



Official Gazette

City of Spokane, Washington

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

Volume 109

OCTOBER 30, 2019

Issue 44



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

The Official Gazette

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, October 21, 2019**

The minutes for the Monday, October 21, 2019, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 6, 2019, issue of the *Official Gazette*.

STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL**Thursday, October 10, 2019**

A regularly scheduled study session meeting of the Spokane City Council was held on the above date at 3:35 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart, Council Members Kinnear, Mumm, and Stratton were present. Council Members Burke and Fagan were absent. Council Member Beggs arrived 3:41 p.m.

The following topics were discussed:

- Comprehensive Plan Updates
- 2020 Legislative Agenda

The meeting was open to the public.

The meeting adjourned at 4:46 p.m.

STANDING COMMITTEE MINUTES**City of Spokane****Finance, Administration & Sustainable Resources Committee****09/16/19 - FINAL****Attendance**

Council Member Candace Mumm, Council Member Breean Beggs, Council Member Lori Kinnear, Council Member Kate Burke, Council Member Fagan, Council President Stuckart, Gavin Cooley, Jennifer Hammond, Giacobbe Byrd, Bryan McClatchey, Anna Everano, Kandace Watkins, Curtis Harris, Jake Hensley, Kevin Schmitt, Hannahlee Allers, Eric Finch, Sally Stopher, Paul Ingios, David Payne, Adam McDaniel, Laura Williams,

Non City Employees: Toby Hatley, Matt Thompson – SAO, Alisha Shaw – SAO, Tara Alfano - SAO

Meeting started at 1:19 p.m.

Approval of Minutes:

Meeting Minutes for August 2019 were approved.

Agenda Items:**1. State Auditor Exit Conference - SAO**

The State Auditor's Office briefed the Committee regarding the City's Exit Conference for 2018. Please see attached presentation.

The Committee thanked the Accounting Team for their hard work in making this a year where the City had no findings.

2. Financial Update – Gavin Cooley

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

Consent Items:

Council Member Fagan wanted to be briefed at the Public Safety Meeting regarding the Marijuana Eradication SBO that was on the consent agenda.

They also asked for a breakdown of the SBO for the Forfeiture Funds.

Adjournment

The meeting was adjourned at 2:10 p.m.

Hearing Notices

CITY OF SPOKANE NOTICE OF CITY COUNCIL PUBLIC HEARING

PROPOSED ORDINANCE TO AMEND SPOKANE MUNICIPAL CODE SECTION 17C.124.035 RELATING TO CONDITIONS FOR VACATING DESIGNATED COMPLETE STREET RIGHT-OF-WAYS IN THE DOWNTOWN ZONES

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **November 4, 2019 beginning at 6:00 PM** in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington, to receive public testimony on a proposed ordinance amending SMC Section 17C.124.035 to allow City Council the ability to vacate all or part of right-of-ways designated a Complete Street in the Downtown Zones if for a public use.

<https://my.spokanecity.org/projects/amendment-to-characteristics-of-downtown-complete-street-designations/>

Written comments and oral testimony at the public hearings for this proposed action will be made part of the public record. **Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

Any person may submit written comments on the proposed actions or call for additional information at:

City of Spokane, Neighborhood and Planning Services
Attn: Shea Suski, Assistant Planner
808 W. Spokane Falls Blvd, Spokane, WA 99201
Phone (509) 625-6965; ssuski@spokanecity.org

SEPA: A SEPA Categorical Exclusion has been determined

More information on the process: The proposed amendment was presented in front of the Public Infrastructure, Environment, & Sustainability Committee on September 23, 2019. Plan Commission held a workshop on the proposed amendment during its meeting on September 25, 2019 and held a public hearing on October 9, 2019 where it was approved. Public and agency input was solicited via email to agency contacts and Neighborhood Councils and public notices in the Spokesman Review, main branch of the library, and City Hall. A public open house was held prior to the October 9, 2019 Plan Commission hearing outside of the City Council Chambers.

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.

**NOTICE OF ELECTION
TO BE HELD NOVEMBER 5, 2019**

**PROPOSITION NO. 1
CITY OF SPOKANE**

Shall the Spokane City Charter be amended to require all collective bargaining negotiations be transparent and open to public observation, requiring public notification of such meetings as required by the Washington State Open Public Meetings Act and require all contracts be available for public review and observation on the City's website?

