



Official Gazette

City of Spokane, Washington

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

Volume 111

MARCH 3, 2021

Issue 9



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEN BEGGS

COUNCIL MEMBERS:

KATE BURKE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL

Monday, February 22, 2021

BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

The regularly scheduled Spokane City Council 3:30 p.m. Briefing/Administrative Sessions and the 6:00 p.m. Legislative Session were held virtually and streamed live online and aired on City Cable 5. Pursuant to Governor Jay Inslee's Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, 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in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted in Phase 2 regions consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the City Council has decided to continue its meetings with remote access only and to not include an in-person attendance component. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling 408-418-9388 and entering an access code when prompted.

Roll Call

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

City Attorney Mike Ormsby (WebEx), City Council Policy Advisor Brian McClatchey (WebEx), and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

Advance Agenda Review

The City Council received an overview from staff on the March 1, 2021, Advance Agenda items.

Final Reading Ordinance C35924—Yellowstone Pipeline Franchise

Motion by Council Member Kinnear, seconded by Council Member Cathcart, **to defer** Final Reading Ordinance C35924 to April 12, 2021; **carried unanimously (Council Member Stratton absent).**

Action to Approve March 1, 2021, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the February 1, 2021, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Burke, seconded by Council Member Wilkerson, **to approve** the Advance Agenda for Monday, March 1, 2021, as amended; **carried unanimously (Council Member Stratton absent).**

ADMINISTRATIVE SESSION

Current Agenda Review

The City Council received an overview from staff on the February 22, 2021, Advance Agenda items.

Suspension of Council Rules

Motion by Council Member Mumm, seconded by Council Member Wilkerson, **to suspend** the Council Rules for the purpose of changing the (Current) Agenda; **carried unanimously (Council Member Stratton absent)**.

Grant Agreements to Mitigate the Impacts of COVID-19 (OPR 2021-0127, OPR 2021-0128, and OPR 2021-0129) (Relates to Special Budget Ordinance C36015)

Motion by Council Member Wilkerson, seconded by Council Member Kinnear, **to add** Consent Agenda Item No. 10, which includes OPRs 2021-0127, 2021-0128, and 2021-0129 (grant agreements to mitigate the impacts of COVID-19 with various entities); **carried unanimously (Council Member Stratton absent)**.

Special Budget Ordinance C36015 to Provide Funding for Homeless Assistance Relating to COVID-19 (Relates to OPRs 2021-0127, 2021-0128, and 2021-0129) (Council Sponsor: Council President Beggs)

Motion by Council Member Wilkerson, seconded by Council Member Kinnear, **to add** Special Budget Ordinance C36015 (to provide funding 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 impacts of COVID-19) to the Current Agenda; **carried unanimously (Council Member Stratton absent)**.

Low Bid Award for Centennial – Summit Blvd. (OPR 2021-0032 / ENG 2017080) (Deferred from February 8, 2021, Agenda)

Motion by Council Member Mumm, seconded by Council Member Kinnear, **to strike** Item No. 1 (Low Bid of Halme Construction for Centennial Trail – Summit Boulevard) from the Current Agenda; **carried unanimously (with Council Member Stratton absent)**.

Final Reading Ordinance C36009 – Amending Ordinance C16202 (Council Sponsor: Council Member Kinnear)

Motion by Council Member Mumm, seconded by Council Member Cathcart, **to defer** for one week, to March 1, Final Reading Ordinance C36009 [amending Ordinance C16202 vacating Third Avenue in the City of Spokane, from the west line of “A” Street to the east line of Audubon Street, and vacating Tenth Avenue from the west line of Julia Street to the east line of Rebecca Street (to release unnecessary easements that encumber property)]; **carried unanimously (Council Member Stratton absent)**.

RES 2021-0015 Ratifying the Mayor’s February 18, 2021, Executive Declaration of Civil Emergency or Disaster (Council Sponsor: Council President Beggs)

Motion by Council Member Kinnear, seconded by Council Member Cathcart, **to add** Resolution 2021-0015—ratifying the Mayor’s February 18, 2021, Executive Declaration of Civil Emergency or Disaster—to the Current Legislative Agenda; **carried unanimously (Council Member Stratton absent)**.

CONSENT AGENDA

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

Contract Amendment with Stantec Consulting Services, Inc. (Spokane) to fund additional Phase I and Phase II environmental site assessments from January 1, 2021 through September 30, 2022—\$43,200. Total Contract Amount: \$592,000. (EPA Grant of \$600,000 accepted by City Council October 28, 2019.) (OPR 2014-0760)

Contract with Hadronex, Inc. d/b/a SmartCover Systems (Escondido, CA) to provide Stormwater Monitoring with Equipment, Operating and Maintenance Services from January 1, 2021, through December 31, 2021—\$180,000 (excl. tax). (OPR 2021-0102)

Memorandum of Understanding with the Spokane County Public Defenders’ Office to exchange conflict of interest cases, including felony conflict cases, to the City—\$72,000 revenue. (OPR 2021-0103)

Administration Agreement with International City Management Association Retirement Corporation (ICMA-RC) to provide a 457 Deferred Compensation Plan from March 1, 2021, to February 28, 2031. (OPR 2021-0104)

