



# Official Gazette

## City of Spokane, Washington

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

Volume 111

**AUGUST 25, 2021**

Issue 34



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

KATE BURKE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

### The Official Gazette

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### INSIDE THIS ISSUE

MINUTES	798
HEARING NOTICES	804
ORDINANCES	805
JOB OPPORTUNITIES	806
NOTICES FOR BIDS	811

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# Minutes

## MINUTES OF SPOKANE CITY COUNCIL

Monday, August 16, 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in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first.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waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.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 3 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, Council President Pro Tem Mumm, Chair; and Council Members Burke, Cathcart, Kinnear, Stratton, and Wilkerson were present. (Council President Pro Tem Mumm attended in the Council Chambers and also participated in the meeting via WebEx. Council President Beggs and Council Members Burke, Cathcart, Kinnear, Stratton, and Wilkerson attended the meeting via WebEx.)

City Attorney Mike Ormsby (WebEx), Director of Policy and Government Relations 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 August 23, 2021, Advance Agenda items.

#### Resolution 2021-0069

**Motion** by Council Member Wilkerson, seconded by Council Member Burke, **to defer** Resolution 2021-0069—of the City of Spokane to revise the Appropriation of funds from the City of Spokane Community Housing and Human Services Department to the Salvation Army for the purpose of funding a regional targeted-capacity emergency shelter called The Way Out Center—to August 30, 2021; **carried unanimously.**

#### Resolution 2021-0070

**Motion** by Council Member Cathcart, seconded by Council Member Wilkerson, **to substitute** Resolution 2021-0070—declaring Pomegranate Associates the sole source provider for staff and resident facilitation and engagement training for the new Traffic Calming Program—**carried unanimously.**

#### Action to Move August 23 6:00 p.m. Legislative Session to 3:30 p.m.

**Motion** by Council Member Burke, seconded by Council Member Kinnear, **to move** the August 23 6:00 p.m. Legislative Session to 3:30 p.m.; **carried unanimously.**

(Clerical Note: Following staff reports and Council discussion regarding the August 23, 2021, Advance Agenda items, the City Council proceeded to review the August 16, 2021, Current Agenda items. No action was taken by City Council to approve the August 23, 2021, Advance Agenda.)

## ADMINISTRATIVE SESSION

### Current Agenda Review

The City Council received an overview from staff and held discussion on the August 16, 2021, Current Agenda items.

Emergency Ordinance C36092 (Council Sponsor: Council President Beggs)

**Motion** by Council Member Burke, seconded by Council Member Wilkerson, **to refer** Emergency Ordinance C36092—amending the conditions upon which the City will grant exemptions from transportation impact fees—to the Plan Commission; **carried unanimously**.

Emergency Ordinance C36064 (Deferred from June 7, 2021, Agenda) (Council Sponsor: Council Member Wilkerson)

**Motion** by Council Member Wilkerson, seconded by Council Member Kinnear, **to defer** Emergency Ordinance C36064—clarifying the requirements for the adaptive re-use of historic properties—to September 20, 2021; **carried unanimously**.

### Action to Approve August 16, 2021, Current Agenda

Following staff reports and Council inquiry and discussion regarding the August 16, 2021, Current 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 Stratton, **to approve** the Current Agenda for Monday, August 16, 2021, as amended; **carried unanimously**.

## CONSENT AGENDA

**Motion by Council Member Burke, seconded by Council Member Wilkerson, to approve Staff Recommendations for the following items; carried unanimously:**

Value Blanket Renewal with Keller Supply Co. (Spokane, WA) for backflow prevention devices for final annual term—estimated annual cost \$162,500 (incl. tax). (OPR 2017-0488 / BID 4366-17)

Low Bids of:

