Calming Measures	<u>\$500,000</u>

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

FROM:	1380-24100 99999-39710	Traffic Calming Measures Fund Transfer from General Fund	<u>\$500,000</u>
TO:	1380-24100 95300-59951	Traffic Calming Measures Fund Reserve for Budget Adjustment	<u>\$500,000</u>

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to reimburse the Traffic Calming Measures Fund for the transfer of Traffic Calming Funds to the Police Department related to 2019, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council August 31, 2020
Delivered to Mayor September 4, 2020

ORDINANCE NO. C35933

An ordinance amending Ordinance No. C35857, passed by the City Council December 16, 2019, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2020 budget Ordinance No. C-35857, as above entitled, and which passed the City Council December 16, 2019, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance.

NOW, THEREFORE, the City of Spokane does ordain:

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

FROM:	0020-95329-99999-33311	Department of Commerce	<u>\$1,128,023.70</u>
TO:	0020-88500-19990-54201	General Fund Contractual Services	<u>\$1,128,023.70</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to budget for the City's necessary responses to protect the health, safety, and welfare of residents of Spokane and to mitigate the public health, social health, and economic impacts of COVID-19 in Spokane, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council August 31, 2020
Delivered to Mayor September 4, 2020

RECEIVED

AUG 27 2020

CITY OF SPOKANE
EXECUTIVE ORDER

CITY CLERK'S OFFICE

EO 2020-0014
LGL 2020-0008

**TITLE: EXECUTIVE ORDER FOR WRITTEN FINDING OF EMERGENCY
JUSTIFYING THE EXECUTION OF A PUBLIC WORKS CONTRACT FOR
IMPROVEMENTS TO A FACILITY TO PROVIDE ADEQUATE SPACE FOR THE
REGIONAL EMERGENCY RESPONSE TO THE NEED FOR HEALTHY
SHELTERING**

EFFECTIVE DATE: August 21, 2020
REVISION DATE IF APPLICABLE:

Factual Background Information to Finding of Emergency to Support Execution of a public works contract for the construction of improvements to a facility to provide adequate space for the Regional Emergency Response to the need for Healthy Sheltering:

WHEREAS, Washington Governor Jay Inslee issued a proclamation declaring a State of Emergency ("Proclamation") for the entire State of Washington ("State") on February 29, 2020. Spokane Mayor Nadine Woodward issued an Executive Declaration of Civil Emergency or Disaster ("Declaration") in the City of Spokane ("City") on March 16, 2020, which Declaration was ratified and amended by the Spokane City Council ("Council") by Resolution No. 2020-20 on March 16, 2020.

WHEREAS, an important focus of the actions taken by State and City Authorities was to emphasize the public safety and health requirements of the response to the COVID-19 crisis. A very important part of this response has been both the separation and social distancing of individuals. In order to provide for the appropriate distancing in Homeless Shelters funded by the City in this region, additional shelter space had to be identified and put into operation.

WHEREAS, the City, Spokane County ("County") and other agencies, most notably the Spokane Regional Health District ("SRHD") did establish an Emergency Operations Center ("EOC") to coordinate the regional approach to the COVID Crisis. It was recognized by the EOC that the emergency contract capabilities needed for this project and other efforts directed at serving the homeless population in a safe environment that complies with public health standards were best administered by the City. (Exhibit "A"). Subsequently the responsibilities of the EOC were transitioned to the Regional COVID Recovery Group.

WHEREAS, during this process it was identified that given the volume of people accessing one facility for healthy sheltering was so large and social distancing measures were difficult to support, at least two separate locations for housing individuals was the best solution.

Whereas the Board of County Commissioners of Spokane County have authorized the expenditure of up to \$2,000,000 to acquire a facility at W. 55 Mission Avenue, construct and install improvements in that facility and to construct and install certain improvements in the Cannon Street Facility previously acquired by the City of Spokane (Cannon Facility);

Whereas the improvements to the Cannon Facility need to be completed and the building ready for occupancy by November 1, 2020 in order to continue to provide safe housing options during the COVID related crisis;

WHEREAS, the City has identified a contractor who can perform the necessary work and a contract was prepared with this contractor and has been executed by the Mayor to allow improvements to be completed by the necessary date;

WHEREAS, the Governor's Proclamation grants entities like the City the authority under RCW 38.52.070 to execute contracts without the time consuming procedures and formalities prescribed by law.