Consulting Services Agreement with Hyas Group, LLC (Portland, OR) to provide investment-consulting services for the ICMA-RC 457 Deferred Compensation Plan—\$48,000 (incl. tax). (OPR 2021-0105)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through February 5, 2021, total \$3,203,698.07 (Check Nos. 577626 through 577704; ACH Payment Nos. 87121 through 87353) with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$3,013,885.57. (CPR 2021-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through February 12, 2021, total \$7,984,007.78 (Check Nos. 577705 through 577820; ACH Payment Nos. 86968

through 87120) with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,753,248.14. (CPR 2021-0002)

- c. Payroll claims of previously approved obligations through February 6, 2021: \$7,106,582.91. (Check Nos. 558399 through 558474) (CPR 2021-0003)

City Council Meeting Minutes: February 1 and February 11, 2021. (CPR 2021-0013)

Grant Agreements to mitigate the impacts of COVID-19 with:

- a. Transitions to maintain weekend operations at their low barrier day center for women (OPR 2021-0127);
- b. Volunteers of America to fund young adult shelter beds (OPR 2021-0128);
- c. Truth Ministries to allow low-barrier shelter beds for men (OPR 2021-0129).

[The above items (OPR 2021-0127, OPR 2021-0128, and OPR 2021-129) relate to Special Budget Ordinance C36015.]

Multiple Family Housing Property Tax Exemption Agreements (OPRs 2021-0106 through OPR 2021-0109) (Taken Separately)
Upon 5-1 Voice Vote (Council Member Burke “no” and Council Member Stratton absent), the City Council approved the following Multiple Family Housing Property Exemption Agreements with:

- a. 5D Holdings, LLC for up to 23 new multi-family housing units in an existing commercial building located at 44 W. 6th Avenue, Parcel Number 35191.1810 (OPR 2021-0106);
- b. Andrey Sigitov for 4 new construction multi-family housing units located at 1614 E. Sharp Avenue, Parcel Number 35162.1823 (previously 35162.1821 and 35162.1822 prior to Boundary Line Adjustment) (OPR 2021-0107);
- c. Julie Hartling for 4 new-construction multi-family housing units located at 2511 N. Hamilton Street, Parcel Number 35081.4109 (OPR 2021-0108);
- d. Riverside and Brown Developer, LLC for up to 139 new-construction multi-family housing units located at 206 W. Riverside Avenue, Parcel Number 35184.0918 and 35184.0917 (OPR 2021-0109).

Council Recess/Executive Session

The City Council adjourned at 4:33 p.m. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Roll Call

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

City Council Policy Advisor Brian McClatchey (WebEx) and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

PROCLAMATION

February 28, 2021 *Make a Wish Alaska and Washington Day*

Council Member Cathcart read the proclamation. Make a Wish Alaska and Washington grants the wishes of children with critical illnesses and will celebrate its 35th anniversary in 2021. Since its inception in 1986, the local Spokane Chapter has granted wishes to more than 7500 children. The wishes have approved physical and emotional benefits that can give children with critical illnesses a higher chance of survival and transforms the lives of children, their families, volunteers, supporters, and medical professionals and entire communities. Angela Miller was present virtually to accept the proclamation, and she provided remarks on the event.

CITY ADMINISTRATIVE REPORT

Update on Cold Weather and Sheltering

Tim Sigler of the Community, Housing, and Human Service Department reported on the regional sheltering system changes due to the cold weather and provided an update on sheltering the homeless. Council President Beggs commented the biggest piece that we need is a better public facing outreach of how people get shelter. He noted we have a good team at SNAP that does outreach and provides information to people and does assessments and intake; but people who don't have phones and aren't as aware and maybe don't traditionally use our shelters don't necessarily have that information.

COUNCIL SALUTATION

Council President Beggs read a salutation in recognition of Sandy Williams. Spokane has been a regional leader in producing strong Black leaders in all industries, from health care to politics, journalism, to education. We commemorate these often unsung heroes every February during Black history month Sand Williams with her newspaper the Black Lens has tirelessly held truth to power by traveling to the front lines of the headlines for the past six years, since 2015, offering Spokane readers an independent voice and news told from the African American and other traditionally marginalized communities. The Black Lens celebrates six years of print this January of 2021, delivering news to countless Spokane households and several subscribers across the nation despite the global pandemic and the national upheaval over racial justice. The Spokane City Council recognizes and salutes Sandy Williams for her contributions to independent journalism in the City of Spokane, giving voice to the stories that we rarely hear from, adding to the rich experience of the tapestry of our Spokane community. Sandy Williams virtually accepted the salutation and provided commentary.

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

There were no **Council Committee Reports**.

LEGISLATIVE AGENDA**SPECIAL BUDGET ORDINANCES****Ordinance C36006 (Council Sponsor: Council Member Wilkerson)**

After an opportunity for public testimony, with no individuals requesting to speak, and Council commentary, the following action was taken:

Upon 6-1 Roll Call Vote (Council Member Cathcart voting “no”) the City Council **passed Special Budget Ordinance C36006** amending Ordinance No. C35971 passed by the City Council December 14, 2020, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

General Fund

FROM: Historic Preservation – Various Accounts, \$63,664;

TO: Historic Preservation Various Accounts, same amount.