- a. Shamrock Paving, Inc. for 2021 Residential Grind & Overlay Projects - South—\$1,485,000 An administrative reserve of \$148,500, which is 10% of the contract price, will be set aside. (Cliff Cannon, Manito/Cannon Hill and Comstock Neighborhoods) (OPR 2021-0525 / ENG 2021066)
- b. LaRiviere Inc. (Rathdrum, ID) for the North River Drive Sidewalk—\$1,028,674. An administrative reserve of \$102,867.40, which is 10% of the contract price, will be set aside. (Riverside Neighborhood) (OPR 2021-0526 / ENG 2019179)

Consultant Agreements for On-Call Civil Engineering Services for 2021-2023 projects - Non-Federal with:

- a. Parametrix, Inc.—not to exceed \$600,000. (OPR 2021-0527; ENG 2021090)
- b. HDR Engineering, Inc.—amount not to exceed \$400,000. (OPR 2021-0528 / ENG 2021090)  
(Various Neighborhoods)

Contract with Frontier Energy (San Ramon, CA) for the Green Fleet (EV & Biofuel) Implementation Development Plan—\$97,755 (plus tax). (OPR 2021-0529 / RFQ 5419-21)

Recommendations to list the following on the Spokane Register of Historical Places:

- a. Libby Junior High School, 2912 E 1st Ave., (OPR 2021-0530) and
- b. Lewis & Clark High School, 521 W 4th Ave. (OPR 2021-0531)

Accept the Consolidated Homeless Grant award from the Washington State Office of Family and Adult Homelessness and approve to subaward funds in accordance with the CHHS 5-year RFP (OPR 2019-0336 & 2019-0649). (OPR 2021-0532)

Third Contract Amendment with Wilson & Company (Albuquerque, NM) for additional costs to complete BNSF inspection work associated with the COS - Regal/Cleveland/Grace Water & Sewer replacement project associated with WSDOT-NSC construction—\$24,813. Total Contract Amount \$174,073. (OPR 2020-0449 / ENG 2017141)

First Amendment to the Arcora Foundation and City of Spokane Grant Agreement related to fluoridation allowing the City to proceed with a comprehensive engineering study—\$600,000. These funds would not have to be repaid regardless of whether the City proceeds with a fluoridation system. (OPR 2020-0694)

Five-Year Master Contract with Linn Machine & Manufacturing, Inc. (Spokane Valley, WA) to refurbish metal refuse and recycling dumpsters—estimated annual expenditure \$670,000 (incl. tax). (OPR 2021-0533 / BID 5457-21)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through July 30, 2021, total \$9,060,431.73 (Check Nos. 580719-580854; ACH Payment Nos. 92800-93114), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,096,489.54. (CPR 2021-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through August 6, 2021, total \$6,931,517.40 (Check Nos. 580855-580958; ACH Payment Nos. 93115-93325), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$ 4,614,650.10. (CPR 2021-0002)
- c. Payroll claims of previously approved obligations through August 7, 2021: \$7,840,240.99 (Payroll Check Nos. 560271-560518). (CPR 2021-0003)

City Council Meeting Minutes: July 26, 2021. (CPR 2021-0013)

### **Council Recess/Executive Session**

The City Council adjourned at 4:29 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

## **LEGISLATIVE SESSION**

### **Roll Call**

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

City Clerk Terri Pfister (in Chambers) was also virtually present for the meeting. Director of Policy and Government Relations Brian McClatchey was absent.

### **MAYORAL PROCLAMATION**

August 21, 2021 *Unity in the Community Day (27<sup>th</sup> Anniversary)*

Council Member Wilkerson read the proclamation. April Anderson virtually accepted the proclamation and remarked on the event. The event commemorates the Spokane community's diversity and cultural unity. The proclamation urges all citizens to celebrate the strength of Spokane's diversity and honor this year's theme of "Northwest Unity, Stronger Together."

There were no **Appointments**.

There was no **City Administrative Report**.

There were no **Council Committee Reports**.

## LEGISLATIVE AGENDA

### SPECIAL BUDGET ORDINANCE

#### Special Budget Ordinance C36094 (Sponsor: Council Member Kinnear)

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

**Upon Unanimous Roll Call Vote**, the City Council **passed Special Budget Ordinance C36094** 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:

General Fund

FROM: Historic Preservation Specialist, \$29,703;

TO: Historic Preservation, Planning Specialist, same amount.

