



Official Gazette

City of Spokane, Washington

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

Volume 110

AUGUST 19, 2020

Issue 34



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

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MICHAEL CATHCART (DISTRICT 1)

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The Official Gazette

(USPS 403-480)

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The Official Gazette

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, August 10, 2020**

The Monday, August 10, 2020 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

Hearing Notices

**NOTICE OF CITY COUNCIL PUBLIC HEARING
SOUTH UNIVERSITY DISTRICT SUBAREA PLANNING
COMPREHENSIVE PLAN LAND USE AND ZONING MAP AMENDMENTS
(Proposed Ordinance C35925)**

Notice is hereby given that the City Council for the City of Spokane will hold a Public Hearing **Monday, August 24, 2020, during the City Council Legislative Session, starting at 6:00 p.m.**, to take public testimony regarding the South University District Subarea Plan and proposed amendments to the Comprehensive Plan Land Use Plan Map and Zoning Map. *The hearing will be held in City Council Chambers, Lower Level of City Hall at 808 W. Spokane Falls Boulevard, Spokane, Washington. This hearing will be conducted in a virtual on-line format. Please email to receive the login information, or refer to the meeting agenda when posted on the City Council meetings web page: <https://my.spokanecity.org/citycouncil/meetings/>.

This hearing or portions thereof may be continued to a later date at the discretion of the City Council.

The ordinance includes the following actions to implement the South University District Subarea Plan:

1. Comprehensive Plan Amendment to amend the Land Use Plan Map designation of a 73-acre area from General Commercial land use designation to Downtown land use designation (see maps on project web page <https://my.spokanecity.org/projects/south-university-district-sub-area-planning/>).
2. A concurrent Zoning Map change for the same area from GC-150 (General Commercial with 150-foot height limit) to DTU (Downtown University).
3. Amendment of downtown plan Map 5.1 "Streetscape Improvements," to designate complete streets for the areas zoned DTU consistent with those proposed in the South University District subarea plan. Characteristics of Downtown Complete Streets designations are described in further detail in Spokane Municipal Code (SMC) Section 17C.124.035 or on the project web page.
4. Amendment of the Surface Parking Limited Area map (SMC 17C.124-M1) to extend the Surface Parking Limited Area to include the areas zoned DTU. Within the Surface Parking Limited Area, new standalone commercial parking lots are not allowed as a primary use, but may be allowed within a parking structure or in conjunction with another use.
5. Amendment of the Downtown Design Review Threshold Map (SMC 17G.040-M1) to include the areas zoned DTU within the Perimeter Area identified on the Downtown Design Review Threshold Map.

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

To submit comments or request more information contact: Christopher Green, cgreen@spokanecity.org, or (509) 625-6194, or see the project web page at <https://my.spokanecity.org/projects/south-university-district-sub-area-planning/>.

***Note:** Pursuant to Governor Jay Inslee's Eighth Updated Proclamation 20-28.8, on July 31, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least until September 1, 2020. In-person attendance is not permitted at this time. The August 24, 2020, City Council meeting will be held virtually, with public comment being taken virtually. A notice containing call-in information will be included with the posted August 24, 2020, City Council Agenda packet. Agenda packets are posted at the following link: <https://my.spokanecity.org/citycouncil/documents/>. The public may also submit written comment to the City Council at citycouncil@spokanecity.org.

**NOTICE OF CITY COUNCIL PUBLIC HEARING
NORTH FOOTHILLS CENTER CC3 OVERLAY ZONE EXTENSION
SUBAREA PLANNING
ZONING MAP, UNIFIED DEVELOPMENT CODE AMENDMENT
(Proposed Ordinance C35928)**

Notice is hereby given that the City Council for the City of Spokane will hold a Public Hearing **Monday, August 24, 2020, during the City Council Legislative Session, starting at 6:00 p.m.**, to take public testimony regarding the North Foothills Center CC-3 Overlay Zone, a proposed amendment to the City's Zoning Map. *This hearing will be conducted in an on-line format. Please email to receive the login information, or refer to the meeting agenda when posted on the City Council meetings web page: <https://my.spokanecity.org/citycouncil/meetings/>.

