



# Official Gazette

## City of Spokane, Washington

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

Volume 110

OCTOBER 14, 2020

Issue 42



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

KATE BURKE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk  
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:

<https://my.spokanecity.org/gazettes/>

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USPS 403-480

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5th Floor Municipal Bldg.  
Spokane, WA 99201-3342**Subscription Rates:**

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made payable to:**

City Treasurer

**Address Change:**Official Gazette  
Office of Spokane City Clerk  
808 W. Spokane Falls Blvd.  
5th Floor Municipal Bldg.  
Spokane, WA 99201-3342

# Minutes

**MINUTES OF SPOKANE CITY COUNCIL****Monday, October 5, 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 Eleventh Updated Proclamation 20-28.11, dated October 2, 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 November 9, 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, 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, Mumm, Stratton, and Wilkerson attended the meeting via WebEx.) Council Member Kinnear was absent.

City Attorney Mike Ormsby (attending via WebEx), City Council Policy Advisor Brian McClatchey (via WebEx), and City Clerk Terri Pfister (Chambers) were also virtually present.

**Advance Agenda Review**

The City Council received an overview from staff on the October 12, 2020, Advance Agenda items.

Emergency Ordinances C35860 and C35861 (Deferred from July 13, 2020, Agenda) Council Sponsor: Council President Beggs)

Subsequent to Council discussion, the following action was taken:

**Motion** by Council Member Stratton, seconded by Council Member Cathcart, **to defer indefinitely** Emergency Ordinances C35860 (establishing a local residential tenancy code) and C35861 (requiring specific cause for most residential evictions); **carried 5-1 (Council Member Burke "no" and Council Member Kinnear absent).**

Final Reading Ordinance C35924 (Deferred from September 21, 2020, Agenda) (Council Sponsor: Council Member Cathcart)

Subsequent to Council discussion, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Stratton, **to defer** Final Reading Ordinance C35924—granting Yellowstone Pipe Line Company, a corporation, chartered in the State of Delaware, the nonexclusive right, privilege, authority, and franchise 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, Spokane County, WA—to November 2, 2020; **carried unanimously (Council Member Kinnear absent).**

**Action to Approve October 12, 2020, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the October 12, 2020, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Wilkerson, seconded by Council Member Stratton, **to approve** the Advance Agenda for Monday, October 12, 2020, as amended; with

**Motion to amend** the current motion by Council Member Cathcart, seconded by Council Member Mumm, **to move** Special Budget Ordinance C35950 (allowing for purchase of a Haz Mat equipment truck) to the 3:30 p.m. Briefing Session; **carried unanimously (Council Member Kinnear absent).**

**Main Motion**, as amended/modified, **to approve** the Advance Agenda for Monday, October 12, 2020, as amended; **carried unanimously (Council Member Kinnear absent).**

## ADMINISTRATIVE SESSION

### Current Agenda Review

The City Council considered the October 5, 2020, Current Agenda.

#### Suspension of Council Rules

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

#### Addition of OPR 2020-0742 and OPR 2019-0582 to the Current Consent Agenda

**Motion** by Council Member Mumm, seconded by Council Member Burke **to add** Item No. 14 [Interlocal Cooperation Agreement with Spokane County regarding the renovation costs for Spokane County Mental Health Crisis Stabilization Facility for law enforcement and first responders (OPR 2020-0742)] and Item No. 15 [Second Amendment to Interlocal Agreement with Spokane Regional Emergency Communication regarding temporary 9-1-1 dispatch backup support services extending the termination date to February 1, 2021 (OPR 2019-0852)] to the Current Consent Agenda; **carried unanimously (Council Member Kinnear absent).**

#### Addition of an Amendment to Resolution 2020-0005 to Appoint Alternates to Spokane Regional Transportation Council (Cross Reference: CPR 1993-0113)

**Motion** by Council Member Burke, seconded by Council Member Mumm, **to add** to today's (October 5) Consent Agenda (as Item No. 16) an amendment to Resolution 2020-0005 to add Council Members Mumm, Stratton, Wilkerson, Cathcart, and Council President Beggs as alternates to the Spokane Regional Transportation Council and delegating the schedule of which alternates will attend as needed to Council President Beggs; **carried unanimously (Council Member Kinnear absent).**

## CONSENT AGENDA

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

Value Blanket Renewal with Atlas Copco (Arlington, WA) for compressor rentals as-needed and during scheduled/unscheduled outages at the Waste to Energy Facility from January 1, 2021, through December 31, 2021—not to exceed \$135,000 (incl. tax). (OPR 2016-0819 / RFQ 5119-19)

Purchase from Evergreen Tractor (Spokane) of feedbelt pulleys and rollers for the Waste to Energy Facility—not to exceed \$110,000 (excl. tax). (OPR 2020-0727 / RFQ 5323-20)

Contract with Shamrock Paving, Inc. (Spokane), for road construction services at the Waste to Energy Facility from October 1, 2020, through June 1, 2021—\$106,066 (incl. tax). An administrative reserve of \$10,606.60, which is 10% of the contract price, will be set aside. (OPR 2020-0728 / PW ITB 5322-20)

Contract Extension No. 4 of 4 with Hydrotech Generator Repair Plus, Inc. (Spokane Valley) for the off-site rebuilding of hydraulic and pneumatic cylinders throughout the Waste to Energy Facility from January 1, 2021, through December 31, 2021—not to exceed \$100,000 (incl. tax). (OPR 2016-0913 / RFP 4303-16)

Contract Renewals Nos. 1 of 4 for the Waste to Energy Facility from January 1, 2021, through December 31, 2021, with:

- a. Big Sky Industrial (Spokane) for vacuum support services—not to exceed \$110,000 (incl. tax). (OPR 2019-0956 / PW ITB 5098-19 )
- b. Bay Valve Service, LLC (Longview, WA) for onsite valve repair services—not to exceed \$300,000 (incl. tax). (OPR 2019-0957 / PW ITB 5133-19)

Acceptance of fiscal year 2019 Continuum of Care Program Grant Award from the U.S. Department of Housing and Urban Development and approval to enter into sub recipient agreements with the awarded grantees. (OPR 2020-0729)

Grant Acceptance from the Washington Traffic Safety Commission for federal funding provided by the U.S. Department of Transportation's National Highway Safety Administration Grant Project for DUI Enforcement from October 1, 2020, through September 30, 2021—\$155,024. (OPR 2020-0730)

Contract Renewal No. 2 of 2 for bacteriological and chemical analysis of ground and drinking water on an as-needed basis for the Solid Waste and Water Departments from October 1, 2020, to September 30, 2021, with:

- a. Anatek Labs, Inc. (Spokane)—not to exceed \$58,575 (incl. tax). (OPR 2016-0784 / RFP 4259-16)
- b. Edge Analytical, Inc. (Burlington, WA)—not to exceed \$58,575 (incl. tax). (OPR 2016-0795 / RFP 4259-16)

Contract Renewal No. 1 of 2 with ALS Canada LTD. (Burlington, Ontario, CA) for specialized testing of wastewater and stormwater, which fulfills the Department of Ecology issued discharge permit—\$55,930 (plus tax). (OPR 2017-0770 / RFP 4372-17)

Contract with Transmap Corporation (Columbus, OH) for condition assessment of the City's Arterial Street System—not to exceed \$65,000 (incl. tax). (OPR 2020-0731 / IRFP 5318-20)

Three-year Contract with Lexipol for Law Enforcement Policy Manual upgrade and subscription—\$138,571. (OPR 2020-0736)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through September 25, 2020, total \$9,894,475.64 (Check Nos. 574673 - 574806; ACH Nos. 82502 - 82739), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,379,779.96.