(This action reclasses the vacant Historic Preservation Specialist position [from 1 to 0] to a Planning Specialist position [from 0 to 1].)

**Ayes:** Beggs, Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson

**Nays:** None

**Abstain:** None

**Absent:** None

### EMERGENCY ORDINANCES

For Council action on Emergency Ordinance C36092, see section of minutes under 3:30 p.m. Administrative Session.

For Council action on Emergency Ordinance C36064, see section of minutes under 3:30 p.m. Administrative Session.

### RESOLUTIONS

#### Resolution 2021-0068 (Council Sponsor: Council Member Wilkerson)

After receiving an overview of Resolution 2021-0068 by Council Member Wilkerson; the opportunity for public testimony, with none provided; and the opportunity for Council commentary, the following action occurred:

**Upon Unanimous Roll Call Vote**, the City Council **adopted Resolution 2021-0068** approving the 2021 Action Plan component of the 2020-2024 Consolidated Plan for CDBG, HOME, and ESG grant programs as well as approval to enter into agreement with HUD and awarded organizations.

**Ayes:** Beggs, Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson

**Nays:** None

**Abstain:** None

**Absent:** None

There were no **Final Reading Ordinances**.

### FIRST READING ORDINANCE

For Council action on First Reading Ordinance C36093, see section of minutes under "Hearings."

There were no **Special Considerations**.

### HEARINGS

#### Vacation of Portions of Linton and West Avenues as Requested by Richard Palmer (Council Sponsor: Council Member Kinnear)

The Spokane City Council held a hearing on the above-described vacation. Subsequent to a presentation by Eldon Brown of Developer Services; an opportunity for public testimony, with no individuals speaking; and Council commentary, the following action was taken:

**Upon Unanimous Roll Call Vote**, the City Council **approved, subject to conditions** (in the Street Vacation Report dated June 17, 2021,) the vacation of portions of Linton Avenue and West Avenue, as requested by Richard Palmer.

**Ayes:** Beggs, Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson  
**Nays:** None  
**Abstain:** None  
**Absent:** None

In conjunction with the hearing, Ordinance C36093—vacating portions of Linton Avenue and West Avenue—was read for the first time, with further action deferred.

#### **Public Hearing Regarding Ordinance C36078**

The City Council held a public hearing regarding Ordinance C36078 entitled “An ordinance imposing an immediate moratorium on the consideration of impact fee exemptions; setting a public hearing; establishing a work program; and declaring an emergency.” Council President Pro Tem Mumm provided introductory remarks. There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

**Motion** by Council Member Kinnear, seconded by Council Member Burke, **to re-adopt** the findings of fact that were previously adopted as part of Ordinance C36078 and to extend the moratorium for 6 months from today, recognizing that a work plan is in place and an updated transportation impact fee Ordinance C36092 has been sent to the Plan Commission for consideration; **carried 6-1.**

**Ayes:** Beggs, Burke, Kinnear, Mumm, Stratton, and Wilkerson  
**Nays:** Cathcart  
**Abstain:** None  
**Absent:** None

#### **OPEN FORUM**

The following individuals spoke during Open Forum:

- Melanie Perry
- Kim Schmidt
- Nicolette Ocheltree
- Darren McCrea

#### **ANNOUNCEMENTS**

Council Member Wilkerson reminded the community that at this year’s Unity in the Community there will be an environmental justice table for anyone who is interested.

Council Member Stratton announced that on Friday, August 20, 2021, from 2:00 p.m. to 4:00 p.m. at Spokane Falls Community College there will be a celebration of the changing of the name from Fort George Wright Drive to Whistalks Way and the honoring of women warriors throughout the community of Native American descent.

#### **ADJOURNMENT**

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:36 p.m.