This hearing or portions thereof may be continued to a later date at the discretion of the City Council.

The ordinance will amend the City's Zoning Map to include a CC3 (Centers & Corridors, Type 3) Zoning Overlay in the vicinity of the North Foothills Employment Center. The proposal area is zoned Light Industrial across 11 and one partial parcels totaling 10.85 acres; this proposal does not change the base zone designation.

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

To submit written comments to the City Council or request more information contact: Tirrell Black, tblack@spokanecity.org, or (509) 625-6185, or see the project web page at <https://my.spokanecity.org/projects/north-foothills-center-cc3-zoning-overlay/>.

***Note:** Pursuant to Governor Jay Inslee's Eighth Updated Proclamation 20-28.8, on July 31, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least until September 1, 2020. In-person attendance is not permitted at this time.

Executive Orders

CITY OF SPOKANE EXECUTIVE ORDER	EO 2020-0013 LGL 2020-0008
TITLE: EXECUTIVE ORDER FOR WRITTEN FINDING OF EMERGENCY JUSTIFYING THE EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF SPOKANE AND THE SALVATION ARMY-SPOKANE IN CONJUNCTION WITH EMERGENCY SOLUTIONS GRANT-CORONAVIRUS PROGRAM ("ESG-CV")	
EFFECTIVE DATE: August 17, 2020 REVISION DATE IF APPLICABLE:	

Factual Background Information to Finding of Emergency to Support Execution of an agreement between the City of Spokane and the Salvation Army-Spokane in conjunction with Emergency Solutions Grant-Coronavirus Program ("ESG-CV");

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.

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, after the use of other facilities on a temporary basis to provide shelter for relocated residents, it became necessary to execute additional leases for temporary facilities;

WHEREAS, the City executed an agreement with the Public Facilities District ("PFD") to house a number of guests that had resided in two other temporary site shelters in PFD Facilities which agreement expires on August 15, 2020;

WHEREAS, after an extensive search, there was the identification of a facility located at 55 West Mission Avenue (the "New Facility") that will help provide housing for individuals currently residing in the PFD Facilities;

WHEREAS, the City is proceeding with making improvements to the New Facility that have been identified as necessary to accommodate new residents so that the renovations and additional improvements can be completed prior to August 13, 2020;

WHEREAS, the City and the Salvation Army-Spokane are prepared to enter into an agreement in conjunction with Emergency Solutions Grant – Coronavirus Program ("ESG-CV") which is designed to prevent, prepare for, and respond to the Coronavirus pandemic among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impact of COVID-19;

WHEREAS, the granted funded agreement in the amount of \$2,763,599.00 provides for the Salvation Army-Spokane to perform the services set forth in the agreement (OPR No. 2020-0653);

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

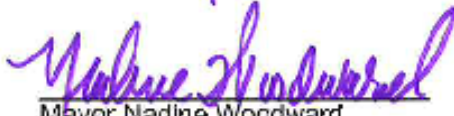
WHEREAS, Section 7.06.180 of the Spokane Municipal Code provides that if an emergency requires procurement prior to City Council Action, the Mayor may declare an emergency and award necessary contracts and other agreements to address the emergency situation.

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

- 1) An emergency situation exists and that the public safety and health of the community necessitates the execution of an agreement between the City of Spokane and the Salvation Army-Spokane in conjunction with Emergency Solutions Grant – Coronavirus Program ("ESG-CV") as set forth in OPR No. 2020-0653.

2) The finding of this emergency situation and the necessity for the execution of this agreement is based upon the facts set forth herein and the records and files of the City.

Dated this 17 day of August, 2020.