City Council Meeting Minutes: September 21, 2020.

Interlocal Cooperation Agreement with Spokane County regarding the renovation costs for Spokane County Mental Health Crisis Stabilization Facility for law enforcement and first responders—\$1,100,000. (OPR 2020-0742)

Second Amendment to Interlocal Agreement with Spokane Regional Emergency Communication regarding temporary 9-1-1 dispatch backup support services extending the termination date to February 1, 2021. (OPR 2019-0852)

Amendment to Resolution 2020-0005 to add Council Members Mumm, Stratton, Wilkerson, Cathcart, and Council President Beggs as alternates to the Spokane Regional Transportation Council and delegating the schedule of which alternates will attend as needed to Council President Beggs.

## **SPECIAL BUDGET ORDINANCE**

**Special Budget Ordinance C35949 (Council Sponsor: Council Member Mumm) (Note: Special Budget Ordinance was moved to 3:30 p.m. Administrative Session by Council Action taken on September 28, 2020.)**

**Upon Unanimous Roll Call Vote (Council Member Kinnear absent), the City Council passed Special Budget Ordinance C35949** 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:

Various Funds  
FROM: Various Accounts, \$3,243,903;  
TO: Various Accounts, same amount.

(This action provides funding for City operational costs incurred due to the COVID-19 public health emergency during the period of March 1, 2020, thru November 30, 2020, and budgets for \$614,742 in FEMA and \$2,629,161 in City CARES Act Funding.)

## **CITY COUNCIL PROCLAMATION**

October 8, 2020 *Ombuds Day*

Council Member Cathcart read a proclamation in recognition of Ombuds Day and in recognition of the City's Police Ombudsman. Police Ombudsman Bart Logue thanked the City Council for the proclamation.

**2019 ANNUAL REPORTS – OFFICE OF THE POLICE OMBUDSMAN AND OFFICE OF THE POLICE OMBUDSMAN COMMISSION**

Police Ombudsman Bart Logue and Office of Police Ombudsman Committee Chair Jenny Rose presented the 2019 Annual Reports of the Office of the Police Ombudsman and Office of the Police Ombudsman Commission, and Council inquiry and commentary was held.

**EXECUTIVE SESSION**

No Executive Session was held.

**LEGISLATIVE SESSION - CANCELED**

The regularly scheduled 6:00 p.m. Legislative Session was canceled and was not held for October 5, 2020. City Council instead considered the Legislative Agenda items during the regularly scheduled 3:30 p.m. Briefing/Administrative Sessions.

**ADJOURNMENT**

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 4:56 p.m.

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**STUDY SESSION MEETING MINUTES  
SPOKANE CITY COUNCIL  
Thursday, October 1, 2020**

A regularly scheduled Study Session of the Spokane City Council was held virtually on the above date at 11:03 a.m. in the City Council Chambers, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Beggs and Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson were present via Webex. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling in.

Pursuant to Governor Jay Inslee's Ninth Updated Proclamation 20-28.9, on September 2, 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 October 1, 2020.

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

- Temporary Extension of For-Hire License Expirations
- Spokane Resource Center/Workforce Council Update

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 12:00 p.m.

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**STUDY SESSION MEETING MINUTES  
SPOKANE CITY COUNCIL  
Thursday, October 8, 2020**

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

Pursuant to Governor Jay Inslee's Eleventh Updated Proclamation 20-28.11, on October 2, 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 November 9, 2020.

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

- LTAC Appointee Interview (Rowena Pineda)
- Forfeiture Presentation
- 2021 Budget Presentation (Health and Public Safety Services)



The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 12:00 p.m.

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Infrastructure, Environment, and Sustainability**  
**August 24, 2020**

**Committee members present in person, phone or video**

Council President Breean Beggs, Committee Chair

Council Member Michael Cathcart, Vice Committee Chair

Council Member Kate Burke

Council Member Lori Kinnear

Council Member Candace Mumm

Council Member Karen Stratton

Council Member Betsy Wilkerson

Council President Beggs called the meeting to order at 1:15 p.m.

<https://vimeo.com/45130571>

**Review and approval of minutes**

Council President Beggs asked for a motion to approve the minutes of the July 27, 2020 meeting.

- Action taken
- Council Member Burke moved to approve the minutes of the July 27, 2020 meeting as presented; the motion was seconded by Council Member Mumm.

**Discussion items**

**A. Council Requests**

1. Consent items for discussion
2. Legislative update (if needed)
3. Fluoride  
Council President Beggs introduced the topic, and several guests spoke about fluoride, including Vanetta Adellatif, Emily Firman, Torney Smith, and others. The guests discussed their organizations and the benefits of community fluoride. Council President Beggs stated that there would be a study session on this topic on Thursday. The Committee discussed fluoride and the timing of the Council's vote for adoption.
4. Sustainability Action Subcommittee Update, Greenhouse Gas Targets, Community Platform – We Renew  
Kara Odegard introduced Dr. Brian Henning from Gonzaga. Dr. Henning discussed the SAS Recommendations of Greenhouse reduction targets and the WeRenew program that the Committee has reviewed.
5. Hwy 195 Corridor discussion  
Council President Beggs introduced Mike Gribner, WSDOT. Mike gave an overview of the highway access connections, the volume of vehicles, and the concerns. There is currently a study and analyzed next year. Mike discussed the interest to divert the shorter trips onto local access roads rather than the highway. A discussion was had on the alternatives for access and the costs of the combinations.
6. Street Sweeping information  
Clint Harris discussed the sweeping information to date for the Street Department. He discussed the work completed and the costs.