WHEREAS, Section 7.06.180 of the Spokane Municipal Code provides that if an emergency requires procurement prior to City Council Action, the Mayor may declare an emergency and award necessary contracts and other agreements to address the emergency situation.

NOW, THEREFORE, Nadine Woodward, Mayor, do hereby order and direct:

- 1) An emergency situation exists and that the public safety and health of the community necessitates the execution of a public works contract with Rockin' DW Construction for construction work on the Cannon facility to provide for the Regional response to healthy sheltering in response to the COVID-19 pandemic.
- 2) The finding of this emergency situation and the necessity for the execution of these agreements is based upon the facts set forth herein and the records and files of the City.

////

April 13, 2020



To: Wes Crago, City Administrator, City of Spokane
From: Amelia Clark, Administrator, Spokane Regional Health District
Subject: Approval for City of Spokane to execute contracts for regional isolation facility as part of the overall incident response to COVID-19

Background:

In early March, 2020 The City of Spokane was assigned to lead the Community Care>Vulnerable Populations branch of the EOC. This included: Identifying location for Isolation Facility, Identifying needs to operate the facility, identifying an operator(s) to support the needs of the facility, identifying team members to support execution of this task, and seeking approval from the EOC and SRHD as required by Commerce.

March 31, 2020 stakeholders from the Inland COVID-19 Response Team incident command and the Isolation Facility Operators participated in a final walk-through of the identified isolation facility and approved the plan. Spokane Regional Health District approved the multi-agency plan to establish a 100 bed isolation facility to provide 24/7 managed care space for those with COVID-19 like symptoms or tested positive. This critical need required immediate effort and emergency contract capabilities which are best served by the City of Spokane.

Recommendation: The Spokane Regional Health District recommends that the City of Spokane act as initial financial agent to establish the necessary operations and contracts to implement this isolation facility on behalf of the regional COVID-19 response. It is recommended that the one available Vulnerable Populations vendor be contracted for the initial April period and a Request for Proposal process be done for sustained resources at this isolation facility and/or future requirements to serve the public and vulnerable populations. Future efforts will be coordinated with all involved agencies to ensure this isolation requirement is sustained.

Signatory Authority: Lyndia C Wilson, Director, on behalf of Amelia Clark

Lyndia C Wilson 4/13/2020

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.

COURT CLERK II SPN 013 PROMOTIONAL

DATE OPEN: Monday, September 7, 2020 **DATE CLOSED:** Tuesday, September 22, 2020 at 4:00 p.m.
SALARY: \$42,371.78 annual salary, payable bi-weekly, to a maximum of \$66,275.21

DESCRIPTION:

Performs a variety of difficult clerical tasks and provides administrative support to judicial and administrative personnel in connection with Spokane City Municipal Court proceedings.

DUTIES:

- Attend court sessions to record court proceedings or record minutes of court proceedings, using recording equipment, stenotype machines or shorthand.
- Prepare legal documents and issue orders of the court; including, but not limited to: dockets or calendars of cases to be called, subpoenas, complaints, appeals, motions, warrants, pretrial agreements, probation orders, release documentation, sentencing information, or summonses.
- Prepare courtrooms with paper, pens, water, easels, or electronic equipment and ensures that recording equipment is working. Follow procedures to secure courtrooms or exhibits, such as: photos, drugs, or weapons.
- Open courts, calling them to order, and announcing judges. May read charges and related information to the court and, if necessary, record defendants' pleas.
- Verify that all files, complaints, or other papers are available and in the proper order, and examines legal documents submitted to courts for adherence to court procedures and to identify routine information missing from documents.
- Establish, maintain, and close case files or systems of legal records, annotate indices and status records, and locate and abstract data from files and records.
- Notify appropriate parties concerning the scheduling of court hearings, postponements, cancellations, and rescheduling of court activities. Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, or payment of fines.
- Assist employees of the Court, local law enforcement officers, and prosecutors in collecting information and drafting complaints, subpoenas, warrants, commitments, and other documents incidental to the functions of the court.
- Operate a computer and utilize electronic imaging or case management software systems to enter routine data and record case dispositions, court orders, or payment of court fees.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements:

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

- *Education:* High school diploma or equivalent
- *Experience:* Two years providing administrative support, in a courtroom setting.
- *Substitutions:* Completion of a legal administration training program or certification may substitute for one year of experience.