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Committee**  
**June 21, 2021**

**Attendance**

Council Member Betsy 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, Tonya Wallace, Hannahlee Allers, Amie Blain, Todd Woodard, Kris Becker, Mark Carlos, Michael Diamond, Dustin Bender, Eric Finch, Raylen Gennett, Shauna Harshman, Paul Ingiosi, Jeff Teal, Keith Drake, Kelly Fukai, Larry Krauter, Brian McClatchey, Michael Coster, Michael Hjermstad, Katherine Miller, Melissa Morrison, Michael Ormsby, David Paine, Rick Giddings, David Steele, and Kyle Twohig

**I. Call to Order**

This meeting started at 1:17 p.m. and was conducted through Webex.

**II. Approval of Minutes**

Meeting Minutes for May 17, 2021 were approved.

**III. Consent Items Approved without Discussion:**

A. Big Belly Contract Amendment

**IV. Discussion Requests**

A. Airport's Joint Resolution - Tax Parcel No. 25295.9050 – Larry Krauter and Todd Woodard  
Larry Krauter presented this item. Please see documents submitted to committee.

B. Draft Administrative Policy for Housing Action Subcommittee Stipends – Melissa Morrison  
Melissa explained income-based stipends. This will be a pilot program initially. CM Cathcart recommended a robust selection process for committee members. CM Wilkerson explained the difficulty of a selection process, and that it is challenging for people to volunteer time. Bus passes are being discussed as possible provisions for committee members to be transported to the meetings. Please see documents submitted to committee.

C. Resolution for Sale of Surplus Properties – Dave Steele  
The Real Estate Review Committee met on May 12, 2021. Dave explained this will help recover funds used to clean up the sites. Please see documents submitted to committee.

D. Upgrade ICUs at Broadway Refueling and Wash Sites – Rick Giddings  
The ICUs are running on Windows 10, and they are no longer supported by the AssetWorks program. This is a request to upgrade the hardware, and the upgrades will be performed by vendor staff. Please see documents submitted to committee.

E. SBO for Intermodal CPTED Landscaping – Paul Ingiosi and Jeff Teal  
This SBO utilizes the Normandie Complex sale proceeds to provide funds for a cleanup project at the Intermodal site. This is a three-stage project which will include security cameras and fencing. The landscaping will also be addressed. Please see documents submitted to committee.

F. SBO for Enhanced Services for Downtown Maintenance, Graffiti and Litter Abatement – Kris Becker  
These funds will allocate up to \$500K from Unappropriated Reserves for the hiring of ten additional employees for litter control and graffiti cleanup through the end of 2021. Hours for services will be expanded to include the weekends and additional hours on weekdays. This will allow for a proactive rather than a reactive approach. There will be four crews with one crew dedicated to Downtown. CM Cathcart advised these services are needed Citywide in addition to Downtown. A review process will occur to determine which of these positions are needed in 2022. Please see documents submitted to committee.

G. SBO for Clarke Ave Landslide Engineering Costs – Kyle Twohig  
This SBO will reimburse Engineering for costs related to management of the landslide at Clarke and Elm. One property owner will have to cover a portion of the costs as the landslide did affect a portion of the owner's land. Please see documents submitted to committee.

H. SBO for Engineering Field Office Relocation – Kyle Twohig  
This will cover the sales tax and additional soft costs incurred for this project. Please see documents submitted to committee.

- I. SBO for PW Division Education Coordinator and Clerk II Positions – Raylene Gennett  
This will provide funds for two positions for Wastewater and Stormwater, and these positions will assist with community education programs. The Clerk II position is only for the Wastewater department, and it will not be shared with another department. Please see documents submitted to committee.
- J. SBO for Enhanced Home Monitoring Program Pilot – Mike Ormsby  
The SBO will reduce the confinement in jail and relieve the demand for people having to be assigned to jail. It will also provide security to the general public by providing a home monitoring program. The funding will provide assistance with meeting monitoring regulations for individuals required to be monitored resulting from a DUI. For transient individuals, these devices can be used within homeless shelters if needed. This is funded from the Criminal Justice Sales and Use Tax fund which has an approximate unappropriated balance of \$5 million to \$6 million. Please see documents submitted to committee.