**B. Staff Requests**

1. Street Design Standards and SMC's update  
Inga Note discussed the proposed updates to the Spokane Municipal Code relating to the updates for the Street Design Standards. She reviewed the schedule for completion and the components of the street design standards.
2. UIS Project – Billing System Conversion – Contract Extension

Brandon Meiers discussed the Utility Information System project implementation. He discussed the project goals and costs. In 2019, the contract was awarded to Systems & Software for the new system called enQuesta. The timeline has been impacted by personnel availability due to COVID restrictions. Brandon is requested to move the go-live from November 2020 to April 2021, with a project extension cost of \$320,000 for a total project cost of \$3.7 million. Marlene Feist spoke about the U-Help contract extension and discussed the program for utility billing assistance.

3. Rate Setting Process

This topic is not needed at this time.

4. Yellowstone Pipeline Franchise Agreement

Tim Szambelan discussed the franchise agreement and the pipeline safety review process. He gave an overview of the information provided in the briefing paper. A discussion was had on safety planning and liability.

Strategic Plan Session

A. Priority Strategy 1. Rapidly accelerating street pavement maintenance projects

- No report for this meeting.

B. Priority Strategy 2. Repurposing public property to stimulate private investment

- No report for this meeting.

C. Priority Strategy 3. Sustainable city

- No report for this meeting.

Consent items

1. One-year contract extension with Linn Machine & Manufacturing, Inc. (SWC)
2. Value Blanket for the purchase of prefabricated boiler tubes (WTE)
3. Contract for the purchase and installation of a rooftop fall arrest system (WTE)
4. Utility Preliminary Engineering Agreement UTB 1433 (Water)

Executive session

None.

Adjournment

The meeting adjourned at 3:15 p.m.

# Hearing Notices

## SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA

Wednesday, October 21, 2020

Webex Teleconference

I. Public Hearing: 3:00 P.M.

A. **Spokane Register Nomination (per SMC 17D.100.020):**

1. Webster Building – 415 W Sprague Ave

B. **Special Valuation Application (per SMC 17D.100.310):**

1. US Rubber Building – 1011 W 1st Ave
2. Wonder Building (Phase 2) – 835 N Post St
3. Otis Hotel (Phase 2) – 110 S Madison St
4. Thompson House – 1430 E Overbluff Rd

In order to comply with public health measures and Governor Inslee's *Stay Home, Stay Safe* order, the Spokane Historic Landmarks Commission meeting will be held by Webex Teleconference

Members of the general public are encouraged to join the on-line meeting using the following information:

To participate via video, on your computer or mobile device, follow the link in the agenda. The agenda can be found on the City Website at: <https://static.spokanecity.org/documents/bcc/commissions/spokane-city-county-historic-landmarks-commission/agendas/2020/10/shlc-agenda-2020-10-21.pdf>

**To participate by phone**

Call: 1-408-418-9388

Enter: **146 006 1132** followed by # when prompted for a meeting number or access code

Enter # when prompted for an attendee ID

Meeting Password: vjU5xFpkD34

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**NOTICE OF HEARING****NOTICE OF PUBLIC HEARING ON PROPOSED FINANCING OF PUBLIC IMPROVEMENTS WITH COMMUNITY REVITALIZATION FINANCING**

Pursuant to Ordinance No. C34032, the City of Spokane, Washington formed an increment area in accordance with the provisions of Chapter 39.89 RCW for the purpose of financing all or a portion of certain “public improvements” (as defined in RCW 39.89.020(4)) located on the north bank of the Spokane River Gorge directly north of and adjacent to the Central Business District and south of the West Central neighborhood in the City of Spokane within the boundaries of the West Quadrant Increment Area [see map below]. The City proposes to extend the apportionment period and revise the description of the public improvements to include the following:

- (1) Infrastructure improvements within the Increment Area that include: (i) Street and road construction and maintenance; (ii) Water and sewer system construction and improvements; (iii) Sidewalks and street lights; (iv) Parking facilities; (v) Stormwater and drainage management systems; and (2) Expenditures associated with purchasing, rehabilitating, retrofitting for energy efficiency, and constructing housing for the purpose of creating or preserving permanently affordable housing as defined in this Ordinance; and (3) Expenditures for any of the following purposes: (i) Providing environmental analysis, professional management, planning, and promotion within the Increment Area, including the management and promotion of retail trade activities in the Increment Area; (ii) Providing maintenance and security for common or public areas in the Increment Area; or (iii) Historic preservation activities authorized under RCW 35.21.395 (the Neighborhood Public Improvements, which shall be inclusive of those public improvements defined by RCW 39.89.020(4)).

The City estimates that only a portion of estimated project costs will be financed using community revitalization financing. Other potential funding sources for the public improvements include, but are not limited to: proceeds of Community Development Block Grants, State InterAgency Recreation funds, grants from bike and trail non-profit entities, Transportation Enhancement Grants, and Transportation Improvement Board funds. The City does not currently plan to allocate or contribute any other City resources or revenues to finance public improvements within the Increment Area.

It is estimated that that community revitalization financing will be used for a period continuing until the earlier of (1) such time as the tax allocation revenues derived from the imposition of regular property taxes on the increment value are no longer necessary or obligated to pay the costs of the public improvements; or (2) December 31, 2047.

The Spokane City Council has fixed Monday, October 26, 2020 at 6:00 p.m., as the time and date for a VIRTUAL PUBLIC HEARING to be held pursuant to RCW 39.89.050(2). Pursuant to Governor Jay Inslee's Eleventh Updated Proclamation 20-28.11, dated October 2, 2020, 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 at least through November 9, 2020.

Temporarily and until further notice, the public's ability to attend City Council 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 regularly scheduled Spokane City Council 6:00 p.m. Legislative Session will be held virtually and streamed live online and airing on City Cable 5. The public is encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling **1-408-418-9388** and entering the access code **146 398 1284** for the 6:00 p.m. Legislative Session when prompted; meeting password is **0320**.

To participate in virtual public comment at the October 26 hearing:

Sign up to give testimony at <https://forms.gle/RtciKb2tju6322BB7>. You must sign up in order to be called on to testify. The form will be **open at 5:00 p.m. on Monday, October 26, 2020, and will close at 6:00 p.m.** At 6:00 p.m., you will call in to the meeting using the information above. When it is your turn to testify, Council President will call your name and direct you to hit \*3 on your phone to ask to be unmuted. The system will alert you when you have been unmuted and you can begin giving your testimony. When you are done, you will need to hit \*3 again.

A notice containing call-in information and how to participate in virtual public comment will also be included with the posted October 26 City Council Agenda packet. Agenda packets are posted at the following link: <https://my.spokanecity.org/citycouncil/documents/>.