Mayor Nadine Woodward

Attest:


City Clerk

Approved as to form:


~~Assistant~~ City Attorney

Date of Publication: 8/19/2020

Effective Date: 8/17/2020

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-20-68 LGL 2020-0021
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TITLE: WASHINGTON STATE PAID FAMILY AND MEDICAL LEAVE EFFECTIVE DATE: January 1, 2020 REVISION EFFECTIVE DATE: (IF APPLICABLE)

1.0 GENERAL

1.1 The Washington State Paid Family and Medical Leave (PFML) law (Chapter 50A RCW) and supporting regulations establish a program administered by the Washington Employment Security Department (ESD) to provide paid leave benefits and job protection to eligible employees who need leave for certain family and medical reasons. PFML benefits became available on January 1, 2020. This policy provides a summary of the PFML program. Employees may obtain additional information at www.paidleave.wa.gov. To the extent an issue is not addressed in this policy, the City will administer this benefit program consistent with applicable statutes and regulations.

1.2 TABLE OF CONTENTS

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- 3.0 REFERENCES
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- 7.0 RESPONSIBILITIES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

2.1 This policy shall apply to all City divisions and departments.

2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreement, and when in conflict, the specific terms and conditions of any collective bargaining agreement will prevail.

*Not all City employees will be eligible for this program in 2020. Employees covered by collective bargaining agreements that haven't been re-opened or renegotiated since October 19, 2017, may not be eligible until the agreement expires.

3.0 REFERENCES

Chapter 50A RCW

4.0 DEFINITIONS

4.1 "City" means City of Spokane, WA.

4.2 "Suspension from Employment" means an unpaid leave of absence from the City for voluntary, or involuntary reasons, including discipline.

4.3 "Covered Family Members" include the employee's child (biological, adopted, or foster child, a stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status), grandchild, parent (including in-laws), grandparent (including in-laws), sibling, spouse, certified domestic partner, or as defined by RCW 50A.05.010.

4.4 "FMLA" refers to the Federal Family and Medical Leave Act. FMLA is addressed in City policy HR-23 Family and Medical Leave Act.

4.5 "PFML" is Washington State Paid Family and Medical Leave.

4.6 "Safety Sensitive Position" refers to a job in which the employee is responsible for her or his own or other people's safety.

5.0 POLICY

5.1 The City will comply fully with the intent of the Washington State Paid Family Medical Leave law.

5.2 Payroll Deductions

The PFML program is funded through premiums collected by ESD via payroll deductions and employer contributions. The premium rate is established by law; employees are currently responsible for two-thirds of the total premium amount. Should the State in the future modify the PFML premium rate or the percentage of premiums subject to collection through payroll deduction, the City will modify payroll practices to reflect those statutory changes.

5.3 Eligibility

Under PFML, employees may be eligible for monetary benefits and job protection when taking leave for covered reasons. Eligibility requirements are as follows:

Monetary Benefits

In order to be eligible for monetary benefits from ESD, an employee must have worked 820 hours in Washington (for any employer or combination of employers) during the year preceding the claim.

Job Protection: In order to be eligible for job protection under PFML, an employee must have worked for the City for at least 12 months and have worked 1250 hours in the last year.

An employee is ineligible for PFML benefits during any period of suspension from employment or during which the employee works for remuneration or profit (e.g., outside employment or contracting).

5.4 Leave Entitlement

5.4.1 Eligible employees are entitled to take up to 12 weeks of medical or family leave, or a combined total of 16 weeks of family and medical leave per claim year; an additional two weeks of leave may be available in the event the employee's leave involves incapacity due to their own pregnancy. The claim year begins when the employee files a claim for PFML benefits or upon the birth/placement of the employee's child. PFML leave may be taken for the following reasons:

Medical Leave: Medical leave may be taken due to the employee's own serious health condition, which is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, as those terms are defined under the Federal Family Medical and Leave Act (FMLA) and RCW 50A.05.010. However, an employee is not eligible for PFML benefits if the employee is receiving time loss benefits under the workers compensation system.

Family Leave: Family leave may be taken to care for a covered family member with a serious health condition; for bonding during the first 12 months following the birth of the employee's child or placement of a child under age 18 with the employee (through adoption or foster care); or for qualifying military exigencies as defined under the FMLA. For purposes of family leave, covered family members include the employee's child, grandchild, parent (including in-laws), grandparent (including in-laws), sibling, or spouse.

5.4.2 PFML runs concurrently with FMLA where an absence is covered by both laws. PFML leave may be taken intermittently, provided that there is a minimum claim requirement of eight consecutive hours of leave in a week for which benefits are sought.