#### V. Committee Briefs

- A. SAO Performance Audit of IT Security – Dan Wordell and Michael Hjermsstad  
Please see documents submitted to the committee.

#### VI. Standing Topic Discussions

- A. Monthly Financial Reports – Paul Ingiosi  
Please see attachments and documents submitted to the committee.

#### VII. Adjournment

The meeting was adjourned at 2:30 p.m. The next meeting is scheduled for July 19, 2021 at 1:15 pm.

Referenced documents on file in the Office of the City Clerk.

# Hearing Notices

## BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 6007 N NETTLETON ST, PARCEL NUMBER 26362.0923, LEGAL DESCRIPTION WESTERN 3RD L23 B9, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on September 14, 2021 at 1:30 p.m. These hearings are typically held in the Council Briefing Room, Lower Level, City Hall, however due to the COVID-19 pandemic this meeting will occur remotely. Participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said show cause hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

Francisca Rapier  
Code Enforcement, City of Spokane  
808 West Spokane Falls Blvd.  
Spokane, WA 99201-3333  
509-625-6300  
[frapier@spokanecity.org](mailto:frapier@spokanecity.org)

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# Ordinances

**These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.**

## ORDINANCE NO. C36094

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 58620-08280	Historic Preservation Historic Preservation Specialist (pos# 828001, from 1 to 0 position)	\$29,703
TO:	0470-53610 58620-02250	Historic Preservation Planning Specialist (from 0 to 1 pos # 225)	\$29,703

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 Historic Preservation Specialist position to a Planning 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 August 16, 2021  
Delivered to Mayor August 20, 2021**

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# 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.

## COURT CLERK II SPN 013 PROMOTIONAL

**DATE OPEN:** Monday, August 23, 2021      **DATE CLOSED:** Tuesday, September 7, 2021 at 4:00 p.m.  
**SALARY:** \$42,371.78 annual salary, payable bi-weekly, to a maximum of \$66,275.21

### DESCRIPTION:

Performs a variety of difficult clerical tasks and provides administrative support to judicial and administrative personnel in connection with Spokane City Municipal Court proceedings.

### DUTIES:

- Attend court sessions to record court proceedings or record minutes of court proceedings, using recording equipment, stenotype machines or shorthand.
- Prepare legal documents and issue orders of the court; including, but not limited to: dockets or calendars of cases to be called, subpoenas, complaints, appeals, motions, warrants, pretrial agreements, probation orders, release documentation, sentencing information, or summonses.
- Prepare courtrooms with paper, pens, water, easels, or electronic equipment and ensures that recording equipment is working. Follow procedures to secure courtrooms or exhibits, such as: photos, drugs, or weapons.
- Open courts, calling them to order, and announcing judges. May read charges and related information to the court and, if necessary, record defendants' pleas.
- Verify that all files, complaints, or other papers are available and in the proper order, and examines legal documents submitted to courts for adherence to court procedures and to identify routine information missing from documents.
- Establish, maintain, and close case files or systems of legal records, annotate indices and status records, and locate and abstract data from files and records.
- Notify appropriate parties concerning the scheduling of court hearings, postponements, cancellations, and rescheduling of court activities. Mail, fax, or arrange for delivery of legal correspondence to clients, witnesses, and court officials.
- Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, or payment of fines.
- Assist employees of the Court, local law enforcement officers, and prosecutors in collecting information and drafting complaints, subpoenas, warrants, commitments, and other documents incidental to the functions of the court.
- Operate a computer and utilize electronic imaging or case management software systems to enter routine data and record case dispositions, court orders, or payment of court fees.
- Performs related work as required.

