



Official Gazette

City of Spokane, Washington

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

Volume 111

MARCH 24, 2021

Issue 12



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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The Official Gazette

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, March 15, 2021**

The minutes for the Monday, March 15, 2021, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, March 31, 2021, issue of the *Official Gazette*.

STUDY SESSION MEETING MINUTES**SPOKANE CITY COUNCIL****Thursday, March 18, 2021**

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

Pursuant to Governor Jay Inslee's 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 that 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in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first.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waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.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 purpose of the meeting was to hold discussion on the following topics:

- Water Resource Collaboration Group Preliminary Recommendations
- Continuity of Operations Planning (COOP)

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

The meeting adjourned at 11:57 a.m.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
February 22, 2021

Attendance

Council Member Becky Wilkerson, Council Member Candace Mumm, Council President Breean Beggs, Council Member Karen Stratton, Council Member Kate Burke, Council Member Lori Kinnear, Council Member Michael Cathcart, Mayor Woodward, Paul Warfield, Tonya Wallace, Paul Ingiosi, Hannahlee Allers, Mark Carlos, Amie Blain, Brian McClatchey, Meghann Steinolfson, Dusty Fredrickson, Eric Finch, Mike Piccolo, Mike Sloon, Sally Stopher, and Michelle Hughes

I. Call to Order

This meeting started at 10:00 a.m. and was conducted through Webex.

II. Approval of Minutes

Meeting Minutes for January 25, 2021 were approved unanimously.

III. Consent Items Approved without Discussion:

- A. Oracle's PeopleSoft and Database Annual Software Maintenance and Support
- B. Cityworks by Azteca Systems, LLC Annual Software Maintenance and Support
- C. Hyland Software, Inc. Annual Software Maintenance and Support
- D. DFast (NBS Gov) Annual Licensing Fee and Maintenance Extension
- E. KSPS PEG Reimbursement Contract
- F. CME Cable Channel Agreement with Community Minded Enterprises
- G. Resolution for SIP Loan to fund East Sprague Project according to ILA with UDPDA
- H. SBO for SIP Loan Proceeds of East Sprague Project in the U District
- I. Renewal of Contract for Insurance Brokerage Services
- J. Approve SBO for Spenddown of Normandie Proceeds

IV. Discussion Requests

- A. Police Guild Contract – Mayor/Staff

The Mayor explained that she and CP Beggs became personally involved in the negotiations, and all parties involved had the opportunity to listen to each other. Although the conversations were difficult at times, it was necessary for the negotiations. She explained the Ombudsman was also involved. Meghann Steinolfson shared a PowerPoint presentation explaining the details of the contract. Please see the agenda packet and the presentation attached to this document.

- B. SBO for Emergency Rental Assistance Funding – Michelle Hughes

Michelle Hughes advised this is grant money received for rental assistance. Sally Stopher advised she is working with Cupid Alexander to get those funds to the community. Please see the agenda packet for documents submitted to the committee.

- C. Resolution for SIP Loan to fund Parking Meter Replacement – Tonya Wallace/Michelle Hughes

Tonya Wallace reviewed the attached report. CM Kinnear asked if this has been presented to the Parking Advisory Board. She advised they have a meeting tomorrow, and she suggested getting on the schedule. CM Mumm discussed this item with CP Beggs and the River Park Square Bonds. Tonya confirmed this would pay off the bonds. Michelle Hughes provided more insight into the bonds. Tonya advised the need for this SIP loan is a result of lost revenue due to COVID. The City Council further discussed the details of this item. CP Beggs requested more information regarding the kiosks, and CM Mumm requested input from the Parking Advisory Board. Please see the agenda packet for documents submitted to the committee.

- D. SBO for SIP Loan Proceeds Parking Meter Replacement – Tonya Wallace/Michelle Hughes

Please refer to the discussion above regarding the Parking Meter Replacement and the agenda packet for documents submitted to the committee.