5.4.3 The leave provided by the PFML program may be used during a one year period after the leave starts (or, if the employee has a baby or new child, one year after they join the family). If the leave is not used within one year, it will not carry over into the next year.

6.0 PROCEDURE

6.1 PFML Application Process

An employee must submit an application to ESD in order to seek PFML benefits. For guidance on the application

process, please refer to the ESD website (www.paidleave.wa.gov). Eligibility determinations will be made by ESD. If approved, the employee will need to file weekly benefit claims with ESD to continue receiving benefits.

6.2 Notification Requirements

- 6.2.1 An employee must provide written notice to the City of the intent to take PFML leave. If the need for leave is foreseeable, notice must be given at least 30 days in advance of the leave. For unforeseeable leave, notice must be given as soon as practicable. The employee's written notice must include the type of leave taken (family or medical), as well as the anticipated timing and duration of the leave. If the employee is unable to provide notice personally, another responsible party, such as the employee's spouse or designee (as defined by WAC 192-600-010), may give written notice. If an employee fails to provide this required notice to the City, ESD will temporarily deny PFML benefits. After receiving the employee's notice of the need for leave, the City will advise the employee whether the employee is eligible for job protection under PFML or FMLA or both.
- 6.2.2 If leave is being taken for the employee's or family member's planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unduly disrupt City operations.
- 6.2.3 If taking leave intermittently, an employee must notify the City each time PFML leave is taken so that the City may properly track leave use on the employee's timecard.

6.3 PFML Monetary Benefits

- 6.3.1 If ESD approves a claim for PFML benefits, partial wage replacement benefit payments will be made by ESD directly to the employee. The amount of the benefit is based on a statutory formula, which generally results in a benefit in the range of 75-90 percent of an employee's average weekly wage, subject to a maximum of \$1,000 per week. ESD's website has a benefits calculator to assist employees in estimating their weekly benefit amount.
- 6.3.2 With the exception of leave taken in connection with the birth or placement of a child, monetary PFML benefits are subject to a seven-day (consecutive calendar days) waiting period. The waiting period begins on the Sunday of the week in which PFML leave is first taken. The waiting period is counted for purposes of the overall duration of PFML leave, but no monetary benefits will be paid by ESD for that week. Employees may use available accrued leave to cover absences during the waiting period.
- 6.3.3 Paid leave accruals (vacation, sick leave, floating holidays, compensatory time, or any other accrued leave) are not supplemental to PFML benefits. An employee may elect to use such accrued leave during a PFML-covered absence, although the receipt of accrued leave must be reported to ESD as part of the PFML claims process and will result in a pro-rated weekly PFML benefit.

The following examples illustrate the interplay between PFML benefits and accrued leave:

Assume Jamie earns \$1,500/week or \$300/day. Their maximum PFML weekly benefit is \$1,000. Jamie takes 5 weeks off due to a serious health condition.

- Week 1: Waiting period, so Jamie is not eligible to receive PFML benefits. They use 40 hours of accrued leave and receive their full pay of \$1,500/week.
- Week 2: Jamie uses no accrued leave. ESD pays them the full PFML benefit. Total compensation for the week is \$1,000.
- Week 3: Jamie uses 16 hours (2 days) of accrued leave, so their gross wages are \$600. Jamie must report the receipt of paid leave to ESD when they file their weekly benefit claim. ESD then reduces Jamie's weekly benefit by 40%, because they received wages for 40% of the week. Jamie's PFML benefit would therefore be \$600. Total compensation for the week would be \$1,200 (\$600 in accrued leave plus \$600 in PFML benefits).
- Week 4: Jamie uses 40 hours of accrued leave. Jamie must report that to ESD if they file a weekly benefit claim. ESD would pay Jamie \$0 in PFML benefits.
- Week 5: Jamie uses 4 days of accrued leave (equal to \$1,200), which they must report to ESD. ESD would reduce their weekly benefit by 80%, so the benefit would be \$200. Total compensation for the week would be \$1,400.