____ YES
____ NO

PROPOSED INITIATIVE ORDINANCE C35785

CHARTER AMENDMENT REGARDING OPEN GOVERNMENT AND TRANSPARENCY IN CITY GOVERNMENT

WHEREAS, democracy demands transparency; and

WHEREAS, a transparent government is a top priority for the citizens of the City of Spokane; and

WHEREAS, the Open Public Meetings Act was passed by citizen initiative in the State of Washington in 1972, and

WHEREAS, the legislative declaration of the Open Public Meetings Act (RCW 42.30.010) states in part:

The people of this state do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.; and

WHEREAS, the people of Washington State declared at the ballot box through Initiative 276 (chapter 42.17 Revised Code of Washington) that, "the people have the right to expect from their elected representatives at all levels of government the utmost of integrity, honesty, and fairness in their dealings," and that our form of government "is founded on a belief that those entrusted with the offices of government have nothing to fear from full public disclosure;" and

WHEREAS, Substitute House Bill 1268, the Personnel System Reform Act approved by the Legislature in 2002, ended the longstanding precedent of publicly negotiated collective bargaining agreements; and

WHEREAS, collective bargaining agreements are among the City of Spokane's largest expenditures; and

WHEREAS, both taxpayers and employees deserve the right to know how they are being represented during collective bargaining negotiations; and

WHEREAS, collective bargaining units and their agents have contributed hundreds of thousands of dollars to the election of local officials through direct and indirect campaign contributions, creating an impression of secret deal-making, which will be eliminated by making collective bargaining negotiations open to the public; and

WHEREAS, public observance of collective bargaining contract negotiations will not preclude bargaining representatives of both sides from meeting separately and privately to discuss negotiating tactics, goals, and methods; and

WHEREAS, opening collective bargaining negotiations to the public does not mean that the public will participate in the negotiations; and

WHEREAS, collective bargaining is defined in statute (RCW 41.56.030); and

WHEREAS, making collective bargaining contract negotiations transparent does not conflict with and is not preempted by state law; and

WHEREAS, the Open Public Meetings Act (RCW 42.30.140) permits collective bargaining contract negotiations to be exempted from the open public meetings *requirements*, but this exemption does not compel such negotiations to be secret; and

WHEREAS, the Open Public Meetings Act (RCW 42.30.140) does not prohibit governments from making these negotiations open to the public.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF SPOKANE HEREBY ORDAIN:

Section 1. Article IV of the City Charter of the City of Spokane shall be amended by adding a new section to read as follows:

Section 40. Open Collective Bargaining Negotiations

- A. As of December 1, 2019, the City of Spokane will conduct all collective bargaining contract negotiations in a manner that is transparent and open to public observation both in person and through video streaming or playback. This section does not require the city to permit public comment opportunities during negotiations.
- B. The City of Spokane shall provide public notice of all collective bargaining negotiations in accordance with the Open Public Meetings Act (RCW 42.30.060-42.30.080.)
- C. The City of Spokane shall publish and maintain all notes, documentation, and collective bargaining proposals on the city's official website within two business days of their transmission between the negotiating parties.
- D. The City of Spokane shall publish all final collective bargaining agreements on the city's official website for the life of the agreement.
- E. Any elected official or an elected official's agent who is determined by the City Ethics Commission to have participated in any collective bargaining negotiation in violation of this charter amendment shall be referred to the City or County Prosecutors office for appropriate action.
- F. Open to public observation does not include meetings related to any activity conducted pursuant to the enforcement of a collective bargaining agreement (CBA) after the CBA is negotiated and executed, including but not limited to grievance proceedings.

Section 2. Severability. If any provision of this charter amendment or its application to any person or circumstance is held invalid, the remainder of the amendment or the application of the provision to other persons or circumstances is not affected.

Section 3. Submission to Voters. This City Charter amendment shall be submitted to the voters of the City of Spokane for their approval or rejection at the next applicable election under Section 82 of the Spokane City Charter.

Section 4. Effective Date. This Charter amendment, if approved by the voters, shall take effect and be in full force upon the issuance of the certificate of election by the Spokane County Auditor's Office.

**NOTICE OF ELECTION
TO BE HELD NOVEMBER 5, 2019**

**PROPOSITION NO. 2
CITY OF SPOKANE**

Shall the Spokane City Charter be amended to prohibit the City of Spokane from imposing an income tax on wages, salaries, investments, the sale of goods or services, or any other income source?