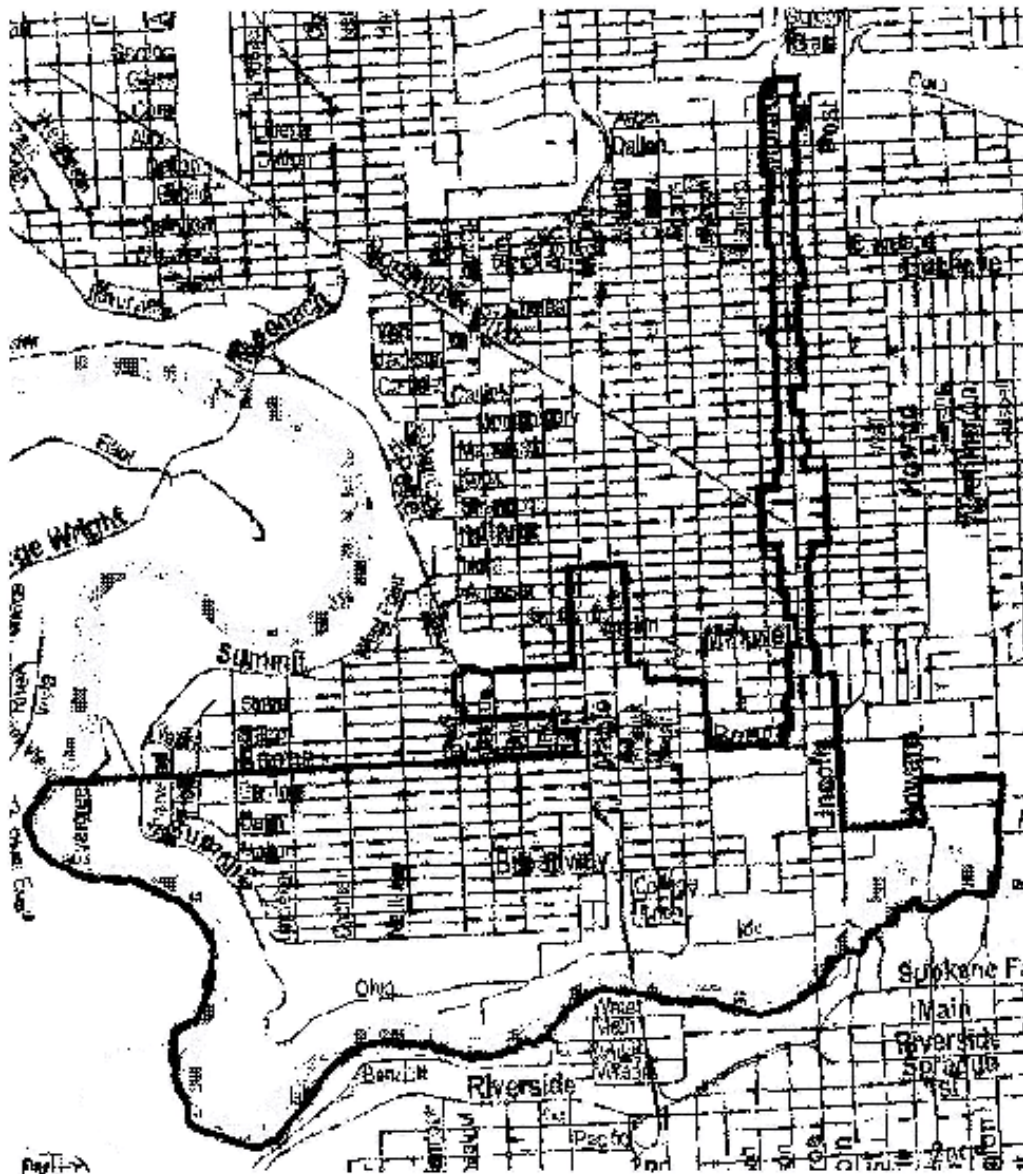
All persons who desire to comment upon or object thereto are encouraged to make such comments or objections in



writing and file the same with the City Clerk ([clerks@spokanecity.org](mailto:clerks@spokanecity.org)) at or prior to the date fixed for such hearing.

This will be the only hearing on the proposed amendments. The City Council reserves the right to continue this public hearing.

## INCREMENT AREA



# General Notices

## REGULAR MEETING NOTICE/AGENDA THE CIVIL SERVICE COMMISSION 9:30 a.m. – OCTOBER 20, 2020

Notice is hereby given that, pursuant to Governor Jay Inslee's Proclamation 20-28.11, 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. November 9, 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](mailto:civilservice@spokanecity.org).

The regularly scheduled Civil Service Commission Meeting, October 20th, 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 146 564 2466 when prompted.**

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### AGENDA REGULAR MEETING OF THE CIVIL SERVICE COMMISSION

9:30 AM October 20, 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. September 15, 2020 Minutes

#### 3. CHIEF EXAMINER UPDATE

#### 4. OTHER BUSINESS

- a. Chief Examiner Job Specification Discussion  
Pearson

#### 5. ADJOURN

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

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# 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. C35949

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, declaring a public emergency, and providing it shall take effect immediately upon passage under Section 16(D) of the City Charter as necessary for the immediate support of the public health, safety, and welfare of the citizens of Spokane", 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 various funds, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	0020-93529	Non-Departmental	
	99999-33311	Dept of Commerce	\$699,157
	0020-98867		
	9999-33183	FEMA	\$29,444
			<u>\$728,601</u>
TO:	0020-88100	Nondepartmental	
	18900-59951	Reserve for Budget Adjustment	\$609,618
	0030-11500	Police Ombudsman	
	57200-59951	Reserve for Budget Adjustment	\$363
	0230-30600	Civil Service	
	18100-59951	Reserve for Budget Adjustment	\$59
	0260-32100	City Clerk	
	14230-59951	Reserve for Budget Adjustment	\$368
	0300-53010	Human Services	
	65430-59951	Reserve for Budget Adjustment	\$501
	0330-37100	Public Affairs/Communications	
	18900-59951	Reserve for Budget Adjustment	\$121
	0350-57110	Community Centers	
	75500-59951	Reserve for Budget Adjustment	\$50,551
	0370-30210	Engineering Services	
	44200-59951	Reserve for Budget Adjustment	\$3,438
	0410-34100	Finance	
	14230-59951	Reserve for Budget Adjustment	\$2,068
	0500-15100	Legal	
	15300-59951	Reserve for Budget Adjustment	\$1,552

0560-13100 12500-59951	Municipal Court Reserve for Budget Adjustment	\$27,953
0620-31100 18100-59951	Human Resources Reserve for Budget Adjustment	\$1,020
0650-30210 58620-59951	Planning Services Reserve for Budget Adjustment	\$961
0680-11410 21250-59951	Police Reserve for Budget Adjustment	\$15,416
0690-16100 23100-59951	Probation Services Reserve for Budget Adjustment	\$1,711
0700-14100 15930-59951	Public Defender Reserve for Budget Adjustment	\$7,302
0860-30400 14230-59951	Treasury Services Reserve for Budget Adjustment	\$1,729
		<u>\$728,601</u>