(This action allows for the reclassification of the vacant Planner I position to create the Historic Preservation Specialist position.)

Special Budget Ordinance C36015 (Council Sponsor: Council President Beggs)

After receiving public testimony and the opportunity for Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Ordinance C36015** amending Ordinance No. C35971 passed by the City Council December 14, 2020, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Human Services Grants Fund

FROM: ESG-CV Commerce, \$3,191,727;

TO: ESG-CV Commerce – Various Accounts, same amount.

(This action provides funding 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 impacts of COVID-19.)
(Relates to OPRs 2021-0127, 2021-0128, and 2021-0129)

There were no **Emergency Ordinances**.

RESOLUTIONS**Resolution 2021-0015 (Council Sponsor: Council President Beggs)**

After a full reading of Resolution 2021-0015 by the City Clerk; an opportunity for public testimony, with no individuals requesting to speak; and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2021-0015** ratifying the Mayor's February 18, 2021, Executive Declaration of Civil Emergency or Disaster (due to the public emergency faced by the City from a hillside in the Peaceful Valley neighborhood which has become unstable).

FINAL READING ORDINANCES

Final Reading Ordinance C36008 (Council Sponsor: Council Member Mumm)

After receiving public testimony and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C36008** relating to the creation of an Emergency Rental Assistance Fund; adopting a new section 7.08.154 to chapter 7.08 of the Spokane Municipal Code.

For Council action on Final Reading Ordinance C36009, see section of minutes under Briefing Session.

Ordinance C36010 (Council Sponsor: Council Member Wilkerson)

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C36010** amending Ordinance C22392 vacating Cochran Street from a point 270 feet south of the south line of Sixteenth Avenue, City and County of Spokane, Washington (to release unnecessary easements that encumber property).

Ordinance C36011 (Council Sponsor: Council Member Wilkerson)

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C36011** amending Ordinance C22393 vacating Cochran Street from a point 270 feet south of the south line of Sixteenth Avenue to the north line of Seventeenth Avenue AND of Seventeenth Avenue from the easterly right of way line of the Burlington Northern Inc. (formerly Spokane, Portland, & Seattle Railway) to the westerly right of way line of the Union Pacific Railroad (formerly the Oregon, Washington Railway & Navigation Co.), City and County of Spokane, Washington (to release unnecessary easements that encumber property).

FIRST READING ORDINANCE

The following Ordinance was read for the first time, with further action deferred. There was an opportunity for public commentary, with no individuals speaking.

ORD C36013 Amending Ordinance C31697 that vacated Madelia Street from the north line of Fairview Avenue to Euclid Avenue except North Foothills Drive and the alley between Madelia Street and Pittsburg Street from Fairview Avenue to Euclid Avenue except North Foothills Drive. (Council Sponsor: Council Member Cathcart)

There were no **Special Considerations**.

There were no **Hearings**.

OPEN FORUM

Nicholette Ocheltree commented on mosquito devices still being used in violation of the SMC, arrest made for Temple Beth Shalom hate crime, and other City affairs.

Andrea Rose Gallardo commented on the MAC's fourth year of free dinners with a side of free speech. She also remarked on the cold weather and homelessness.

Curtis Hampton expressed concern with violence in the community and shootings that have occurred.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:47 p.m.

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. C36006

An ordinance amending Ordinance No. C35971, passed by the City Council December 14, 2020, and entitled, “An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage”, and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C35971, as above entitled, and which passed the City Council December 14, 2020, 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, this ordinance has been on file in the City Clerk’s Office for five days.

NOW THEREFORE, the City of Spokane does ordain:

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

FROM:	0470-53610 58620-02560	Historic Preservation Planner I (from 1 to 0 positions)	\$52,973
	0470-53610 58620-59954	Historic Preservation Reserve for Total Cost Comp	\$10,691
TO:	0470-53610 58620-08280	Historic Preservation Historic Preservation Specialist (from 0 to 1 position)	\$61,200
	0470-53610 58620-52110	Historic Preservation Social Security	\$628
	0470-53610 58620-52210	Historic Preservation Retirement	\$823
	0470-53610 58620-52330	Historic Preservation Life Insurance	\$53
	0470-53610 58620-51640	Historic Preservation Deferred Comp	\$960

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 reclass the vacant Planner I to create the Historic Preservation Specialist position, 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 February 22, 2021
Delivered to Mayor February 26, 2021**

ORDINANCE NO. C36008

AN ORDINANCE relating to the creation of an Emergency Rental Assistance Fund; adopting a new section 7.08.154 to chapter 7.08 of the Spokane Municipal Code.

The City of Spokane does ordain:

Section 1. That there is adopted a new section 7.08.154 to chapter 7.08 of the Spokane Municipal Code to read as follows:

7.08.154 Emergency Rental Assistance Fund

There is established a special revenue fund to be known as the "Emergency Rental Assistance Fund" into which shall be deposited funds generated from the U.S. Department of Treasury Emergency Rental Assistance Program established by federal law under Section 501 of Division N of the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260 (December 27, 2020) (the "Act") as well as other state and federal sources.