____ YES
____ NO

PROPOSED INITIATIVE ORDINANCE C35786

CHARTER AMENDMENT PROHIBITING A CITY OF SPOKANE INCOME TAX

WHEREAS, the citizens of the City of Spokane recognize the need for a strong, competitive economy with reliable revenues for vital city government services; and

WHEREAS, cities across the state of Washington, including Seattle and Olympia, have attempted to adopt a city-imposed income tax; and

WHEREAS, in court proceedings, municipal attorneys have argued that cities in Washington state have the authority to implement a city income tax; and

WHEREAS, city councilors who serve on the Association of Washington Cities have argued that every city in the state has the authority to adopt a city income tax; and

WHEREAS, the state of Washington prohibits cities, counties, and city-counties from adopting a tax on net-income (RCW 36.65.030); and

WHEREAS, Washington state voters have rejected the opportunity to adopt an income tax 10 times; and

WHEREAS, voters in the City of Spokane rejected the opportunity to impose a state income tax in 2010; and

WHEREAS, credit agencies consider income taxes unwise and volatile.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF SPOKANE HEREBY ORDAIN:

Section 1. That Article III of the City Charter of the City of Spokane shall be amended by adding a new section to read as follows:

Section 21.6 Prohibition of City Income Tax

The City of Spokane may not impose an income tax on wages, salaries, investments, the sale of goods or services, or any other source of income.

Section 2. Severability. If any provision of this charter amendment or its application to any person or circumstance is held invalid, the remainder of the amendment or the application of the provision to other persons or circumstances is not affected.

Section 3. Submission to the Voters. This City Charter amendment shall be submitted to the voters of the City of Spokane for their approval or rejection at the next applicable election under Section 82 of the Spokane City Charter.

Section 4. Effective Date. This Charter amendment, if approved by the voters, shall take effect and be in full force upon the issuance of the certificate of election by the Spokane County Auditor's Office.

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. C35821

An ordinance amending Ordinance No. C35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the IT Capital Replacement 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 IT Capital Replacement Fund, and the budget annexed thereto with reference to the IT Capital Replacement Fund, the following changes be made:

FROM:	5310-99999 99999-	IT Capital Replacement Fund Unappropriated Reserves	<u>\$1,243,212</u>
TO:	5310-73100 18880-53521	IT Capital Replacement Fund Computers	<u>\$15,773</u>
	5310-73100 94000-56409	IT Capital Replacement Fund Computer/Micro Equipment	<u>\$441,127</u>
	5310-73100 94000-56403	IT Capital Replacement Fund Capitalized Software	<u>\$786,312</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 additional replacement budget capacity required for 2019 due to major projects not completed in 2018 and rolled over to 2019, or not fully budgeted for in 2019. Examples of these projects include our disaster recovery data center buildout, first time use of the software replacement fund first created in 2016, a more predictive computer replacement plan, and citywide replacement of end-of-life network equipment. In all cases these costs are in the replacement fund and do not represent a new budget or funding requirement. 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 21, 2019

Delivered to Mayor October 28, 2019

ORDINANCE NO. C35822

An ordinance amending Ordinance No. C35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Public Safety & Judicial Grant 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 Public Safety & Judicial Grant Fund, and the budget annexed thereto with reference to the Forfeitures & Contributions Fund, the following changes be made:

FROM:	1620-91778 21250-33116	Judicial Grant Fund – OVW DV/ARREST Dept of Justice	<u>\$410,451</u>
TO:	1620-91778 21250-54201	Judicial Grant Fund – OVW DV/ARREST Contractual Services	400,451
	1620-91778 21400-54401	Judicial Grant Fund – OVW DV/ARREST Airfare	<u>10,000</u>
			<u>\$410,451</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 sub award domestic violence and assault grant program funds 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 21, 2019
Delivered to Mayor October 28, 2019**

ORDINANCE NO. C35823

An ordinance amending Ordinance No. C35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Office of Performance Management 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 Office of Performance Management and the budget annexed thereto with reference to the Office of Performance Management, the following changes be made:

FROM:	5750-73250 18880-54201	Office of Performance Mgmt. Contract Services	<u>\$23,500</u>
TO:	5750-73250 18880-01610	Office of Performance Mgmt. Business Systems Analyst II	<u>\$23,500</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 costs to the Office of Performance Management, 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 21, 2019
Delivered to Mayor October 28, 2019**

ORDINANCE NO. C35830

An ordinance amending Ordinance No. C35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage"; and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C35703, as above entitled, and which passed the City Council December 10, 2018, 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; and

WHEREAS, there is a significant and pressing need for funding expanded emergency shelter facilities with needed services to ensure that people experiencing homelessness in Spokane are safe and assisted in obtaining the services they need to exit homelessness; and

WHEREAS, this ordinance therefore provides funds for Phase 1 of the Emergency Warming Center plan with the goal of providing six months of seasonal services for up to 200 single men and women with additional support for families while also focusing on the strategic effort to deliver continuous stay, targeted-capacity shelter with support services; and

WHEREAS, the expenditures requested under this ordinance are therefore necessary for the immediate preservation of the public peace, health, or safety; and

WHEREAS, this emergency ordinance, under Section 19(A) of the City Charter, will be effective immediately upon passage by a vote of one more than a majority of the Council.