- E. SBO for New Senior Business Systems Analyst Position – Mike Sloon/Dusty Fredrickson

Eric Finch explained the need for the position to provide adequate software support for the JustWare software for Municipal Court. Dusty Fredrickson provided additional information explaining the need for the position in order to meet the demands of the requirements of the new software system. CM Cathcart asked if activities could be contracted to a third party versus hiring an additional position. Dusty advised this is a specialized software system, and we currently have a project employee in place that has learned the system. He also explained that as we lose employees with institutional knowledge, it is difficult to replace that experience. Eric Finch explained that sometimes project employees are utilized, and the role is then analyzed to determine whether that position is needed full time, or if the work should be shifted back to other existing employees. CM Mumm advised she is concerned whether we have enough funds to offer this position since it so competitive in the market currently. Eric Finch advised they are reviewing those details. Please see the agenda packet for documents submitted to the committee.

V. Committee Briefs**A. Redistricting Process – Mike Piccolo**

Mike Piccolo advised this process occurs every ten years. It was completed in 1999, and then again in 2011, corresponding with the U.S. Census. The Census has been delayed due to COVID, with the expectation of the Census materials being available around September. Once the City receives the information, it has eight months to review and adjust the boundaries for the following elections. Mike provided the rules regarding the redistricting process, and he reviewed the relevant rules in the City Charter. He advised the Legal and Planning departments would be involved with this process. He also suggested that a Board be established as soon as possible, and he reviewed the rules regarding members comprising the Board. The Board will make a recommendation regarding the new boundaries, and once approved, they will become effective at the time of the following election.

B. 2020 COVID-19 Expenditure Summary – Sally Stopher

Sally Stopher explained expenditures related to COVID-19 paid by the City in 2020. Please see the agenda packet for documents submitted to the committee.

C. Minor Contract Threshold Update – Sally Stopher

Please see the agenda packet for documents submitted to the committee.

D. Budget Survey Results – Tonya Wallace

Tonya Wallace discussed the results of the Budget Department's survey. Tonya and CM Cathcart discussed the plan for the public-facing portion of the budget process this year. Please see the agenda packet for documents submitted to the committee.

E. Windstorm Cost Report – Michelle Hughes/Sarah Nuss

CM Mumm asked whether the landslide area is privately owned. Tonya Wallace advised more information is forthcoming. CM Mumm mentioned she was advised that there is possibly some illegal grading in that area. She also stated that the Parks Department has been affected by this windstorm, and Tonya Wallace confirmed. Tonya also confirmed that some of these costs might be reimbursable by FEMA pending City Council financial approval. CM Cathcart advised that cost information will be presented by Parks at the Urban Experience Committee. Please see the agenda packet for documents submitted to the committee.

VI. Standing Topic Discussions**A. COVID Monthly Update – Amber Richards**

Amber Richards advised we are seeing a positive trend, and that we are able to focus more on future planning at this point. CM Kinnear asked if we have plans regarding external outreach to the population. She advised we are receiving conflicting reports and she is not seeing leadership from the Health District. She believes the Mayor and City Council can take steps to advise the community directly regarding next steps for reopening the community. Amber suggested a two-step approach including internal and community-facing. CM Mumm advised the neighborhood meetings have been experiencing good attendance, and they would be good platforms on which to share the information. CM Cathcart noted that he believes the Health District has been providing information. CM Mumm, CM Cathcart, and Amber discussed vaccination rollouts.

B. General Fund Monthly Budget Report – Paul Ingiosi

Please see the agenda packet for documents submitted to the committee.

C. Intrafund Budget Transfer Report – Paul Ingiosi

Please see the agenda packet for documents submitted to the committee.

VII. Adjournment

The meeting was adjourned at 11:27 a.m. The next meeting is scheduled for March 15, 2021 at 1:15 p.m.

Attachments on file in the City Clerk's Office.

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment, and Sustainability
February 22, 2021

Committee members present in person, phone or video

Council President Breean Beggs, Committee Chair
Council Member Michael Cathcart, Vice Committee Chair
Council Member Kate Burke
Council Member Lori Kinnear
Council Member Candace Mumm
Council Member Betsy Wilkerson

Committee members absent

Council Member Karen Stratton

Council President Beggs called the meeting to order at 1:17 p.m.