The fund will be used consistent with the provisions of the Act as currently adopted or as may be subsequently amended, which includes providing assistance through existing or newly created rental assistance programs to eligible households unable to pay rent and utilities due to the COVID-19 pandemic, which shall include utility and home energy costs.

**Passed by City Council February 22, 2021
Delivered to Mayor February 26, 2021**

ORDINANCE NO. C36010

An ordinance amending Ordinance C22392 that vacated Cochran Street from a point 270 feet south of the south line of Sixteenth Avenue, City and County of Spokane, Washington.

WHEREAS, a petition for the vacation of the below described property having been filed with the City Clerk by owners of more than two-thirds of the property abutting that sought to be vacated and a hearing having been held thereon before the City Council of the City of Spokane in accordance with Law; and

WHEREAS, the City Council of the City of Spokane having found that the public use and benefit will be served; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That Cochran Street from a point 270 south of the south line of Sixteenth Avenue to the south line of Sixteenth Avenue, City and County of Spokane, Washington, be and the same is hereby vacated. ~~((subject to the reservation of easement for existing Pacific Northwest Bell Telephone Company Facilities.))~~

**Passed by City Council February 22, 2021
Delivered to Mayor February 26, 2021**

ORDINANCE NO. C36011

An ordinance amending Ordinance C22393 that vacated Cochran Street from a point 270 feet south of the south line of Sixteenth Avenue to the north line of Seventeenth Avenue AND of Seventeenth Avenue from the easterly right of way line of the Burlington Northern Inc. (formerly Spokane, Portland, & Seattle Railway) to the westerly right of way line of the Union Pacific Railroad (formerly the Oregon, Washington Railway & Navigation Co.), City and County of Spokane, Washington.

WHEREAS, a petition for the vacation of the below described property having been filed with the City Clerk by owners of more than two-thirds of the property abutting that sought to be vacated and hearing having been held thereon before the City Council of the City of Spokane in accordance with law, and

WHEREAS, the City Council of the City of Spokane having found that the public use and benefit will be served, - Now, Therefore,

The City of Spokane does ordain:

Section 1. That Cochran Street from a point 270 south of the south line of Sixteenth Avenue to the north line of Seventeenth Avenue AND of Seventeenth Avenue from the easterly right of way line of the Burlington Northern Inc. (formerly Spokane, Portland, & Seattle Railway) to the westerly right of way line of the Union Pacific Railroad (formerly

the Oregon, Washington Railway & Navigation Co.), City and County of Spokane, Washington, be and the same is hereby vacated. (~~subject to the reservation of easement for existing Pacific Northwest Bell Telephone Company facilities.~~)

**Passed by City Council February 22, 2021
Delivered to Mayor February 26, 2021**

ORDINANCE NO. C36015

An ordinance amending Ordinance No. C35971, passed by the City Council December 14, 2020, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2021 budget Ordinance No. C35971, as above entitled, and which passed the City Council December 14, 2020, it is necessary to make changes in the appropriations of the Human Services Grants 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 Human Services Grants Fund, and the budget annexed thereto with reference to the Human Services Grants Fund, the following changes be made:

FROM:	1540-95591 99999-33114-99999	ESG-CV COMMERCE	<u>\$3,191,727</u>
TO:	1540-95591 65410-54201-99999	ESG-CV COMMERCE Contractual Services	<u>\$3,080,017</u>
	1540-95591 65430-51991-99999	ESG-CV COMMERCE Contra Salaries	<u>\$46,208</u>
	1540-95591 65430-52991-99999	ESG-CV COMMERCE Contra Benefits	<u>\$16,311</u>
	1540-95591 65430-54992-99999	ESG-CV COMMERCE Contra Other	<u>\$49,191</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 funding 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 impacts of COVID-19, 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 February 22, 2021
Delivered to Mayor February 26, 2021**

Executive Orders

RECEIVED

FEB 23 2021

CITY OF SPOKANE EXECUTIVE ORDER	CITY CLERK'S OFFICE	EO 2021-0001 LGL 2021-0008
TITLE: EXECUTIVE ORDER FOR WRITTEN FINDING OF EMERGENCY TO AWARD NECESSARY CONTRACT FOR THE PROCESS TO PROVIDE TEMPORARY HOTELING IN THE REGIONAL EMERGENCY RESPONSE TO PROVIDE HEALTHY SHELTERING		
EFFECTIVE DATE: February 9, 2021 REVISION DATE IF APPLICABLE:		

Factual Background Information to Finding of Emergency to Support Execution of Agreement with Guardian's Foundation to provide for temporary hoteling services for homeless individuals and families:

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 has been 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 was identified and put into operation.