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:* One year of experience in the classification of Court Clerk I (SPN 012) or Police Records Specialist (SPN 016). Employees with one year of experience in the classification of Clerk II (SPN 002) or Clerk III

(SPN 003) in the Prosecutor's Office, Public Defender's Office or Probation Services department may also apply on a promotional basis.

Note: Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI Section 5.

EXAMINATION DETAILS:

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

- Written examination: 80%
- Performance evaluation: 20%.

WRITTEN TEST DETAILS

The written test will be conducted online, during the week of September 28, 2020. Online access is required, throughout both the orientation and examination. Qualified candidates will be instructed to self-schedule their written test following acceptance of their application.

The approximate duration of the examination is 2 hours and may include the following subjects:

- Attention to Detail
- Clerical
- Computer Skills
- Legal
- Planning & Evaluating
- Written Communication

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] 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.

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TO APPLY:

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- 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 2nd day of September 2020.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

POLICE RECORDS SPECIALIST SPN 016 OPEN ENTRY

DATE OPEN: Monday, September 7, 2020 **DATE CLOSED:** Tuesday, September 22, 2020 at 4:00 p.m.
SALARY: \$36,938.81 annual salary, payable bi-weekly, to a maximum of \$57,762.43

DESCRIPTION:

Performs difficult specialized records management work providing information and records maintenance functions in the Records section of the Police Department. Employee will be required to perform shift work which includes evenings, weekends, and holidays.

DUTIES:

- Provides records management for multiple law enforcement agencies and criminal justice agencies throughout Spokane County. Receives counter and telephone inquiries, answers questions of a general and law enforcement nature, and refers individuals to appropriate sources of information.
- Assigned to two or more of the five distinct work groups within the section consisting of: hot seat/data entry, court document management, public records disclosure, public window, and processing, but will be expected to learn and perform in all work group areas as needed.
 - o Hot seat/data entry. Reviews, verifies and processes reports, warrants, requests, teletypes and faxes. Enters, updates and corrects multiple databases as required. Reports processed include, but not limited to, runaway/missing person reports, stolen vehicle recoveries and warrants, offender based tracking system, ineligible to possess firearm.
 - o Court document management. Reviews court orders, enters information into databases and updates databases as the court orders are served or status is changed. These could include no contact orders, temporary protection orders, permanent protection orders, anti-harassment orders, sexual assault protection orders, vulnerable adult protection orders and restraining orders.
 - o Public record disclosure. Processes requests for public records; redacts the requested records according to applicable Washington State codes and provides the records to the requestor.
 - o Public window. Reviews applications for gun licenses, conducts criminal background checks for concealed pistol licenses, gun transfers, special commission officers, firearm dealers, and perspective military. Performs cash transaction duties handling funds, change, receipts, reconciliation, deposits, and disbursements.
 - o Processing. Receives, sorts, reviews, scans, indexes, makes copies, corrects and disseminates documents as required by applicable laws, policies and procedures.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open-Entry Requirements:

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

- *Education:* High school diploma or equivalent.
- *Experience:* Two years of clerical experience involving records maintenance. A year of business or clerical education above the high school level may substitute for one year of the experience requirement.
- *Typing:* Ability to type at the rate of 40 words per minute.

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 years of regular employment with the City at the level of Clerk II (SPN 002) or higher clerical classification.
- *Typing:* Ability to type at the rate of 40 words per minute.

Note: Current, non-probationary City employees within the line of progression may apply for this promotional recruitment if they meet either the open or promotional requirements (Rule VI Section 5 of the Civil Service Rules).

Upon notification that you have passed through the minimum qualifications, you will receive a Personal History Packet to complete and submit. This documentation will be used to conduct a background investigation. **It is a MANDATORY MINIMUM REQUIREMENT to complete the packet by October 5, 2020.** If the Personal History Packet is **NOT** received in Civil Service by October 5, 2020, you will be unable to proceed through the testing process.