Recording of the meeting may be viewed here: <https://vimeo.com/51550474>

Review and approval of minutes

Council President Beggs asked for a motion to approve the minutes of January 25, 2021 meetings.

- Action taken
- Council Member Mumm moved to approve the minutes of the January 25, 2021 meeting as presented; the motion was seconded by Council Member Wilkerson.

Discussion items

A. Council Requests

1. Consent items for discussion
2. Legislative update (if needed)

B. Staff Requests

1. Land lease RFP consideration for solar at Northside Landfill
Chris Averyt provided background on the Northside Landfill Superfund site recently removed from the EPA's priority list of Superfund cleanup sites. The city is reviewing opportunities to repurpose the site that could potentially increase its value and create revenue. The landfill was shut down in the 1980s when it was found harmful solvents and chemicals were leaching into the soil through the unlined landfill. Potential uses of the site are limited due to the nature of the capped landfill, according to analysis by the city and EPA. Staff reported the site is best suited for solar development due to solar resource, topography and proximity to electrical interconnection. About 24 to 27 acres could be used for solar cell development estimated to produce enough energy to power 432 homes. Chris explained the first step is issuing a request for proposal as part of the selection process to hire a company to build and operate the project. The city would lease the land to the selected solar energy company. In addition to developing the site for energy production, there are opportunities for transportation and recreation use. Council Member Mumm explained some residents would like to see some recreational opportunities on the property. She also said a road connecting Indian Trail and Nine Mile roads could provide emergency access in this canyon area that can be susceptible to wildfires.
2. Solid Waste system overview and impacts from proposed carbon tax
Marlene Feist/Chris Averyt/Cadie Olsen offered a presentation on the Regional Solid Waste System and the key role the Waste to Energy (WTE) facility plays in managing solid waste in the Spokane area. The WTE plant was built in 1990 in response to the closure of landfills in the area and to find a more sustainable way to manage solid waste. The state provided \$60 million toward the total \$110 million it cost to build the facility. Waste from curbside service, the SMaRT Center, self-haul and two county transfer stations are directed to the WTE. Waste is sorted for recycling, combustion or disposal. Waste not suitable for combustion is routed to the Roosevelt Landfill or the Northside Landfill. The post-combustion, inert ash is transported to the Roosevelt Landfill. The WTE reduces solid waste 90% by volume and 70% by weight, and produces enough energy to power about 13,000 homes.
3. Power purchase agreements for City's energy generating assets
Cadie reviewed how the energy initiative segues into the city's Recycling Partnerships Strategic Initiative. She explained focus will shift to economic development in the circular economy, an economic system aimed at

eliminating waste and the continual use of resources. The group discussed possible impacts of the state's Climate Commitment Act, a proposed bill to create a statewide climate program.

4. US 195 Corridor Study

Inga Note presented an overview of the US 195 Corridor Study which began late in 2019. Council approved \$50,000 to help fund the study which Spokane Regional Transportation Council is managing. The study includes an evaluation of existing conditions, initial community outreach and forecasting development. The consultant developed a list of improvement ideas, and combined them into project packages for evaluation and review. Inga presented the key projects, including J-turns at Meadowlane and Hatch roads, and frontage roads on both sides of US 195. These project packages are scheduled to come before the SRTC Board March 11 and will then be presented to the general public for feedback.

5. Avista electrical vehicle DC charging installation master site agreement

Mike Piccolo presented an overview of a 10-year agreement that will allow the city, Parks Division and the Public Library to grant easements to Avista to install electrical vehicle DC charging stations on city-owned property. The first station is expected to be installed at The Hive, a new library and meeting space in East Central, followed by installations at Liberty Park Branch and Shadle Park Branch. Avista will be responsible for the installation and related costs, as well as the cost of electricity for the DC fast-charging stations. The master site agreement is expected to be voted on by the City Council and Park Board in the near future.