Important note: Failure to report the receipt of accrued leave may result in an overpayment by ESD, which ESD may recoup from the employee.

6.4 Coordination with Other Benefit Programs

- 6.4.1 When an employee is on leave and only receiving PFML benefits, the employee is deemed to be in unpaid status. Employees on PFML leave shall continue to receive health and welfare coverage during the duration of their leave when there is at least one day of concurrent use with leave taken under the federal FMLA or other legal requirements requiring continuation of coverage.
- 6.4.2 The City agrees not to condition any contractual benefit on the use of PFML as required by state law.

6.5 Job Restoration, Return to Work Recertification

- 6.5.1 An employee who is eligible for job-protected leave as outlined in Section 5.3 above will be restored to the same or equivalent position at the conclusion of PFML leave, unless the employee's position or shift was eliminated for reasons unrelated to leave.
- 6.5.2 The City may require a return-to-work certification from a health care provider before restoring the employee to work following PFML leave where the employee has taken leave for the employee's own serious health condition and the employee holds a safety sensitive position; or has been on leave for more than 120-days, but only if the employee is subject to City policy ADMIN 0620-13-20 Unpaid Leave of Absence. Uniformed employees are subject to their own department specific policies pertaining to return from leave.
- 6.5.3 An employer may deny restoration to the same or an equivalent position to any salaried employee who is among the highest paid 10 percent of the employees employed by the employer within 75 miles of the facility at which the employee is employed if: denial is necessary to prevent substantial and grievous economic injury to the operations of the employer; the employer notifies the employee of the intent of the employer to deny restoration on such basis at the time the employer determines that the injury would occur; and the leave has commenced and the employee elects not to return to employment after receiving the notice.
- 6.5.4 If an employee taking PFML leave chooses not to return to work for any reason, the employee should notify the City as soon as possible.

7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy and procedure.

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.

ACCOUNTANT SPN 110 OPEN ENTRY

DATE OPEN: Monday, August 17, 2020 **DATE CLOSED:** Tuesday, September 1, 2020 at 4:00 p.m.
SALARY: \$52,972.56 annual salary, payable bi-weekly, to a maximum of \$73,059.12

DESCRIPTION:

A career with City of Spokane is more than a pathway to success. It's all of us, helping to build a better community, every day.

Are you looking for a position in local government that offers long term professional growth and personal achievement? Are you looking for challenging projects and diverse opportunities? Do you want to contribute to the financial successes and futures of our citizens? If you are searching for a local government that understands fiscal responsibility is a cornerstone to creating better communities, consider City of Spokane.

As a City of Spokane Accountant, you will work with a highly developed team of financial professionals, who take pride in their stewardship of public funds.

Our Accountants have excellent advancement opportunities, professional development, annual pay step increases, a flexible schedule and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at governmentjobs.com/careers/spokanecity, for the full job specification and compensation details.

DUTIES:

- Provides responsible professional accounting expertise and assistance for various City departments and functions. Responds to requests for information and resolves issues within the scope of authority; refers matters requiring policy formation or interpretation to supervisor for resolution.
- Maintains fiscal accountability and ensures compliance with rules, regulations, standards, policies, and procedures. Evaluates transactions routed for approval in the financial system.
- Performs routine audits of financial records and transactions, identifies and researches discrepancies, and resolves or makes recommendations for corrective actions.
- Provides budget coding and system transaction advice and expertise. Guides, trains, and reviews work of subordinate staff, and approves minor process updates or adjustments to facilitate daily work.
- Reconciles general ledger and subsidiary accounts related to revenues and expenses, and assets and liabilities, including postings from payroll, accounts payable, cash receipts, and accounts receivable.
- Prepares periodic financial statements, including monthly revenue and expenditure reports for departments; prepares monthly financial reports and periodic checks of budgets, encumbrances, carryover, etc.
- Analyzes, calculates, and compiles financial data and statistics, manipulating large amounts of data, some of which may be from multiple systems; prepares reports for historical records and business decision-making by senior staff and management. Provides support to the development of the Comprehensive Annual Financial Report (CAFR).
- Reviews, analyzes, and administers contract terms, ensuring compliance with purchasing and legal policy and procedures. Verifies and ensures availability of funds.
- Monitors and tracks financial status of projects and programs. Applies procedures and controls for receipt and disbursement of special funds and grants.
- Participates in grants accounting and administration; reviews funding agreements, sets up tracking spreadsheets, compiles supporting documentation, and prepares periodic billings for grants; posts payments or drawdowns of accounts; updates financial information for periodic grant reports.
- Conducts and monitors financial audits of agencies receiving money through the City to determine compliance with fiscal requirements; interprets and evaluates financial reporting requirements.
- Performs preliminary budget development or assists in the preparation of annual budgets.
- Tracks financial resources and details, including balancing cash and debt, reviewing bank accounts, reconciling payments and receipts, and monitoring investments or obligations. Prepares, allocates, and submits tax payments.
- Performs accounting for assets, which may include preparation of general ledger transactions; identifies and records capital assets such as equipment, vehicles, and structures; determines assets to be capitalized or expensed; ensures physical descriptions match records, and compiles supporting documentation. Conducts inventory counts and assists with maintaining inventory records.
- Maintains records and files; coordinates with other jurisdictions and auditors on the submission of data and reports as required.
- 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:* Bachelor's degree in Accounting.

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

EXAMINATION DETAILS:

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

- Written test: 100%

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.

WRITTEN TEST DETAILS:

The written examination will be conducted online, the week of September 24, 2020. All eligible applicants will be notified of their scheduled examination time via email. Online access is required throughout the examination.

The approximate duration of the test is 2 hours. The written test may include such subjects as:

- Accounting
- Attention to Detail
- Auditing
- Budget
- Computer Skills
- Financial Management

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 13th day of August 2020.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

**ACCOUNTANT SPN 110
PROMOTIONAL**

DATE OPEN: Monday, August 17, 2020

DATE CLOSED: Tuesday, September 1, 2020 at 4:00 p.m.

SALARY: \$52,972.56 annual salary, payable bi-weekly, to a maximum of \$73,059.12

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Please visit the City of Spokane Career Center at governmentjobs.com/careers/spokanecity, for the full job specification and compensation details.

DUTIES:

- Provides responsible professional accounting expertise and assistance for various City departments and functions. Responds to requests for information and resolves issues within the scope of authority; refers matters requiring policy formation or interpretation to supervisor for resolution.
- Maintains fiscal accountability and ensures compliance with rules, regulations, standards, policies, and procedures. Evaluates transactions routed for approval in the financial system.
- Performs routine audits of financial records and transactions, identifies and researches discrepancies, and resolves or makes recommendations for corrective actions.
- Provides budget coding and system transaction advice and expertise. Guides, trains, and reviews work of subordinate staff, and approves minor process updates or adjustments to facilitate daily work.
- Reconciles general ledger and subsidiary accounts related to revenues and expenses, and assets and liabilities, including postings from payroll, accounts payable, cash receipts, and accounts receivable.
- Prepares periodic financial statements, including monthly revenue and expenditure reports for departments; prepares monthly financial reports and periodic checks of budgets, encumbrances, carryover, etc.
- Analyzes, calculates, and compiles financial data and statistics, manipulating large amounts of data, some of which may be from multiple systems; prepares reports for historical records and business decision-making by senior staff and management. Provides support to the development of the Comprehensive Annual Financial Report (CAFR).
- Reviews, analyzes, and administers contract terms, ensuring compliance with purchasing and legal policy and procedures. Verifies and ensures availability of funds.
- Monitors and tracks financial status of projects and programs. Applies procedures and controls for receipt and disbursement of special funds and grants.
- Participates in grants accounting and administration; reviews funding agreements, sets up tracking spreadsheets, compiles supporting documentation, and prepares periodic billings for grants; posts payments or drawdowns of accounts; updates financial information for periodic grant reports.
- Conducts and monitors financial audits of agencies receiving money through the City to determine compliance with fiscal requirements; interprets and evaluates financial reporting requirements.
- Performs preliminary budget development or assists in the preparation of annual budgets.
- Tracks financial resources and details, including balancing cash and debt, reviewing bank accounts, reconciling payments and receipts, and monitoring investments or obligations. Prepares, allocates, and submits tax payments.
- Performs accounting for assets, which may include preparation of general ledger transactions; identifies and records capital assets such as equipment, vehicles, and structures; determines assets to be capitalized or expensed; ensures physical descriptions match records, and compiles supporting documentation. Conducts inventory counts and assists with maintaining inventory records.
- Maintains records and files; coordinates with other jurisdictions and auditors on the submission of data and reports as required.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

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.)