Note: Applicants are required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment and obtain ACCESS II certification within the probationary period.

EXAMINATION DETAILS:

Candidates 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 weighted at 100% for open-entry candidates and 80% for promotional candidates, and a pass/fail performance test for all candidates.

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.

PERFORMANCE TEST DETAILS

Keyboarding performance tests will be conducted online, September 24-29, 2020. Candidates who have taken and passed the Civil Service typing exam or the typing portion of the Critical performance exam within the past 12 months do not need to retake the performance examination.

WRITTEN TEST DETAILS

The written test will be conducted online, October 8-13, 2020. The approximate duration of the test will be 2 hours. Online access is required, throughout both the orientation and examination. Qualified candidates will be instructed to self-schedule their written test following acceptance of their application.

The written examination may include the following subjects:

- Accuracy & Error Detection
- Basic Computer Literacy
- Grammar Fundamentals
- Interpersonal Relations
- Proofreading
- Records Management
- Vocabulary & Spelling

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] 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.

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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 3rd day of September 2020.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

STREET MAINTENANCE OPERATOR II SPN 562 PROMOTIONAL

DATE OPEN: Monday, September 7, 2020

DATE CLOSED: Tuesday, September 22, 2020 at 4:00 p.m.

SALARY: \$42,371.78 annual salary, payable bi-weekly, to a maximum of \$66,275.21

DESCRIPTION:

Performs skilled manual or minor supervisory street maintenance work which requires previous experience and special knowledge acquired on the job.

DUTIES:

- Assigned to and works on one of the following street maintenance crews; however, employee is expected to work on other crews, perform specialized or unskilled manual work, or perform other duties as conditions require.
 - o Asphalt Crew: Serves as lead worker to all or a portion of the crew; leads the forward team preparing road surfaces for patching, repair or resurfacing; may operate several types of asphalt pavers, 10 ton rollers, asphalt milling machine and other related paving equipment.
 - o Street Cleaning and Maintenance Crew: Operates independently or as lead worker on a team, sweeper, grader with attachments, belt or auger loader, ditching machine or power shovel over 1/4 yard capacity, backhoe, excavator, front-end loader, boom truck, thirty thousand pound truck-trailer or lo-boy or other equipment.
- Services equipment to which assigned, makes minor field repairs, reports major repairs needed, prepares necessary reports.
- Employee is usually assigned to one type of equipment, but is required to operate other types of equipment depending on the job assigned, performs manual laboring tasks, answers calls and performs such duties as necessary during emergency winter operations.
- Performs related work as required

MINIMUM QUALIFICATIONS:**Shortage Promotional Requirements:**

- *Experience:* Current service in the Street Department and completion of six months of experience with the City in the classification of Street Maintenance Operator I or Asphalt Raker; OR, three years of experience in the classification of Bridge Maintainer I, Bridge Maintainer II, or a combination thereof.

Promotional Requirements:

- *Experience:* Current service in the Street Department and completion of one year of experience with the City in the classification of Street Maintenance Operator I or Asphalt Raker; OR, three years of experience in the classification of Bridge Maintainer I, Bridge Maintainer II, or a combination thereof.

License and Certifications:

(Employees in this job class must meet these requirements.)

Licenses: Applicants must possess a valid Class "A" Commercial Driver's License (CDL) with a tank vehicle endorsement; OR, possess a valid Class "B" CDL and must obtain a Class "A" CDL with a tank vehicle endorsement within six months of appointment.

EXAM 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 multiple-choice exam, performance test, and promotional evaluation (PAR).

MULTIPLE-CHOICE TEST DETAILS:

The multiple-choice exam will be conducted at the Streets Department (901 N. Nelson) on Monday, September 28, 2020 at 9:00 a.m. The duration of the exam is scheduled for 2 hours. Additional exam sessions may be made available and exam location subject to change depending on the number of applicants.

- The exam will include the following subjects: Roadwork and Pavement, Safety, Mathematical Reasoning, Interpersonal Relations, and Supervision.

PERFORMANCE EXAM DETAILS:

The performance test will be conducted during the week of September 28, 2020. Qualifying candidates will be notified when to appear for the performance test.

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] 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.

PERIODICAL

- 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.

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