WHEREAS; the Spokane Municipal Code Title 18, Chapter 1805 provides that the City will provide housing for homeless individuals, when certain weather conditions exist;

WHEREAS, as the temperature has decreased, the facilities providing housing for homeless individuals have at times reached capacity;

WHEREAS; it is estimated that the conditions including lower temperatures and limited available shelter space are likely to persist for the winter months, alternative options for shelter have been examined;

WHEREAS; City Staff has identified that the safest and least expensive method to provide adequate emergency shelter for individuals and families that are experiencing homelessness but are not able to be housed in existing facilities is to

provide hoteling services, including obtaining the hotel rooms and providing transportation for those who will be staying in the hotel rooms;

WHEREAS; staff in the CHHS Department contacted two providers currently under contract to the City to provide homeless services and has identified one who can immediately begin to provide the services:

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

WHEREAS, the Mayor is prepared to immediately execute the appropriate contract with Guardian's Foundation to provide the necessary services.

NOW THEREFORE, AS THE MAYOR OF THE CITY OF SPOKANE WASHINGTON, I DECLARE AS FOLLOWS:

Section 1 – Purpose and Intent.

As a result of the COVID-19 crisis requiring appropriate distancing and safety measures, combined with the estimated decrease in night-time temperatures and the requirements of SMC Section 18.05.020, an emergency situation exists and the public safety and health of those who are unhoused necessitates the execution of a contract with the Guardian's Foundation to provide services to those requiring housing where there is not necessary capacity in low barrier shelters.

Section 2 – Emergency Procurement.

Pursuant to SMC 2.04.100, the Mayor or her designate, may make emergency procurements consistent with the provisions of SMC 7.06.180. The contract with the Guardian's Foundation is an emergency procurement.

Section 3 – Effective Date.

This Declaration shall be in full force and effect upon signature and shall continue until terminated.

Section 4– Ratification.

This emergency declaration shall be submitted to the City Council for ratification pursuant to SMC 2.04.060.

Dated this 9 day of February, 2021.

Nadine Woodward
Mayor Nadine Woodward

Attest:

Yeni Zoster
City Clerk

Approved as to form:

Michael C. O'Shea
City Attorney

Date of Publication: March 3, 2021

Effective Date: February 9, 2021



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.

OFFICE MANAGER SPN 051 PROMOTIONAL

DATE OPEN: Monday, March 1, 2021

DATE CLOSED: Tuesday, March 16, 2021 at 4:00 p.m.

SALARY: \$55,582.56 annual salary, payable bi-weekly, to a maximum of \$78,634.08

DESCRIPTION:

Performs responsible supervisory and office support work in the clerical and administrative operations of a department.

DUTIES:

- Plans, schedules, and assigns the work of subordinate clerical employees performing varied and specialized duties. Trains staff to accomplish administrative and clerical tasks.
- Supervises and evaluates the work performance of subordinate clerical employees who report directly to the office manager and recommends disciplinary action to the department head when necessary.
- Coordinates, supervises, and participates in a variety of operational tasks relating to the administration of department services and programs.
- Standardizes office procedures and maintains the efficient flow of work by evaluating office production and revising procedures accordingly. Designs or updates forms to meet requirements.
- Coordinates the functions of internal services and programs with other departments, committees, and outside agencies or vendors to ensure program activities are accomplished.
- Responds to public inquiries made by telephone, in writing or in person that are related to established policies, procedures and activities of the department, including responding to complaints.
- May participate or assist in fiscal operations such as basic bookkeeping, preparation of payroll, monitoring expenses, budget preparation, processing charges for contractual work, the purchasing of supplies and requisitioning of office equipment.
- May represent the department at community events, committee meetings or other public relations-related appearances.
- Operates standard office equipment, including a personal computer, and uses standard or specialized computer software applications. Maintains records, performs queries, analyzes data, and prepares charts, graphs, and various reports. Proofreads materials for accuracy and clarity.
- 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:* Two years of education (90 quarter or 60 semester credit hours) from an accredited college or university with major coursework in business or public administration, human resources, management or closely related field.
- *Experience:* Three years of clerical or administrative experience in a business office, including one year as a supervisor. Two additional years of supervisory experience in a business office may substitute for the education requirement.

EXAMINATION DETAILS:

Candidates must pass the examination for this classification, to be eligible for promotion by City of Spokane. Qualified candidates will be instructed to self-schedule their written test following acceptance of their application.

The examination will consist of a multiple-choice test, Microsoft Office skills test (including written communications) and promotional evaluation, with weights assigned as follows:

- Multiple-choice Test: 40%
- Microsoft Office Skills Test: 20%
- Written Communications: 20%
- Promotional Evaluation: 20%

MULTIPLE-CHOICE TEST DETAILS

The multiple-choice test will be conducted online, during the week of March 29, 2021. Online access is required, throughout the test. The approximate duration of the multiple-choice test is 1 hour.

The test may include the following subjects:

- Administration and Management
- City Policies
- Computer Skills
- Interpersonal Relations
- Office Practices
- Records Procedures
- Supervisory Techniques

MICROSOFT OFFICE SKILLS TEST DETAILS:

The combined Microsoft Office skills and written communications test will be conducted online, immediately following the multiple-choice test. The approximate duration of the test combined Microsoft Office skills and written communications test is 2 hours.

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.

COVID-19 SAFETY IN THE WORKPLACE:

The safety of our employees and community are our highest priority. All employees are educated and trained on how to use proper social distancing, enhanced hygiene techniques, and personal protective equipment (PPE). As a public agency, we are following all state required procedures, regarding PPE and COVID-19.