6. Volunteers Of America Covid-19 Award for Young Adult Shelter

Tim Sigler presented an overview of the Volunteers Of America Covid-19 Award for Young Adult Shelter. The CARES Act is designed to help support the response to the coronavirus outbreak and made available an additional \$4 billion in ESG-CV funds to supplement the 2020 ESG funding. CHHS was awarded funds from the U.S. Department of Housing and Urban Development, and the state Department of Commerce. The city received two awards from Commerce totaling \$3,463,494. These special ESGCV funds are to be used to prevent, prepare for, and respond to the 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.

7. Transitions Covid-19 Award for Drop-In Day Center

Tim Sigler presented an overview of the Transitions Covid-19 Award for Drop-In Day Center made possible through funding from the CARES Act. This would fund the low barrier drop-in day center which provides showers, hygiene products, internet, phone access, community referrals and various case management opportunities.

8. Truth Ministries Covid-19 Award for Low Barrier Men's Shelter

Tim Sigler provided an overview of the Truth Ministries Covid-19 Award for Low Barrier Men's Shelter. Congress provided \$5 billion in the CARES Act for the CDBG program to states, metropolitan cities, urban counties and insular areas. CHHS was awarded \$3,488,214 in CDBG coronavirus funds. Eligible activities include: public service activities, housing-related activities, public improvements and facilities, activities to acquire real property, economic development activities, and general administrative and planning activities.

9. SBO to move Administrative Specialist position from Division to Department budget

Council President Beggs announced the SBO will not be discussed during this meeting.

Strategic Plan Session

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

- No report for this meeting.

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

- No report for this meeting.

C. Priority Strategy 3. Sustainable city

- No report for this meeting.

Consent items

1. Nalco Chemical Company sole source resolution for proprietary HVAC and digester heating chemicals (Public Works)
2. Kemira Water Solutions 1st renewal of BID #4442-18 for a value blanket renewal (Public Works)
3. Polydyne Inc. 1st renewal of BID#4438-18 for a value blanket renewal (Public Works)

4. Two Rivers Terminal, LLC, for the award of RFQ 5378-21 to supply citric acid 50% for the NLT process (Public Works)
5. EverGem franchise contract (Legal)
6. Core & Main annual value blanket renewal for coiled pit setter meter boxes (Public Works)
7. BrandSafway contract renewal for scaffolding services (Public Works)
8. Divco contract renewal for annual HVAC services (Public Works)
9. Dresser Rand sole source resolution and value blanket for turbine generator overhaul parts (Public Works)
10. OAC Services contract amendment #2 for Next Level of Treatment at RPWRF (Public Works)
11. CH2M Hill (Jacobs) Engineering contract amendments 21-25 for professional services for Next Level of Treatment at RPWRF (Public Works)
12. Assistance to Firefighters Grant (Fire)
13. CH2M Hill contract extension for groundwater monitoring and reporting at the Northside and Southside landfills (Public Works)

Executive session

None.

Adjournment

The meeting adjourned at 2:29 p.m.

Attachments on file in the City Clerk's Office.

Hearing Notices

NOTICE OF CITY COUNCIL PUBLIC HEARING PROPOSED SHORELINE MASTER PROGRAM PERIODIC REVIEW

Notice is hereby given that there will be a public hearing of the Spokane City Council on **Monday, April 19, 2021, at 6:00 p.m.** online via Webex Meetings. This public hearing is for proposed amendments to five sections of the Spokane Municipal Code

The meeting will be streamed live online and airing on City Cable 5. The public is encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>. Any changes to the procedures that will be followed for this hearing will be posted on the City Council's website: <https://my.spokanecity.org/citycouncil/meetings/>.