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

FROM:	1100-93529 99999-33311 1100-98867 99999-33183	Street Fund Dept of Commerce FEMA	\$9,821 \$3,827
			<u>\$13,648</u>
TO:	1100-21700 42300-59951 1100-99999 99999	Street Fund Reserve for Budget Adjustment Unappropriated Reserves	\$5,103 \$8,545
			<u>\$23,783</u>

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

FROM:	1200-93529 99999-33311 1200-98867 99999-33183	Code Enforcement Fund Dept of Commerce FEMA	\$8,095 \$1,246
			<u>\$9,341</u>
TO:	1200-30210 24600-59951 1200-99999 99999	Code Enforcement Fund Reserve for Budget Adjustment Unappropriated Reserves	\$1,661 \$7,680
			<u>\$9,341</u>

Section 4. That in the budget of the Library Fund, and the budget annexed thereto with reference to the Library Fund, the following changes be made:

FROM:	1300-93529 99999-33311 1300-98867 99999-33183	Library Fund Dept of Commerce FEMA	\$10,729 \$17,656
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\$28,385

TO:	1300-30210	Library Fund	
	72100-59951	Reserve for Budget Adjustment	\$24,958
	1300-99999		
	99999	Unappropriated Reserves	\$3,427

\$28,385

Section 5. That in the budget of the Park Fund, and the budget annexed thereto with reference to the Park Fund, the following changes be made:

FROM:	1400-93529	Park Fund	
	99999-33311	Dept of Commerce	\$26,690
	1400-98867		
	99999-33183	FEMA	\$6,320

\$33,010

TO:	1400-30210	Park Fund	
	76120-59951	Reserve for Budget Adjustment	\$12,140
	1400-99999		
	99999	Unappropriated Reserves	\$20,870

\$33,010

Section 6. That in the budget of the Parking System Fund, and the budget annexed thereto with reference to the Parking System Fund, the following changes be made:

FROM:	1460-93529	Parking System Fund	
	99999-33311	Dept of Commerce	\$27,516
	1460-98867		
	99999-33183	FEMA	\$1,525

\$29,041

TO:	1460-21200	Parking System Fund	
	21710-59951	Reserve for Budget Adjustment	\$2,453
	1460-99999		
	99999	Unappropriated Reserves	\$26,588

\$29,041

Section 7. That in the budget of the LEIS Fund, and the budget annexed thereto with reference to the LEIS Fund, the following changes be made:

FROM:	1510-93529	LEIS Fund	
	99999-33311	Dept of Commerce	\$11,663

\$11,663

TO:	1510-99999	LEIS Fund	
	99999	Unappropriated Reserves	\$11,663

\$11,663

Section 8. That in the budget of the Human Services Grants Fund, and the budget annexed thereto with reference to the Human Services Grants Fund, the following changes be made:

FROM:	1540-95593	Human Services Grants Fund	
	65410-33183	FEMA	\$100,000

\$100,000

TO:	1540-95593	Human Services Grants Fund	
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65430-53201	Operating Supplies	\$18,171
1540-95593		
65410-54201	Contractual Services	\$81,829
		<u>\$100,000</u>

Section 9. That in the budget of the Intermodal Facility Operations Fund, and the budget annexed thereto with reference to the Intermodal Facility Operations Fund, the following changes be made:

FROM:	1570-93529	Intermodal Facility Operations Fund	
	99999-33311	Dept of Commerce	\$58,214
			<u>\$58,214</u>
TO:	1570-23100	Intermodal Facility Operations Fund	
	18200-54920	Alarm/Security Services	\$58,214
			<u>\$58,124</u>

Section 10. That in the budget of the Public Safety Personnel Fund, and the budget annexed thereto with reference to the Public Safety Personnel Fund, the following changes be made:

FROM:	1625-93529	Public Safety Personnel Fund	
	99999-33311	Dept of Commerce	\$5,461
	1625-98867		
	99999-33183	FEMA	\$9,674
			<u>\$15,135</u>
TO:	1625-99999	Public Safety Personnel Fund	
	99999	Unappropriated Reserves	\$15,135
			<u>\$15,135</u>

Section 11. That in the budget of the Combined Communications Center Fund, and the budget annexed thereto with reference to the Combined Communications Center Fund, the following changes be made:

FROM:	1630-93529	Combined Communications Center Fund	
	99999-33311	Dept of Commerce	\$2,309
	1630-98867	Combined Communications Center Fund	
	99999-33183	FEMA	\$2,105
			<u>\$4,414</u>
TO:	1630-99999	Combined Communications Center Fund	
	99999	Unappropriated Reserves	\$4,414
			<u>\$4,414</u>

Section 12. That in the budget of the CD/HS Operations Fund, and the budget annexed thereto with reference to the CD/HS Operations Fund, the following changes be made:

FROM:	1680-93529	CD/HS Operations Fund	
	99999-33311	Dept of Commerce	\$1,873
			<u>\$1,873</u>
TO:	1680-99999	CD/HS Operations Fund	
	99999	Unappropriated Reserves	\$1,873
			<u>\$1,873</u>

Section 13. That in the budget of the Miscellaneous Community Development Grants Fund, and the budget annexed thereto with reference to the Miscellaneous Community Development Grants Fund, the following changes be made:

FROM:	1700-93529	Miscellaneous Community Development Grants Fund	
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	99999-33311	Dept of Commerce	\$1,127,501
			<u>\$1,127,501</u>
TO:	1700-95590	Miscellaneous Community Development Grants Fund	
	65410-59951	Reserve for Budget Adjustment	\$1,127,501
			<u>\$1,127,501</u>

Section 14. That in the budget of the Emergency Medical Services Fund, and the budget annexed thereto with reference to the Emergency Medical Services Fund, the following changes be made:

FROM:	1970-93529	Emergency Medical Services Fund	
	99999-33311	Dept of Commerce	\$234,462
	1970-98867		
	99999-33183	FEMA	\$416,732
			<u>\$651,194</u>
TO:	1970-35121	Emergency Medical Services Fund	
	22300-59951	Reserve for Budget Adjustment	\$211,058
	1970-99999		
	99999	Unappropriated Reserves	\$440,136
			<u>\$651,194</u>

Section 15. That in the budget of the Water - Wastewater Fund (Water Division), and the budget annexed thereto with reference to the Water - Wastewater Fund (Water Division), the following changes be made:

FROM:	4100-93529	Water – Wastewater Fund (Water Division)	
	99999-33311	Dept of Commerce	\$107,760
	4100-98867		
	99999-33183	FEMA	\$5,069
			<u>\$112,829</u>
TO:	4100-42440	Water – Wastewater Fund (Water Division)	
	34148-59951	Reserve for Budget Adjustment	\$6,759
	4100-99999		
	99999	Unappropriated Reserves	\$106,070
			<u>\$112,829</u>

Section 16. That in the budget of the ICM Fund, and the budget annexed thereto with reference to the ICM Fund, the following changes be made:

FROM:	4250-93529	ICM Fund	
	99999-33311	Dept of Commerce	\$2,804
			<u>\$2,804</u>
TO:	4250-99999	ICM Fund	
	99999	Unappropriated Reserves	\$2,804
			<u>\$2,804</u>

Section 17. That in the budget of the Water - Wastewater Fund (Sewer Maintenance Division), and the budget annexed thereto with reference to the Water – Wastewater Fund (Sewer Maintenance Division), the following changes be made:

FROM:	4310-93529	Water – Wastewater Fund (Sewer Maintenance Division)	
	99999-33311	Dept of Commerce	\$4,935
	4310-98867		
	99999-33183	FEMA	\$2,255
			<u>\$6,650</u>

TO:	4310-43117	Water – Wastewater Fund (Sewer Maintenance Division)	
	35148-59951	Reserve for Budget Adjustment	\$3,007
	4310-99999		
	99999	Unappropriated Reserves	\$4,183
			<u>\$6,650</u>

Section 18. That in the budget of the Advanced WW Treatment Fund, and the budget annexed thereto with reference to the Advanced WW Treatment Fund, the following changes be made:

FROM:	4320-93529	Advanced WW Treatment Fund	
	99999-33311	Dept of Commerce	\$28,299
	4320-98867		
	99999-33183	FEMA	\$4,260
			<u>\$32,559</u>
TO:	4320-99999	Advanced WW Treatment Fund	
	99999	Unappropriated Reserves	\$26,879
	4320-30210		
	35141-59951	Reserve for Budget Adjustment	\$5,680
			<u>\$32,559</u>

Section 19. That in the budget of the Stormwater Fund, and the budget annexed thereto with reference to the Stormwater Fund, the following changes be made:

FROM:	4330-93529	Stormwater Fund	
	99999-33311	Dept of Commerce	\$7,067
			<u>\$7,067</u>
TO:	4330-99999	Stormwater Fund	
	99999	Unappropriated Reserves	\$7,067
			<u>\$7,067</u>

Section 20. That in the budget of the Water - Wastewater Fund (Environmental Programs), and the budget annexed thereto with reference to the Water – Wastewater Fund (Environmental Programs), the following changes be made:

FROM:	4360-93529	Water – Wastewater Fund (Environmental Programs)	
	99999-33311	Dept of Commerce	\$55
	4360-98867	Water – Wastewater Fund (Environmental Programs)	
	99999-33183	FEMA	\$165
			<u>\$220</u>
TO:	4360-43510	Water – Wastewater Fund (Environmental Programs)	
	54941-59951	Reserve for Budget Adjustment	\$220
			<u>\$220</u>

Section 21. That in the budget of the Solid Waste Fund (Solid Waste Disposal), and the budget annexed thereto with reference to the Solid Waste Fund (Solid Waste Disposal), the following changes be made:

FROM:	4490-93529	Solid Waste Fund (Solid Waste Disposal)	
	99999-33311	Dept of Commerce	\$3,684
	4490-98867		
	99999-33183	FEMA	\$2,442
			<u>\$6,126</u>
TO:	4490-30210	Solid Waste Fund (Solid Waste Disposal)	
	37141-59951	Reserve for Budget Adjustment	\$3,340
	4490-99999		

99999	Unappropriated Reserves	\$2,786
		<u>\$6,126</u>

Section 22. That in the budget of the Solid Waste Fund (Solid Waste Collection), and the budget annexed thereto with reference to the Solid Waste Fund (Solid Waste Collection), the following changes be made:

FROM:	4500-93529	Solid Waste Fund (Solid Waste Collection)	
	99999-33311	Dept of Commerce	\$33,703
	4500-98867		
	99999-33183	FEMA	\$1,238
			<u>\$34,941</u>
TO:	4500-30210	Solid Waste Fund (Solid Waste Collection)	
	37141-59951	Reserve for Budget Adjustment	\$9,744
	4500-99999		
	99999	Unappropriated Reserves	\$25,197
			<u>\$34,941</u>

Section 23. That in the budget of Golf Fund, and the budget annexed thereto with reference to the Golf Fund, the following changes be made:

FROM:	4600-93529	Golf Fund	
	99999-33311	Dept of Commerce	\$432
			<u>\$432</u>
TO:	4600-99999	Golf Fund	
	99999	Unappropriated Reserves	\$432
			<u>\$432</u>

Section 24. That in the budget of Development Services Center Fund, and the budget annexed thereto with reference to the Development Services Center Fund, the following changes be made:

FROM:	4700-93529	Development Services Center Fund	
	99999-33311	Dept of Commerce	\$29,477
	4700-98867		
	99999-33183	FEMA	\$1,000
			<u>\$30,477</u>
TO:	4700-30210	Development Services Center Fund	
	24100-59951	Reserve for Budget Adjustment	\$3,315
	4700-99999		
	99999	Unappropriated Reserves	\$27,162
			<u>\$30,477</u>

Section 25. That in the budget of Fleet Services Fund, and the budget annexed thereto with reference to the Fleet Services Fund, the following changes be made:

FROM:	5100-93529	Fleet Services Fund	
	99999-33311	Dept of Commerce	\$3,388
	5100-98867		
	99999-33183	FEMA	\$714
			<u>\$4,102</u>
TO:	5100-30210	Fleet Services Fund	
	48341-59951	Reserve for Budget Adjustment	\$1,542
	5100-99999		
	99999	Unappropriated Reserves	\$2,560

\$4,102

Section 26. That in the budget of Public Works and Utilities Fund, and the budget annexed thereto with reference to the Public Works and Utilities Fund, the following changes be made:

FROM:	5200-93529	Public Works and Utilities Fund	
	99999-33311	Dept of Commerce	\$14,427
	5200-98867		
	99999-33183	FEMA	\$480
			<u>\$14,907</u>
TO:	5200-30210	Public Works and Utilities Fund	
	38141-59951	Reserve for Budget Adjustment	\$7,470
	5200-99999		
	99999	Unappropriated Reserves	\$7,437
			<u>\$14,907</u>

Section 27. That in the budget of IT Fund, and the budget annexed thereto with reference to the IT Fund, the following changes be made:

FROM:	5300-93529	IT Fund	
	99999-33311	Dept of Commerce	\$35,518
	5300-98867		
	99999-33183	FEMA	\$1,015
			<u>\$36,533</u>
TO:	5300-30210	IT Fund	
	18810-59951	Reserve for Budget Adjustment	\$15,540
	5300-99999		
	99999	Unappropriated Reserves	\$20,993
			<u>\$36,533</u>

Section 28. That in the budget of IT Capital Replacement Fund, and the budget annexed thereto with reference to the IT Capital Replacement Fund, the following changes be made:

FROM:	5310-93529	IT Capital Replacement Fund	
	99999-33311	Dept of Commerce	\$59,243
			<u>\$59,243</u>
TO:	5310-73100	IT Capital Replacement Fund	
	94000-59951	Reserve for Budget Adjustment	\$59,243
			<u>\$59,243</u>

Section 29. That in the budget of Purchasing & Stores Fund, and the budget annexed thereto with reference to the Purchasing & Stores Fund, the following changes be made:

FROM:	5500-93529	Purchasing & Stores Fund	
	99999-33311	Dept of Commerce	\$10,138
			<u>\$10,138</u>
TO:	5500-99999	Purchasing & Stores Fund	
	99999	Unappropriated Reserves	\$10,138
			<u>\$10,138</u>

Section 30. That in the budget of Accounting Fund, and the budget annexed thereto with reference to the Accounting Fund, the following changes be made:

FROM:	5600-93529	Accounting Fund	
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	99999-33311	Dept of Commerce	\$12,470
	5600-98867		
	99999-33183	FEMA	\$280
			<u>\$12,750</u>
TO:	5600-30210	Accounting Fund	
	14230-59951	Reserve for Budget Adjustment	\$11,373
	5600-99999		
	99999	Unappropriated Reserves	\$1,377
			<u>\$12,750</u>

Section 31. That in the budget of My Spokane Fund, and the budget annexed thereto with reference to the My Spokane Fund, the following changes be made:

FROM:	5700-93529	My Spokane Fund	
	99999-33311	Dept of Commerce	\$21,300
	5700-98867		
	99999-33183	FEMA	\$285
			<u>\$21,585</u>
TO:	5700-30210	My Spokane Fund	
	57200-59951	Reserve for Budget Adjustment	\$4,601
	5700-99999		
	99999	Unappropriated Reserves	\$16,984
			<u>\$21,585</u>

Section 32. That in the budget of Office of Performance Management Fund, and the budget annexed thereto with reference to the Office of Performance Management Fund, the following changes be made:

FROM:	5750-93529	Office of Performance Management Fund	
	99999-33311	Dept of Commerce	\$11,244
	5750-98867		
	99999-33183	FEMA	\$143
			<u>\$11,387</u>
TO:	5750-73250	Office of Performance Management Fund	
	18880-59951	Reserve for Budget Adjustment	\$191
	5750-99999		
	99999	Unappropriated Reserves	\$11,196
			<u>\$11,387</u>

Section 33. That in the budget of Workers' Compensation Fund, and the budget annexed thereto with reference to the Workers' Compensation Fund, the following changes be made:

FROM:	5810-93529	Workers' Compensation Fund	
	99999-33311	Dept of Commerce	\$11,725
	5810-98867		
	99999-33183	FEMA	\$16
			<u>\$11,741</u>
TO:	5810-99999	Workers' Compensation Fund	
	99999	Unappropriated Reserves	\$11,741
			<u>\$11,741</u>

Section 34. That in the budget of Workers' Compensation Fund, and the budget annexed thereto with reference to the Workers' Compensation Fund, the following changes be made:

FROM:	5830-93529	Employees Benefits Fund	
	99999-33311	Dept of Commerce	\$5
	5830-98867		
	99999-33183	FEMA	\$16
			<u>\$21</u>
TO:	5830-99999	Employees Benefits Fund	
	99999	Unappropriated Reserves	\$21
			<u>\$21</u>

Section 35. That in the budget of Asset Management Operations Fund, and the budget annexed thereto with reference to the Asset Management Operations Fund, the following changes be made:

FROM:	5900-93529	Asset Management Operations Fund	
	99999-33311	Dept of Commerce	\$7,998
	5900-98867		
	99999-33183	FEMA	\$7,133
			<u>\$15,131</u>
TO:	5900-30700	Asset Management Operations Fund	
	18300-59951	Reserve for Budget Adjustment	\$13,203
	5900-99999		
	99999	Unappropriated Reserves	\$1,928
			<u>\$15,131</u>

Section 36. 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 City's response to the COVID-19 pandemic, its impact on City operations, and to budget for \$614,742 in FEMA and \$2,629,161 in City CARES Act funding, 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 October 5, 2020**  
**Delivered to Mayor October 9, 2020**

# Executive Orders

It was discovered the below Executive Order was inadvertently missed for publication and is now being published.

RECEIVED		
JUN 19 2020		
CITY OF SPOKANE EXECUTIVE ORDER	CITY CLERK'S OFFICE	EO 2020-0010 LGL 2020-0008
<b>TITLE: EXECUTIVE ORDER FOR WRITTEN FINDING OF EMERGENCY TO AWARD NECESSARY CONTRACT FOR TEMPORARY STAFFING IN THE REGIONAL EMERGENCY RESPONSE TO HEALTHY SHELTERING</b>		
EFFECTIVE DATE: June 12, 2020		
REVISION DATE IF APPLICABLE:		

**Factual Background Information to Finding of Emergency to Support Execution of  
Regional Homeless Shelter Agreement with Guardian's Foundation:**

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") have set up 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").

WHEREAS, in order to satisfy the social distancing requirements in place to protect against the transfer of the COVID virus, it was necessary for the region to acquire additional facilities for its contractors and service providers to safely serve individuals experiencing homelessness. The City entered into a Memorandum of Understanding with the Spokane Public Library ("SPL") to use portions of its Downtown Library ("Library") to create healthy shelter conditions for guests who had been housed in the VOA Hope House and the Cannon shelter.

WHEREAS, SPL, based on the approval by the voters of a bond proposition received on November of 2018, is planning on constructing and installing significant improvements to the Library and had previously executed a construction contract which provides for construction of that facility to begin on May 18.

WHEREAS, up to 109 individuals have been sheltered each day in the Library so a replacement facility has been deemed to be necessary to meet the directive of the EOC to provide safe sheltering options for individuals experiencing homelessness.

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, two separate locations were the best solution.