- *Education:* Bachelor's degree in Accounting.
- *Experience:* Two years of experience in the classification of Accounting Clerk (SPN 106).

EXAMINATION DETAILS:

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

- Written examination: 80% (Multiple Choice 60%, Short Answer 20%)
- Performance evaluation (PAR): 20%

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.

WRITTEN TEST DETAILS:

The written examination will be conducted online, the week of September 24, 2020. All eligible applicants will be notified of their scheduled examination time via email. Online access is required, throughout the examination.

The approximate duration of the test is 2 hours. The written test may include such subjects as:

- Accounting
- Attention to Detail
- Auditing
- Budget
- Computer Skills
- Financial Management

PROMOTIONAL EVALUATION DETAILS:

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

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

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

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 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 13th day of August 2020.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

BUDGET ANALYST

SPN 128

(Announcement of 7/27/2020)

The above titled announcement is hereby amended to read:

EXAMINATION DETAILS: Closing Date/Time Tuesday, 08/18/2020 4:00 PM Pacific Time

WASTE-TO-ENERGY ASH OPERATOR SPN 576
OPEN ENTRY

DATE OPEN: Monday, August 17, 2020

DATE CLOSED: Tuesday, September 1, 2020 at 4:00 p.m.

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

DESCRIPTION:

A career with the City of Spokane is more than a pathway to success. It's all of us, helping to build a better community, every day.

Spokane's Waste-to-Energy (WTE) Facility is part of our community's overall comprehensive solid waste system that encourages recycling and waste reduction – along with the recovery of energy. Make a difference in your community, by becoming part of City of Spokane's Waste-to-Energy Facility as an Ash Operator!

This position is part of a working team on shift rotations. The rotations will include nights, weekends, holidays, and overtime. No travel is required for this position and work locations are located within the Spokane area. Additional perks include amazing employee benefits and a pension plan!

If you find yourself wanting to pursue a career with the City of Spokane, then we encourage you to apply today!!!

DUTIES:

- Operates and maintains the ash management system.
- Moves ash containers using a yard tractor, levels loads in ash containers, ensures ash containers are within the required weight range, and operates conveyors and related equipment.
- Inspects and cleans all assigned areas to ensure compliance with safety regulations, environmental permits, and operating permits. Corrects deficiencies as required.
- Operates metals separation equipment.
- Maintains records of the quantity of ash removed per day.
- Operates other equipment including, but not limited to, industrial forklifts, manlifts, skid steer type loaders, and other mobile equipment.
- Participates in boiler cleaning and other assigned outage work.
- Prepares necessary reports, forms, and miscellaneous paperwork related to associated tasks being performed, such as records of the quantity of ash removed per day.
- Drives trucks or vehicles with trailers with a weight rating of 10,000 pounds or less.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Assists mechanic in the repair and maintenance of plant equipment.
- Inspects assigned equipment, recording or reporting damage and mechanical problems.
- 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:* One year of experience in an industrial setting operating equipment such as industrial forklifts, manlifts, skid steer loaders, other mobile equipment, and mechanical systems such as conveyors, transfer screws, or similar equipment.

License and Certifications:

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

- All applicants must possess a Class "B" Commercial Driver's License (CDL) with air brake endorsement.

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

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. 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.

Please note in accordance with state mandate, all qualified candidates will be required to wear a mask and temperature screenings are necessary before being admitted to take the scheduled exam.

WRITTEN TEST DETAILS:

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

Written testing will be conducted at the Waste-to-Energy Plant (2900 S. Geiger Blvd.) on Thursday, September 10, 2020. Start times to be determined. Additional test sessions may be made available and test location subject to change depending on the number of applicants.