Subject: The Spokane Shoreline Master Program (SMP) Periodic Review is state mandated and completed under the guidance of the Department of Ecology. This review is meant to ensure compliance with changes to state legislation concerning shorelines. Authority for the periodic review is based on Washington's Shoreline Management Act (Ch. 90.58 RCW) and related rules. These amendments were developed by the City to comply with WAC 173-26-090, which requires all local governments to review their SMPs on an eight-year schedule set in state law and revise if necessary. The review updates the Spokane SMP to reflect changes in state laws, adjacent jurisdictions' plans and regulations, and other changed circumstances. The City elected to use the optional joint review process to combine the local and Ecology comment periods, as allowed under WAC 173-26-104. No additional comment period will occur during the state review process, however additional city review and comment will be taken prior to the City Council public hearing. Comments provided to the City of Spokane will be reviewed by both the City and Ecology. There is no need to send comments directly to Ecology. The proposed SMP amendments are categorically exempt from State Environmental Policy Act (SEPA) as stated in Washington Administrative Code (WAC) Procedural Actions 197-11-800(19)(a)(b).

City-initiated minor amendments to sections of the Spokane Municipal Code (SMC), specifically amending sections 04.13.015, 17C.110.100, 17C.124.110, 17C.220.060, 17E.050.080 Appendix B, 17F.010.050, 17F.040.140, 17G.040.040(B), 17G.060.020(A)(3), 17G.060.070(B)(5)(c), 17G.070.220(A), and 17G.080.070(C)(5). The proposed SMC amendments are categorically exempt from State Environmental Policy Act (SEPA) as stated in Washington Administrative Code (WAC) Procedural Actions 197-11-800(19)(a)(b).

Location: Citywide

Project Documents: Information relating to these amendments is available for viewing at: <https://my.spokanecity.org/projects/shoreline-master-program-periodic-update/>

Public Comment: Written comments and oral testimony at the public hearings for these proposed actions will be made part of the public record. **Only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal a decision of the City Council.**

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

FROM:	1630-35210	Combined Communications Center Fund	
	99999-39720	Oper. Trans. in – Public Safety Personnel	\$251,895
	1630-35210	Combined Communications Center Fund	
	99999-39738	Oper. Trans In – EMS Fund	\$309,990
			<u>\$561,885</u>
TO:	1630-35210	Combined Communications Center Fund	
	28200-02850	Fire Communication Specialist (from 8 to 11 positions)	\$146,103
	28200-09240	Firefighter Dispatcher (from 0 to 3 positions)	\$210,438
	28200-52110	Social Security	\$14,230
	28200-52210	Retirement	\$14,610
	28200-52230	Pension LEOFF	\$11,218
	28200-52310	Medical Insurance	\$149,233
	28200-52330	Life Insurance	\$450
	28200-52400	Industrial Insurance	\$695
	28200-51640	Deferred Compensation	\$14,908
			<u>\$561,885</u>

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

FROM:	1970-35121	Emergency Medical Services Fund	
	28200-09240	Firefighter Dispatcher (from 3 to 0 positions)	\$210,438
	22200-52110	Social Security	\$3,052
	22200-52230	Pension LEOFF	\$11,218
	22200-52310	Medical Insurance	\$70,048
	22200-52400	Industrial Insurance	\$326
	22200-51640	Deferred Compensation	\$14,908
			<u>\$309,990</u>
TO:	1970-35121	Emergency Medical Services Fund	
	97109-80101	Operating Transfer Out- Other/ CCC	<u>\$309,990</u>

Section 4. 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 temporary reclassification of three firefighter positions to firefighter dispatch positions as well as consolidating fire dispatch positions in the proper fund, 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 March 15, 2021

Delivered to Mayor March 18, 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.

CHIEF EXAMINER SPN 049 OPEN/PROMOTIONAL ENTRY

DATE OPEN: Monday, March 22, 2021

DATE CLOSED: Tuesday, April 13, 2021 at 4:00 p.m.

SALARY: \$91,099.44 annual salary, payable bi-weekly, to a maximum of \$131,919.84

DESCRIPTION:

The City of Spokane is seeking a self-starter with extensive leadership, management and analytical experience in the administration of personnel programs with demonstrated success at innovating and ensuring alignment with best practices that support the overall goals and missions of the department.

The Chief Examiner manages, supervises, and directs all activities of the City's merit system program under the policy direction of the City of Spokane Civil Service Commission. Employee acts independently in devising new plans, policies, and procedures for job classification, examination, and merit system administration in accordance with Civil Service rules and laws. The Chief Examiner is appointed by and works under the policy direction of the Civil Service Commission.