### MINIMUM QUALIFICATIONS:

#### Promotional Requirements:

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

- *Experience:* One year of experience in the classification of Court Clerk I (SPN 012) or Police Records Specialist (SPN 016). Employees with one year of experience in the classification of Clerk II (SPN 002) or Clerk III (SPN 003) in the Prosecutor's Office, Public Defender's Office or Probation Services department may also apply on a promotional basis.

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

**Open Entry Requirements:**

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

- *Education:* High school diploma or equivalent
- *Experience:* Two years providing administrative support, in a courtroom setting.
- *Substitutions:* Completion of a legal administration training program or certification may substitute for one year of experience.

**EXAMINATION DETAILS:**

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

The examination will consist of a written examination and a performance evaluation, with weights assigned as follows:

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

**WRITTEN TEST DETAILS**

The written test will be conducted at City Hall in the Civil Service Test room on September 15, 2021 at 9:00 a.m. and 1:00 p.m. Qualified candidates will be instructed to self-schedule their written test following acceptance of their application.

The approximate duration of the examination is 1 1/2 hours and may include the following subjects:

- Attention to Detail
- Clerical
- Computer Skills
- Legal
- Planning & Evaluating
- Written Communication

**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.

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 19th day of August 2021.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**SENIOR SYSTEMS ADMINISTRATOR SPN 142**  
**OPEN ENTRY**

**DATE OPEN:** Monday, August 23, 2021

**DATE CLOSED:** Tuesday, September 21, 2021 at 4:00 p.m.

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

**DESCRIPTION:**

Are you looking for a position in local government that offers long term professional growth and personal achievement? Do you want a career with challenging projects and diverse opportunities? Do you want to be part of the team that develops and monitors a major metropolitan enterprise data network? If you are searching for an opportunity to facilitate responsible data management and build a better system infrastructure, consider joining City of Spokane's Innovation and Technology (IT) department as a Senior Systems Administrator.

Ideal candidates:

- Are skilled in server, network and related systems design, development, installation and analysis.
- Work collaboratively, understand the needs of the organization and are open to new ideas and innovation.
- Have a degree in computer science, information systems or a related field.
- Have at least five years of experience with enterprise-level computer environments, including two years at a lead level.

As a City of Spokane Senior Systems Administrator, you will frequently interact with customers, endeavoring to provide consistent, predictable and reliable processes. The Innovation and Technology department is a culture of collaboration, with fast paced and rewarding work. Our staff have excellent advancement opportunities, professional development, annual pay step increases, a flexible schedule and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at [governmentjobs.com/careers/spokanecity](http://governmentjobs.com/careers/spokanecity), for the full job specification and compensation details.

**DUTIES:**

- Coordinates and leads activities pertaining to the planning, implementation and development of various components and/or segments of the City's enterprise data network; incumbent assigned to data center operations serves as a lead worker over subordinate professional, technical and other staff by assigning, directing and monitoring their work on a regular or project basis.
- Provides advanced system administration of virtual and physical servers; directs and performs program testing analyzes, monitors, troubleshoots and resolves system performance, integrity, security, availability and other issues.
- Coordinates and leads activities pertaining to data center operations and storage area network administration; monitors disk space and server logs; installs patches and upgrades to operating system and other enterprise software; analyzes system performance and performs capacity planning; recommends and implements optimizing technologies to enhance system performance.
- Plans, installs, upgrades, configures, monitors and administers e-mail and related communication servers.
- Plans, implements and monitors system security; installs and administers firewalls and virus protection as appropriate; maintains access lists; utilizes access point detection, intrusion detection, vulnerability scanning and other tools; designs and administers backup and recovery procedures.
- Provides advanced professional technical support for users regarding complex network/systems-related issues; resolves difficult technical problems; communicates with department managers and staff regarding technology issues; develops recommendations for selection, acquisition, deployment and upgrading of network/systems-related technology tools as assigned.
- 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:* Bachelor's degree in computer science, information systems or a related field.
- *Experience:* Five years of experience in the development, maintenance and administration of enterprise-level computer environments that includes applications, database and operation servers and core applications (i.e., Exchange, storage management, Active Directory, monitoring systems), including two years at a lead level.