Precautions include:

- Remote work when available for certain positions
- Daily cleaning and disinfecting of surfaces
- Temperature checks
- In office social distancing
- Use of video conferencing
- Personal protective equipment

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.

Qualified applicants are encouraged 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 25th day of February 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

BUDGET ANALYST SPN 128
OPEN ENTRY

DATE OPEN: Monday, March 1, 2021

DATE CLOSED: Tuesday, March 16, 2021 at 4:00 p.m.

SALARY: \$70,824.96 annual salary, payable bi-weekly, to a maximum of \$100,182.24

DESCRIPTION:

This position performs a wide range of analytical, technical, and advisory functions in the municipal budgetary process; assists the director in the preparation of the City's annual budget; provides direct support in management and analysis of City operations, specifically working in the areas of budget analysis and assisting with analysis of revenue collections; provides support in preparation of budget to actual comparisons and analysis for financial reporting purposes.

DUTIES:

- Performs budget preparation processes for the City's annual budget; reviews budget change requests for accuracy and compliance with budget principals and guidelines established by elected officials; participates in planning, organizing and communicating budget deadlines; prepares and ensures accuracy of all associated budget reports presented.
- Coordinates the development of the City's Capital Improvement Program budget; ensures capital improvement budgets are incorporated properly into the annual budget; directs preparation and ensures accuracy of all associated CIP reports presented.
- Analyzes and produces complex reports for use by diverse groups, including elected officials, City management, boards, commissions, and other government entities; coordinates with City management and elected officials to determine reporting needs for operating and capital budgets; works with the Information Technology (IT) Department to develop and implement necessary enhancements to reports used in the budget process.
- Facilitates and participates in public presentations as needed; provides oral briefings, recommendations, and progress reports to City management and elected officials.
- Reviews and processes budget transfers requested throughout the budget year.
- Provides general budget consulting services to City departments, converting technical budget information into operational terms for City officials and staff; interprets and provides guidance to departmental personnel related to application of established budget principals and guidelines.
- Prepares and provides workshops and training related to the CIP and annual budget processes.
- Coordinates the preparation of the city-wide indirect cost allocation plan and establishment of interfund allocation rates; reviews work of contracted plan preparer for accuracy.
- Performs budget analysis and conducts related studies to identify efficiency and cost savings; prepares reports of such activity including recommendations for action.
- Performs other related duties as assigned.

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:* A Bachelor's degree from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field.
- *Experience:* Five years of experience in the development of governmental budgets.
- *Substitution:* A Certified Public Accountant (CPA) license may substitute for up to two years of work experience.
- *License:* Possession of a valid driver's license

Note: If you are uncertain whether your qualifications meet the requirement stated above, please read through the Supplemental Questions, and contact Civil Service for assistance if needed.

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 examination: 100% (Online Testing - Multiple Choice)

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:

You are required to meet the minimum qualifications above and to pass the Civil Service examination for this position, in order to be eligible for hire.

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.

- Your examination consists of a Training and Experience (T&E) Evaluation in the form of a Supplemental Questionnaire.
- You will receive your Civil Service Eligibility List ranking after the position is closed for applications and scoring is complete.

T&E Details:

- You will complete the T&E Supplemental Questionnaire online as a part of the application process.
- You may preview the instructions and questions online in the tab marked "QUESTIONS" near the top of the job announcement.

COVID 19 Safety in the Workplace:

The safety of our employees and community are our highest priority. All employees are educated and trained on how to use proper social distancing, enhanced hygiene techniques, and personal protective equipment (PPE). As a public agency we are following all state required procedures regarding PPE and COVID 19.

Precautions include:

1. Remote work when available for certain positions
2. Daily cleaning and disinfecting of surfaces
3. Temperature checks
4. In office social distancing
5. Use of video conferencing
6. Personal protective equipment

Qualified applicants are encouraged 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 25th day of February 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

**REFUSE COLLECTOR II SPN 051
PROMOTIONAL**

DATE OPEN: Monday, March 1, 2021

DATE CLOSED: Tuesday, March 16, 2021 at 4:00 p.m.

SALARY: \$38,824.27 annual salary, payable bi-weekly, to a maximum of \$60,865.20

DESCRIPTION:

Performs heavy manual work in the collection of refuse or recyclables normally on residential collection route.

DUTIES:

- Drives and operates a refuse collection packer on an assigned route or a refuse collection dump truck on special trash collections; supervises the activities of assigned subordinate collectors and assists in moving, carrying and emptying refuse carts/cans; maintains daily route sheets of customers noting collection starts, stops, increases or decreases in service, and any extra charges; maintains records of charges for special collections.
- Performs related work as required.
- Drives and operates cart delivery truck. Maintains cart inventory in serviceable condition. Cleans, stores, repairs and replaces carts as needed.
- Explains ordinances, procedures and charges regarding refuse or recycling collection to property owners; receives, acts on or refers collection complaints to supervisor; advises property owner as to condition or location of containers; reports to supervision any damage done to private or public property.
- Maintains daily route computer sheets; prepares accident and injury reports as required; prepares private or public property damage reports as required. Reports vehicle maintenance needs to appropriate department.
- May fill in for Refuse Collector III when needed.
- 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 experience in the classification of Refuse Collector I.
- *License:* Possession of a Class "B" Commercial Driver's License (CDL) with air brake endorsement.