DUTIES:

The following Responsibilities and Requirements are functions the individual who holds or desires the position must be able to perform unaided or with the assistance of a reasonable accommodation.

By serving in this people-oriented role, you can look forward to the following roles and responsibilities:

- Administers the provisions of the City Charter and the Commission's Merit System Rules. Manages the daily operations of the Commission and the Civil Service staff office. Supervises and evaluates the activities of all subordinate staff reporting to the Commission. Establishes performance requirements and completes employee reviews.
- The Chief Examiner has regular contact with both inside and outside sources involving service delivery and interpretation and enforcement of departmental policy and Civil Service rules, assuming full responsibility for the actions of the department.
- Supervises professional, technical, and administrative support staff, either directly or indirectly through intermediate personnel.
- Directs a broad job recruitment and examination program; reviews and approves examination plans and content.
- Directs the development, maintenance, and administration of the job classification plan.
- Researches, plans, and implements improvements to the merit program.
- Coordinates with departments to achieve organizational goals such as diversity, equity, and inclusion. Acts as liaison between the Civil Service Commission, City Council, Mayor's Office, employee groups, media, and other entities. Interprets and enforces Civil Service rules, policies, and Commission decisions; and advises as to their application. Counsels City administration, management, employees, and labor representatives regarding rights and obligations. Performs investigations and prepares background material for hearings.
- Acts as secretary to the Civil Service Commission; prepares materials to be included in meeting agendas and briefing packets; and presents agenda items to the Commission. Maintains a permanent record of the minutes and actions of the Commission, and directs the preparation of reports of Commission activities.
- Prepares the annual office operating budget estimates for Commission approval. Manages the budget, allocates funds to accomplish objectives, and controls expenditures within established guidelines.
- Develops, reviews, and approves the internal operational policies and procedures for the maintenance of personnel files, examination certification, payroll certification, application handling, testing, and classification work.
- Duties are sedentary in nature, performed under normal working conditions, and require concentrated attention to prevent errors.
- Performs related work as required.

PHYSICAL REQUIREMENTS:

- Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.
- This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Employees must possess the ability to transport a computer laptop from one work location to another.

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:* Graduation from an accredited four-year college or university with a degree in public or business administration, human resources, psychology, sociology, or related field.
- *Experience:* Seven years of experience in the civil service or human resources field demonstrating progressively responsible experience to include job classification and employment testing. Applicant must have at least two years of supervisory experience.
- *Substitution:* A graduate degree in a related field may substitute on a year-for-year basis for up to two years of non-supervisory experience.

Promotional Requirements:

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

- *Experience:* Completion of four years of service with the City in the classification of Examination and Classification Analyst III (SPN 047).

NOTE: Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies.

EXAMINATION DETAILS:

You must pass the examination for this classification to be eligible for employment by the City of Spokane. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

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

The examination will consist of a Training and Experience examination (T&E) with scoring weight assigned as follows:

- Open Entry Candidates - T&E: 100%
- Current City employees who meet the Promotional requirements: - T&E: 80% and your most recent Promotional Evaluation (PAR) is 20% of your final score.

Training and Experience Evaluation Details:

- 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 examination question.
- Resumes or questionnaires uploaded as attachments 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.

EVALUATION STEPS

1. All applicants must complete and submit a City of Spokane employment application online in order to be considered for this position.
2. Applications will be screened for minimum qualifications.
3. You must answer the Training and Experience (T&E) questions under the Supplemental Questions section, as this is the exam.
4. We score the examinations to produce rankings on an eligibility list based on your score. (Veterans scoring criteria is applied according to state law.)
5. The Commission will proceed with interviews after the position is closed for applications, and candidates have been ranked on the eligibility list.

Please attach your cover letter, resume and complete the supplemental questions provided in the application process to be considered.

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:

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 in regards to 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

TO APPLY:

An application is required for all 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 18th day of March 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner



POLICE EVIDENCE TECHNICIAN I SPN 348
OPEN ENTRY

DATE OPEN: Monday, March 22, 2021

DATE CLOSED: Tuesday, April 6, 2021 at 4:00 p.m.