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:	0100-9999-9999-	General Fund—Unappropriated Reserves	<u>\$1,042,841</u>
TO:	0300-88400- 18900-54201	General Fund—Human Services Contractual Services	<u>\$1,042,841</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 provide funds for Phase 1 of the Emergency Warming Center plan with the goal of providing six months of seasonal services for up to 200 single men and women with additional support for families while also focusing on the strategic effort to deliver continuous stay, targeted-capacity shelter with support services, 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 by the affirmative vote of one more than a majority of members of the Council.

Passed by City Council October 21, 2019

Delivered to Mayor October 28, 2019

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.

INFORMATION SYSTEMS ANALYST I SPN 164 OPEN ENTRY

DATE OPEN: Monday, October 28, 2019

DATE CLOSED: Sunday, November 10, 2019 at 11:59 p.m.

SALARY: \$55,582.56 annual salary, payable bi-weekly, to a maximum of \$74,478.96

DESCRIPTION:

Under general supervision, performs professional information technology work pertaining to the development, design, programming, testing, implementation, modification and maintenance of computer programs and applications across multiple platforms and technologies; provides professional support and administration for assigned programs and applications; troubleshoots, researches and resolves application problems; and provides professional technical support for users, including help documentation and instructions.

DUTIES:

- Designs, writes, tests, and maintains application software using a variety of operating systems and modern programming languages in order to improve City business systems.
- Designs and creates programming work plans; tests programs; analyzes, troubleshoots and resolves performance, integrity, security, access and other issues/problems.
- Customizes and modifies existing software applications.
- Analyzes and corrects operational problems to ensure the smooth operation of specific application systems.
- Interviews users to analyze client needs; gathers user information in order to define business requirements; creates and presents alternatives and solutions using diagrams and documentation.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.

- Selects and integrates software packages into existing City applications using current technology to improve the business model.
- Creates and demonstrates application prototypes for discussion with users; solicits and documents feedback; makes design corrections; ensures proper interfaces with other systems, including electronic interfaces where applicable.
- Programs and designs the City's Internet/Intranet websites.
- Responds to Webmaster contacts and mail; trains departmental clients to do web postings and content updates.
- Provides applications-related training to end-users, employing a variety of software and methodologies to create instructional presentations; organizes and coordinates meetings to inform and instruct groups and/or individuals regarding custom software.
- Plans, implements and monitors software-based database security.
- Provides professional technical support for users regarding application issues; resolves technical problems; communicates with department managers and staff regarding issues.
- Develops recommendations for selection, acquisition, deployment and upgrading of applications and programming tools as assigned.
- Participates on less complex applications development, enhancement and integration projects; develops software configurations and specifications.
- Communicates with vendors and contractors to research products and services; performs cost/benefit analyses; participates in project budget development.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment and methodologies to expedite and/or enhance existing processes.
- Communicates assigned information technology activities with other departments and divisions as needed.
- Develops and maintains software documentation and user instructions.
- Attends and participates in meetings; serves on committees and task forces.
- Continuously communicates with supervisor regarding the status of assignments and projects.
- May perform systems and network analysis as an ancillary duty.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Education:* A Bachelor's degree from an accredited four-year college or university with major coursework in computer science, information systems, or a related field.
- *Substitution:* An equivalent combination of education, training and experience may also be qualifying.

EXAMINATION DETAILS:**APPLICATION AND EXAMINATION INSTRUCTIONS**

Applicants must meet the minimum qualifications and pass the examination to be eligible for hire. This exam consists of a written test weighted at 100% of the final score.

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room on November 14, 2019 at 9:00 a.m. The approximate duration of the test is 2.5 hours.

If your application is accepted, you will receive an e-mail confirming your test time.

The written test may include such subjects as:

- SQL Server Programming
- Other Programming Languages
- Data Processing / Data Structures
- Design Patterns
- Logic & Reasoning

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

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 24th day of October 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

INFORMATION SYSTEMS ANALYST I SPN 164
PROMOTIONAL

DATE OPEN: Monday, October 28, 2019

DATE CLOSED: Sunday, November 10, 2019 at 11:59 p.m.