NOTE: SHORTAGE RECRUITMENT - Employees in the classification of Refuse Collector I, who have obtained a Class "B" CDL with air brake endorsement, may apply on a promotional basis.

EXAMINATION DETAILS:

Candidates must pass the examination for this classification, to be eligible for promotion by City of Spokane. The examination will consist of a written test and a performance evaluation with scoring weight assigned as follows:

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

WRITTEN TEST DETAILS:

- The written test date and location is to be determined, due to events surrounding the COVID-19 pandemic.
- The approximate duration of the test is 1 hour, 30 minutes.
- Test sessions may be added based upon the number of applications accepted.
- The written test may include such subjects as:
 - o Applied Technology
 - o Interpersonal Skills
 - o Organizational Awareness
 - o Safety & Occupational Hazards
 - o Teamwork
 - o Technical Competence
 - o Vehicle Operations

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.

DUTIES:

- Mixes, lays, finishes, and repairs standard and custom concrete projects related to streets and bridges.
- Determines use of barricades, cones, and other traffic routing methods. Posts signs and places cones and barricades to mark out work sites.
- Designs, builds, sets, and aligns wooden forms and braces to hold concrete.
- Prunes tree roots. Removes dirt, concrete, asphalt or other materials on work sites. Grades dirt, rock, or other base material for concrete placement. Verifies grades on forms for concrete placement.
- Determines correct slump of aggregate mixes.
- Pours, smooths, and finishes concrete floors, walls, sidewalks, and curbs to specified textures with hand or power tools.
- Rakes, levels, and flattens concrete to the desired plane. Sweeps, trowels, and places grooves, edges and marks to texture concrete work.
- Monitors concrete for proper slump and consistency during pouring operations.
- Monitors the curing process. Applies hardening and sealing compounds to concrete for curing, waterproofing, or restoration.
- Mixes and applies concrete plaster for repairs.
- Maintains tools, equipment, and safe work areas.
- Directs the pouring and casting of concrete.
- Coordinates work with other crafts and trades personnel. Supervises, trains, and evaluates the work of subordinate laborers. Leads work crews in preparing, constructing, and maintaining work sites.
- Maintains related department records.
- Reads and interprets blueprints; engineering plans and specifications; cut sheets; sketches; oral and written instructions; and surveyor data.
- Measures sidewalks, curbs, corners, steps, walls, and other concrete structures.
- Estimates materials, labor, and equipment costs to prepare and execute concrete projects. Confers with engineers, design professionals, and inspectors on changes and modifications.
- Installs, maintains, and repairs bridge elements, including guardrails, using related techniques such as basic carpentry, metalwork, and steel tying.
- Participates in snow operations, and works on other street crews, does unskilled manual work, or performs other duties as conditions and weather require.
- 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: Three years of experience as a concrete finisher or completion of a recognized apprenticeship program in the concrete trade.

Licenses:

- Incumbents must maintain a valid driver's license.
- Incumbents must obtain flagging certification and a Class A commercial driver's license (CDL) with tank vehicle endorsement within six months of employment, to be maintained throughout employment.

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for hire. 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.

EXAMINATION DETAILS:

The examination will consist of a written test and a training and experience evaluation (T&E) with scoring weight assigned as follows:

- Multiple Choice Examination: 75%
- T&E Evaluation: 25%.

MULTIPLE CHOICE EXAMINATION DETAILS:

The multiple choice test will be conducted online, during the week of March 22, 2021. Online access is required, throughout the examination. Qualified candidates will be scheduled for the online examination, following acceptance of their application.

- The approximate duration of the test is 1.5 hours.
- The written test may include such subjects as:
 - o Mathematical Reasoning
 - o Oral & Written Communication
 - o Safety
 - o Technical Knowledge

TRAINING AND EXPERIENCE EVALUTION 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.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers 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.
- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- 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.
- 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.

COVID-19 SAFETY IN THE WORKPLACE

The safety of our employees and community are our highest priority. All employees are educated and trained on how to use proper social distancing, enhanced hygiene techniques, and personal protective equipment (PPE). As a public agency, we are following all state required procedures, regarding PPE and COVID-19.

Precautions include:

- Remote work when available for certain positions
- Daily cleaning and disinfecting of surfaces
- Temperature checks
- In office social distancing
- Use of video conferencing
- Personal protective equipment

Qualified applicants are encouraged 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

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 25th day of February 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

**CONCRETE FINISHER SPN 603
PROMOTIONAL**

DATE OPEN: Monday, March 1, 2021

DATE CLOSED: Tuesday, March 16, 2021 at 4:00 p.m.

SALARY: \$44,234.28 annual salary, payable bi-weekly, to a maximum of \$68,958.29

DESCRIPTION:

City of Spokane is seeking a highly skilled Concrete Finisher to round out our Street Department team. If you are a Concrete Finisher that is ready to hone your skills and master new ones, working hand in hand with other accomplished craft professionals, this is your chance to advance your career!