SALARY: \$37,959.84 annual salary, payable bi-weekly, to a maximum of \$59,645.81

DESCRIPTION:

Performs entry-level work managing property and evidence for the Spokane Police Department (SPD), Spokane County Sheriff's Office (SCSO), and Spokane Valley Police Department, maintaining the chain of custody for all evidence, found/ safekeeping property, and jail refused property, as well as court order surrender items.

DUTIES:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Receives, stores, releases, transports, and maintains the security of items submitted, including firearms/other weapons, controlled substances and related contraband, currency, vehicles, chemicals, bio-hazardous items, etc. Assists in logging property and evidence in and out of the Property Facility. Assigns a storage location for items to ensure chain-of-custody. Provides depositions to attorneys and testifies in court regarding chain-of-custody.
- Acts as liaison to and responds to inquiries from citizens, SPD/SCSO, and other agencies regarding the disposition of property both in person and via phone. Notifies citizens when evidence is available for release.
- Assists in researching the disposal of evidence by utilizing multiple databases to ensure cases have been fully adjudicated. Works with Detectives, Sergeants, and Lieutenants for approval when necessary. Determines the value of property for resale or disposal. Ensures accuracy of records before the destruction or release of all items. Prepares items, including firearms for auctions in compliance with applicable laws and guidelines.
- Works with Internal Affairs in the destruction of drugs and firearms. Transports items to various locations for destruction/disposal.
- Performs background checks for release of firearms in accordance with current federal, state, and local laws and regulations, as well as state/local behavioral health units. Utilizes multiple databases to review criminal history and make determinations regarding an individual's eligibility to possess a firearm. Consults with outside agencies concerning incomplete criminal histories.
- Performs safety checks on all firearms. Safely handles and may assist with test-fires on all eligible firearms to generate cartridge cases for entry into NIBIN (National Integrated Ballistics Information Network).
- Assists in building security, and controls access to secure storage areas. Assists in performing quarterly random audits of items in the Evidence Facility. Assists in reviewing inventory records with an Internal Affairs Officer and State Auditor.
- Performs maintenance duties to keep warehouse storage areas neat and orderly. Addresses areas that contain biological and chemical hazards on a regular basis, such as cleaning the drying room of unknown bodily fluids, vehicle storage areas of miscellaneous fluid leaks, and drug residue from a variety of surfaces. Assembles shelving and rearranges storage spaces as necessary. Maintains facility supplies and forms.
- Places vehicles on jack stands/roller pads (when applicable). Assists in the coordination of tow truck requirements for evidence vehicle movements and charges/jump-starts vehicle batteries.
- Operates various types of vehicles, forklifts, man lifts, material handling equipment, computers, and standard office equipment.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

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 a law enforcement agency using a records management system OR an National Crime Information Center (NCIC) system.
- *Typing:* Ability to type accurately at a rate of 200 keystrokes (40 words) per minute.

License and Certifications (to be maintained during employment):

(Qualified applicants and employees in this job class must meet these requirements.)

- Must possess a valid driver's license.
- Must obtain an ACCESS/WACIC Level I certificate within one year of hire.

Additional Requirements:

- Education verification
- Reference checks
- Criminal History
- Fingerprinting
- Driving record check
- Police background investigation and polygraph
- Pre-employment physical and drug screening

EXAMINATION DETAILS:

You must pass the examination for this classification to be eligible for employment by the City of Spokane. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

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

Upon notification that you have passed through the minimum qualifications, you will receive a Personal History Packet to complete and submit. This documentation will be used to conduct a background investigation. **It is a MANDATORY MINIMUM REQUIREMENT to complete the packet by 4:00 p.m., April 16th, 2021. If the Personal History Packet is NOT received in Civil Service by the scheduled due date, you will be unable to proceed through the testing process.**

This exam will consist of an online multiple-choice examination with scoring weights assigned as follows:

- Multiple Choice Examination: 100%

ONLINE WRITTEN TEST DETAILS:

- Test Date: Week of April 19, 2021
- Test Location: ONLINE
- Approximate Duration of Exam: 1 hour, 30 minutes

The written test may include such subjects as:

- Attention Detail
- Clerical
- Interpersonal Relations
- Safety
- Seized Property
- Spatial Ability

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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
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By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 18th day of March 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

VEHICLE FLEET ANALYST SPN 627
OPEN ENTRY

DATE OPEN: Monday, March 22, 2021

DATE CLOSED: Tuesday, April 6, 2021 at 4:00 p.m.