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 13th day of August 2020.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

FIRE BATTALION CHIEF

SPN 940

(Announcement of 8/10/2020)

The above titled announcement is hereby amended to read:

License and Certifications:

- Applicants must possess a valid driver's license.
- *EMT License:* Per the CBA, all SAFO members assigned to Operations are required to maintain an EMT license as a minimum qualification for both initial and continued employment.

Closing Date: August 25, 2020 at 4:00 p.m.

**FIRE MARSHAL SPN 948
PROMOTIONAL**

DATE OPEN: Monday, August 17, 2020

DATE CLOSED: Tuesday, August 25, 2020 at 4:00 p.m.

SALARY: \$124,570.08 annual salary, payable bi-weekly, to a maximum of \$141,482.88

DESCRIPTION:

Performs responsible administrative and supervisory work in directing the Fire Prevention Division of the Fire Department.

DUTIES:

- Manages Fire Prevention Division personnel and programs; prepares and administers the Division Budget. Responsible for development and achievement of Division goals and objectives.
- Studies local and national fire problems, codes, and information from other safety agencies to maintain proper program for community safety. Participates in programs of technical and professional code development to keep abreast of advances and changes that may affect codes or ordinances. Proposes new codes and amendments to codes and ordinances. Reviews building plans, inspection reports, and makes special field inspections where assistance is necessary. Formulates and/or updates local fire ordinances as needed to keep abreast of changing conditions and policies.
- Acts as liaison with other departments and agencies concerning problems of fire safety and enforcement.

- Assures efficient operation of the Division. Aids Assistant Fire Marshal with special problems within the Division and in the field. Develops and assigns special training programs for Division personnel.
- Answers questions about, and gives direction concerning, codes and code enforcement within the Division. Provides feedback and directs action against those who obstruct or willfully violate the provisions of the Fire Code and City Ordinance. Makes determination of and gives direction to effect immediate evacuation of buildings and closure of premises
- Responds to incidents as a member of the Command Staff and may be a technical adviser regarding special fire hazards which might jeopardize the safety of firefighters.
- Represents the Department and Fire Chief as required.
- Prepares and presents information to civic groups and the media as required.
- Drives and operates various automotive mechanical and auxiliary fire apparatus.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Promotional Requirements:

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

- *Experience:* One year of service with City of Spokane, in the classification of Assistant Fire Marshal; OR, five years of service in the classifications of Deputy Fire Marshal AND satisfactory completion of any formal course of instruction, in fire administration or supervision established and conducted or sponsored by the Fire Department which has been open and available to the applicant.
- *Licenses:* A valid driver's license and current ICC Fire Inspector II certification.

EXAMINATION DETAILS:

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

- T&E: 80%
- PER: 20%

T&E EVALUATION DETAILS:

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online by 4:00p.m. on the closing date.

- Responses to your T&E questions should be consistent with the information given in your application details, and are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above", etc. are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified

TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

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

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

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 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 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 12th day of August 2020.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

FOOD SERVICES FOR EMERGENCY OR DISASTER RECOVERY

City of Spokane

RFP # 5314-20

Description: The City of Spokane is soliciting electronic Proposals for FOOD SERVICES FOR EMERGENCY OR DISASTER RECOVERY

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening via WebEx meeting on **MONDAY, AUGUST 31, 2020**, for FOOD SERVICES FOR EMERGENCY OR DISASTER RECOVERY for the City of Spokane. **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, August 31**. 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: August 12 & 19, 2020

PARKING MANAGEMENT SYSTEM(S)

City of Spokane Community and Economic Development Department

RFP #5315-20**Description: The City of Spokane is soliciting electronic Proposals for PARKING MANAGEMENT SYSTEM(S)**

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening via WebEx meeting on MONDAY, SEPTEMBER 14, 2020, for **PARKING MANAGEMENT SYSTEM(S)** for the City of Spokane Community and Economic Development Department. **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**.

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, September 14, 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: August 19 & 26, 2020