The City of Spokane Street Department is an industry leader in civil construction. Our team members are extremely knowledgeable and highly experienced. As a City of Spokane Concrete Finisher, you will be working with a hardworking and dependable team. You will be responsible for the successful installation of concrete on projects, within the Spokane area. If you're ready to bring a strong work ethic, positive attitude and work with the best in the industry, the City of Spokane Street Department is right for you.

Our Concrete Finishers have excellent advancement opportunities, professional development, annual pay step increases 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:

- Mixes, lays, finishes, and repairs standard and custom concrete projects related to streets and bridges.
- Determines use of barricades, cones, and other traffic routing methods. Posts signs and places cones and barricades to mark out work sites.
- Designs, builds, sets, and aligns wooden forms and braces to hold concrete.
- Prunes tree roots. Removes dirt, concrete, asphalt, or other materials on work sites. Grades dirt, rock, or other base material for concrete placement. Verifies grades on forms for concrete placement.
- Determines correct slump of aggregate mixes.
- Pours, smooths, and finishes concrete floors, walls, sidewalks, and curbs to specified textures with hand or power tools.
- Rakes, levels, and flattens concrete to the desired plane. Sweeps, trowels, and places grooves, edges, and marks to texture concrete work.
- Monitors concrete for proper slump and consistency during pouring operations.
- Monitors the curing process. Applies hardening and sealing compounds to concrete for curing, waterproofing, or restoration.
- Mixes and applies concrete plaster for repairs.
- Maintains tools, equipment, and safe work areas.
- Directs the pouring and casting of concrete.
- Coordinates work with other crafts and trades personnel. Supervises, trains, and evaluates the work of subordinate laborers. Leads work crews in preparing, constructing, and maintaining work sites.
- Maintains related department records.
- Reads and interprets blueprints; engineering plans and specifications; cut sheets; sketches; oral and written instructions; and surveyor data.
- Measures sidewalks, curbs, corners, steps, walls, and other concrete structures.
- Estimates materials, labor, and equipment costs to prepare and execute concrete projects. Confers with engineers, design professionals, and inspectors on changes and modifications.
- Installs, maintains, and repairs bridge elements, including guardrails, using related techniques such as basic carpentry, metalwork, and steel tying.
- Participates in snow operations, and works on other street crews, does unskilled manual work, or performs other duties as conditions and weather require.
- 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 City employees who meet the open-entry requirements may apply on a promotional basis.

Open-Entry Requirements:

- *Education:* High school diploma or equivalent.
- *Experience:* Three years of experience as a concrete finisher or completion of a recognized apprenticeship program in the concrete trade.

Licenses:

- Incumbents must maintain a valid driver's license.
- Incumbents must obtain flagging certification and a Class A commercial driver's license (CDL) with tank vehicle endorsement within six months of employment, to be maintained throughout employment.

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for hire. We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.

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.

EXAMINATION DETAILS:

The examination will consist of a written test and a training and experience evaluation (T&E) with scoring weight assigned as follows:

- Multiple Choice Examination: 60%
- T&E Evaluation: 20%.
- PAR: 20%

MULTIPLE CHOICE EXAMINATION DETAILS:

The written test will be conducted March 26, 2021 at 11:00 a.m. Applicants will be notified once the location has been determined via email.

- The approximate duration of the test is 1.5 hours.
- The written test may include such subjects as:
 - o Mathematical Reasoning
 - o Oral & Written Communication
 - o Safety
 - o Technical Knowledge

TRAINING AND EXPERIENCE 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.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers 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.
- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- 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.
- 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.

PROMOTIONAL EVALUATION DETAILS:

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.

COVID-19 SAFETY IN THE WORKPLACE

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Precautions include:

- Remote work when available for certain positions
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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 25th day of February 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

RIVERFRONT PARK NORTH SUSPENSION BRIDGE RENOVATION

City of Spokane Parks Department

PW ITB #5401-21

Description: The City of Spokane is soliciting electronic bids for the RIVERFRONT PARK NORTH SUSPENSION BRIDGE RENOVATION

MANDATORY Pre-Bid Conference: A mandatory pre-submittal conference will be held digitally via Microsoft Teams at 11:00am on Friday March 12th, 2021. The Microsoft Teams meeting link is:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3Ameeting_MDA5M2YwODktNDNIYS00NjlkLTg3MWMtZDZmNDMzYWE4Y2Iz%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%252295fa1d6e-6a27-496e-9117-fc34d9076661%2522%252c%2522Oid%2522%253a%25228dc272d1-c7e8-4f0a-abbf-aafab7746c8a%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=252502d0-7a18-4c0b-92f7-a0a719cdf483&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via WebEx meeting on **MONDAY, MARCH 29, 2021**, for **RIVERFRONT PARK NORTH SUSPENSION BRIDGE RENOVATION** for the City of Spokane Parks 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**. Join by phone at 1-408-418-9388.

The Public Work Invitation to Bid 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, March 29, 2021**. 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.

Thea Prince
City of Spokane Purchasing

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