SALARY: \$59,779.44 annual salary, payable bi-weekly, to a maximum of \$84,731.04

DESCRIPTION:

Performs skilled work in monitoring shop productivity, forecasting equipment life cycles, and replacement schedules of vehicles.

DUTIES:

- Manages the Fleet Management Information System. Coordinates with the software vendor and MIS to ensure upgrades are installed and problems and issues are resolved.
- Reviews data input into the Management Information System for accuracy; makes corrections and/or trains personnel in correct data input procedures.
- Researches industry standards and recommends performance and cost standards. Reviews performance data and recommends modifications to maintenance programs, policies and procedures to meet performance and cost standards.
- Analyzes various reports and data to monitor shop productivity, effectiveness, equipment utilization, equipment cost of operation and warranty compliance.
- Assists in purchasing new equipment by analyzing needs, preparing specifications, vendor evaluation, recommendation of award, contract compliance and administration of warranty terms.
- Conducts and reviews statistical analysis of equipment and maintenance practices to evaluate effectiveness and cost benefits.
- Assists in making decisions on major facility and equipment upgrades and purchases.
- Prepares 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:* Graduation from an accredited four-year college or university with a degree in business, statistical analysis or a closely related field.
- *Experience:* At least two years of experience in automotive/equipment/vehicle fleet management.

EXAMINATION DETAILS:

You must pass the examination for this classification to be eligible for employment by the City of Spokane. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

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

The examination will consist of a Training and Experience examination (T&E) with scoring weight assigned as follows:

- T&E: 100%

T&E Evaluation Details

The Training and Experience examination with instructions will be emailed out via a link from FastTest (noreply@fasttestweb.com) after closure of the recruitment on April 8th, 2021.

- 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 examination question.
- Resumes or questionnaires uploaded as attachments 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.

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MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Highway 902 Transmission Main Replacement Engineering Services File No. 2020101

This project consists of the construction of approximately 1,800 linear feet water transmission and distribution main, pavement repair, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. April 5, 2021 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered between noon and 1:00 p.m. to the first floor, City Hall, 808 W. Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. on the first floor of City Hall. In order to comply with "Stay Home, Stay Safe" order as much as possible, please utilize one of the following options to participate in the bid opening. To watch, log in to <https://spokanecity.webex.com/join>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (408) 418-9388 then enter the access code 965 272 875 followed by #. When prompted for an attendee ID number, enter #.

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

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

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

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

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

Note regarding new specifications: The City of Spokane is using WSDOT's 2020 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2020 Standard Specifications prior to bidding the project.

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

Publish: March 17, 24 and 31, 2021

Notice for Bids

Supplies, Equipment, Maintenance, etc.

LANDFILL IMPROVEMENT PROJECT

City of Spokane Solid Waste Disposal Department

PW ITB #5412-21

Description: The City of Spokane is soliciting electronic bids for the LANDFILL IMPROVEMENT PROJECT.

MANDATORY Pre-Bid Conference: A mandatory pre-submittal conference will be held on Thursday, **MARCH 25, 2021 at 1:00 PM - 7202 N Nine Mile Falls Rd. Spokane, WA 99228.** Meet in the paved area just inside the gate. The meeting will then move to the Southside Landfill, located 2424 East 65th Avenue, to view that site as well.

Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via WebEx meeting on **MONDAY, APRIL 19, 2021**, for **LANDFILL IMPROVEMENT PROJECT** for the City of Spokane Solid Waste Disposal 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.procurement.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, April 19, 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

Publish: March 17 & 24, 2021