**EXAMINATION DETAILS:**

Applicants 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.

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

- T&E: 100%

**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. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the closing date.

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

Upon request, at time of application, City of Spokane 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.

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

**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:

- 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

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 19th day of August 2021.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**DETECTIVE SPN 905  
PROMOTIONAL**

**DATE OPEN:** Monday, August 23, 2021                      **DATE CLOSED:** Tuesday, September 7, 2021 at 4:00 p.m.  
**SALARY:** \$96,549.12 annual salary, payable bi-weekly, to a maximum of \$108,116.64

**DESCRIPTION:**

Performs specialized police work in the investigation of criminal offenses and related police problems.

**DUTIES:**

- Investigates individually, or as a member of a special detail, a wide variety of crime classifications, including but not limited to: narcotics, vice, assault, fraud, homicide, theft, burglary, malicious mischief, and child sexual abuse.
- Conducts surveillance of suspects and known criminals.
- Interrogates witnesses and suspects.
- Prepares and executes search warrants.
- Makes arrests.
- Gathers and analyzes evidence.
- Makes detailed written reports of the results of investigations; composes correspondence concerning assigned cases, as required.
- Prepares evidence for presentation in court, and testifies as to such evidence.
- Traces, locates, and investigates reports of missing persons.
- Conducts special investigations as directed, and cooperates with other law enforcement agencies in their investigations.
- May be assigned to extradition cases.
- Performs general police duties and other related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

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

- *Experience:* Completion of four years of experience with the City in the classification of Police Officer (SPN 901), Police Officer First Class (SPN 904), Police Corporal (SPN 911), or any combination thereof.
- *Fitness:* All applicants must be certified by the police physician as physically fit to perform the duties.
- *License:* Possession of a valid driver's license.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately using the online application system. All applicants must complete and submit the online City of Spokane employment application 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.

**EXAM DETAILS:**

The examination will consist of a written multiple-choice test with weights assigned as follows:

- Written Multiple-choice Test: 100%

**WRITTEN MULTIPLE-CHOICE TEST DETAILS:**

The multiple-choice test will be conducted at the Fire Training Center (1618 N. Rebecca St.) on Tuesday, September 21, 2021 at 1:00 p.m. The duration of the exam is scheduled for 2 hours. The test will include subjects as outlined in the 2021 SPD Detective Promotional Exam Bibliograph.

**TO APPLY:**

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 19th day of August 2021.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### MCGARD FIRE HYDRANT LOCKS & OPERATING WRENCHES – VALUE BLANKET

Water & Hydroelectric Services

ITB #5467-21

**Description:** The City of Spokane is seeking electronic bids for McGard fire hydrant locks and operating wrenches to be used by the Water & Hydroelectric Services department. Business shall be awarded on a three-year (3) value blanket order with the option for renewal at mutual consent up to a total term of five (5) years.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, August 30, 2021 at 1:00pm**. Bids will be publicly opened at 1:15pm via WebEx meeting (meeting link: <https://spokanecity.webex.com/spokanecity/j.php?MTID=m058d8967449e56d8908731b4900246d3>. Access code: 965 272 875 Password: 7j8sPf7Mwbf). All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

Samantha Johnson  
Purchasing Department

Publish: August 11, 18 & 25, 2021

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#### Outside Legal Counsel for the OPO Commission

City of Spokane Office of the Police Ombudsman

RFP # N/A

**Description:** The City of Spokane is soliciting electronic Proposals for Outside Legal Counsel for the Office of the Police Ombudsman Commission

All Proposal responses shall be submitted electronically through the City of Spokane's online procurement system no later than 1:00 p.m. on October 1, 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.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening via WebEx meeting on October 1, 2021, for **Outside Legal Counsel for the OPOC** for the City of Spokane Office of the Police Ombudsman.

**The WebEx Meeting link is:**

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

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

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

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

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on October 1, 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.

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

Publish: August 25, September 1, 8, 15, 22 & 29, 2021