SALARY: \$55,582.56 annual salary, payable bi-weekly, to a maximum of \$74,478.96

DESCRIPTION:

Under general supervision, performs professional information technology work pertaining to the development, design, programming, testing, implementation, modification and maintenance of computer programs and applications across multiple platforms and technologies; provides professional support and administration for assigned programs and applications; troubleshoots, researches and resolves application problems; and provides professional technical support for users, including help documentation and instructions.

DUTIES:

- Designs, writes, tests, and maintains application software using a variety of operating systems and modern programming languages in order to improve City business systems.
- Designs and creates programming work plans; tests programs; analyzes, troubleshoots and resolves performance, integrity, security, access and other issues/problems.
- Customizes and modifies existing software applications.
- Analyzes and corrects operational problems to ensure the smooth operation of specific application systems.
- Interviews users to analyze client needs; gathers user information in order to define business requirements; creates and presents alternatives and solutions using diagrams and documentation.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.
- Selects and integrates software packages into existing City applications using current technology to improve the business model.
- Creates and demonstrates application prototypes for discussion with users; solicits and documents feedback; makes design corrections; ensures proper interfaces with other systems, including electronic interfaces where applicable.
- Programs and designs the City's Internet/Intranet websites.
- Responds to Webmaster contacts and mail; trains departmental clients to do web postings and content updates.
- Provides applications-related training to end-users, employing a variety of software and methodologies to create instructional presentations; organizes and coordinates meetings to inform and instruct groups and/or individuals regarding custom software.
- Plans, implements and monitors software-based database security.
- Provides professional technical support for users regarding application issues; resolves technical problems; communicates with department managers and staff regarding issues.
- Develops recommendations for selection, acquisition, deployment and upgrading of applications and programming tools as assigned.
- Participates on less complex applications development, enhancement and integration projects; develops software configurations and specifications.
- Communicates with vendors and contractors to research products and services; performs cost/benefit analyses; participates in project budget development.

- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment and methodologies to expedite and/or enhance existing processes.
- Communicates assigned information technology activities with other departments and divisions as needed.
- Develops and maintains software documentation and user instructions.
- Attends and participates in meetings; serves on committees and task forces.
- Continuously communicates with supervisor regarding the status of assignments and projects.
- May perform systems and network analysis as an ancillary duty.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

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

- *Experience:* Two years of experience in the classification of Information Systems Specialist II (SPN 135).

EXAMINATION DETAILS:

Applicants must pass the examination for this classification to be eligible for promotion by the City of Spokane. This exam consists of a written test and a performance evaluation, with weights assigned as follows:

- Written test 80%
- Performance evaluation 20%.

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room on November 14, 2019 at 9:00 a.m. The approximate duration of the test is 2.5 hours.

If your application is accepted, you will receive an e-mail confirming your test time.

The written test may include such subjects as:

- SQL Server Programming
- Other Programming Languages
- Data Processing / Data Structures
- Design Patterns
- Logic & Reasoning

PROMOTIONAL EVALUATION DETAILS

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

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

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

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 24th day of October 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

**37th Avenue Sidewalk – Manito Blvd. to Latawah St.
Engineering Services File No. 2019096**

This project consists of the construction of approximately 750 square yards of sidewalk, 1,100 linear feet of concrete curb, 400 linear feet of curb wall and retaining wall, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. November 4, 2019 for the above project located in Spokane, Washington, in accordance with the contract documents on file at the Department of Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers located on the basement level of City Hall.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cash, cashier's check, a certified check or surety bond in the sum of five percent (5%) of the total project bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the contract within TEN (10) calendar days after receiving the contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to award the contract to the next lowest responsible bidder or reject all bids.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the contract.

Notice for Bids

Supplies, Equipment, Maintenance, etc.

CHHS HOUSING REPAIR PROGRAMS MANAGER

City of Spokane Community, Housing, and Human Services Department

RFP #5183-19

Description: The City of Spokane is soliciting electronic Proposals for CHHS HOUSING REPAIR PROGRAMS MANAGER

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on MONDAY, NOVEMBER 11, 2019 in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **CHHS HOUSING REPAIR PROGRAMS MANAGER** for the City of Spokane Community, Housing, and Human Services Department.

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 Qualifications.

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, November 11, 2019**. 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 30 & November 6, 2019