WHEREAS, the City Executed an agreement with the Public Facilities District ("PFD") to house a number of guests that had resided in SPL Facilities and 527 S. Cannon site shelter in PFD Facilities;

WHEREAS, this arrangement necessitated providing temporary staff to manage the PFD Facility and the needs of the guests housed there;

WHEREAS, the CHHS Department of the City issued a request for proposal for organizations to respond if they were interested in providing staffing of any kind for clients in the regional system being managed by the City to serve people experiencing homelessness;

WHEREAS, after review of these responses, it was determined that the Guardians Foundation was best situated to provide the necessary staffing for the PFD facility;

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 or agreements to address the emergency situation.

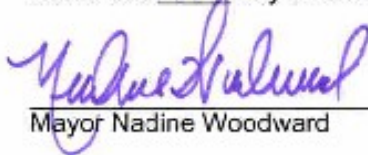
NOW, THEREFORE, Nadine Woodward, Mayor, do hereby order and direct:

- 1) An emergency situation exists and that the public safety and health of the community necessitates the execution of a contract with the Guardian's

Foundation for temporary staffing in the PFD Facility 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.

Dated this 19<sup>th</sup> day of June, 2020.

  
Mayor Nadine Woodward

Attest:

  
City Clerk

Approved as to form:

  
City Attorney

Date of Publication: \_\_\_\_\_

Effective Date: 6/12/2020





# 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.**

## **CUSTOMER SERVICE ASSISTANT SPN 099 OPEN ENTRY**

**DATE OPEN: Monday, October 12, 2020**

**DATE CLOSED: Tuesday, 10/27/2020 at 4:00 p.m.**

**SALARY: \$34,723.44 annual salary, payable bi-weekly, to a maximum of \$53,703.36**

### **DESCRIPTION:**

Perform various routine, repetitive tasks relating to record keeping, transaction processing, and customer service work over the telephone or via written correspondence.

### **DUTIES:**

- Interacts with the public to provide a full range of customer service related support activities, which includes providing information, handling or obtaining details of complaints, and receiving payments for various City services.
- Receives and responds to a high volume of telephone inquiries and web/chat requests, representing the City to public over the telephone and through written correspondence in a professional and effective manner.
- Resolves service or billing complaints by providing detailed information regarding policies and regulations, refunding money or adjusting bills when appropriate, or referring unresolved customer grievances to the appropriate department for further investigation.
- Registers participants for parks and recreation activities and provides information on scheduled classes or events; calculates and quotes rates for tours, activities, or other products and services.
- Performs various clerical and office support tasks to include typing, proofreading, filing, record keeping, mailing, sorting and retrieving documents.
- Operates a variety of office equipment to correspond with customers, and transmits information and documents using a desktop computer, facsimile machine, or postal mail.
- Utilizes various computer software applications to perform record-keeping activities including, but not limited to, the following:
  - determine the status of accounts,
  - enter monetary transactions and issue receipts,
  - create or make adjustments to service requests,
  - document details of customer interactions, including any actions taken, and
  - retrieve, research, and review information related to customer comments, inquiries or complaints.
- May assist with in-person customer inquiries or payments for services at the public counter, depending on the department to which assigned.
- 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:* Six months of customer service experience in a call center or other environment where a significant portion of the work included using a computer to enter and retrieve data.

### **EXAMINATION DETAILS:**

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for hire. Qualified applicants are encouraged to apply immediately. You should complete and submit a City of Spokane employment application online by 4:00 p.m. PST on the filing cut-off date.

Upon request, at the 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.

### **WRITTEN TEST DETAILS**

The written examination will be conducted through an online testing application called FastTest. The instructions will be emailed out via a link from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)) at a date and time to be determined. Applicants will be notified once the date/time have been determined via email.

The examination will consist of a multiple choice written exam with scoring weight assigned and details as follows:

- Written Test: 100%
- Approximate Duration of Exam: 2 hours

The written test may include such subjects as Customer Service, Decision Making, and Computer Skills.

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

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

### **TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of September 2020.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Interim Chief Examiner

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**PARKWATER WELL STATION: VERTICAL TURBINE REPLACEMENT PUMPS & MOTORS**  
Water & Hydroelectric Services

**ITB #5337-20**

**Description:** The City of Spokane is seeking electronic bids for two (2) replacement pumps and motors for the City's Parkwater Well Station vertical turbine pumps (no installation services will be required).

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, October 19, 2020 at 1:00pm**. Bids will be publicly opened at 1:15pm via WebEx meeting (meeting link: <https://spokanecity.webex.com/spokanecity/j.php?MTID=m058d8967449e56d8908731b4900246d3>. Access code: 965 272 875 Password: 7j8sPf7Mwbf). Please note City Hall is currently closed due to the covid-19 outbreak. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

Samantha Johnson  
Purchasing Department

Publish: October 7 & 14, 2020

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### OFFSITE RECORDS STORAGE SERVICES

City of Spokane Office of the City Clerk

**RFP #5343-20**

**Description: The City of Spokane is soliciting electronic Proposals for Offsite Records Storage Services**

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening via WebEx meeting on **MONDAY, OCTOBER 19, 2020**, for Offsite Records Storage Services for the City of Spokane Office of the City Clerk.

**The WebEx Meeting link is:**

<https://spokanecity.webex.com/spokanecity/j.php?MTID=m058d8967449e56d8908731b4900246d3>. The access code is: **965 272 875** and the password is: **7j8sPf7Mwbf**. Join by phone at 1-408-418-9388.

The Request for Proposals document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Request for Proposals.

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

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, October 19, 2020**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Connie Wahl, C.P.M., CPPB  
City of Spokane Purchasing

Publish: October 7 & 14, 2020

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**REQUEST FOR QUALIFICATIONS  
CITY OF SPOKANE - Engineering Services**

Geotechnical Engineering, Historical Resources, Surveying, Construction Management, and Real Estate Consultants

City of Spokane Engineering Services is requesting Statement of Qualifications (SOQ) for:

- Geotechnical Engineering
- Historical Resources
- Surveying
- Construction Management
- Real Estate Consultants

The Request for Qualifications (RFQ) documents are available at the following web page: [www.cityofspokaneplans.com](http://www.cityofspokaneplans.com)

Questions must be directed to Dan Buller at [dbuller@spokanecity.org](mailto:dbuller@spokanecity.org).

SOQ's conforming to the RFQ requirements must be electronically submitted to Dan Buller no later than 1:00 p.m. on October 26, 2020.

Proposals shall be submitted via email to [dbuller@spokanecity.org](mailto:dbuller@spokanecity.org), following the requirement described in the Request for Qualifications at the above website.

The City of Spokane reserves the right to reject any and all SOQs. SOQs failing to comply with the requirements of this Request for Qualifications may be considered non-responsive. SOQs received late will be considered rejected. All statements of qualifications shall remain the property of the City of Spokane and shall not be returned.

Publish: October 7 & 14, 2020, Project No. 2021059, 2021060, 2021061, 2021062, 2021063

