



Official Gazette

City of Spokane, Washington

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

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Issue 51



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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)

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Minutes

Monday, December 13, 2021

BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:32 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in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first.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waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.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 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.

Interview with Candidate – Human Rights Commission

City Council interviewed Alex Knox, a nominee for appointment to the Human Rights Commission.

Roll Call

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

City 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

There was no Advance Agenda review as the December 20, 2021, City Council Meeting is canceled.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed changes to the December 13, 2021, Current Agenda.

Suspension of Council Rules

Motion by Council Member Mumm, seconded by Council Member Wilkerson, **to suspend** the Council Rules to adjust today's agenda; **carried unanimously**.

Addition of Agenda Items: Agreement A with The Guardians (OPR 2021-0829), Contract with YWCA (OPR 2021-0830), Contract with Family Promise (OPR 2021-0830), and Low Bid of LaRiviere Inc. (OPR 2021-0832 / ENG 2019171)

Motion by Council Member Kinnear, seconded by Council Member Wilkerson, **to add** Items 11 (Agreement A with The Guardians), 12 (Contract with YWCA), 13 (Contract with Family Promise), and 14 (Low Bid of LaRiviere Inc.) to the Current Consent Agenda; **carried unanimously**.

Resolution 2021-0102 (Council Sponsors: Council President Beggs and Council Member Wilkerson)

Motion by Council Member Kinnear, seconded by Council Member Wilkerson, **to add** Resolution 2021-0102—approving the appointment of Jennifer Cercedes as Director of Community, Housing and Human Services—**carried unanimously**.

Letter from City Council to the Mayor (Wastewater Utility Tax) (CPR 2021-00225) (Council Sponsor: Council Member Mumm)

Motion by Council Member Wilkerson, seconded by Council Member Kinnear, **to add** Letter from City Council to the Mayor insisting that the Mayor begin collection of wastewater utility tax; **carried 5-2 (Council Members Cathcart and Stratton “no”)**.

Ordinance C36161 Adopting the Annual Budget (Council Sponsor: Council President Beggs)

Council President Beggs noted he circulated this afternoon a substitute for two of the documents previously circulated regarding 2022 proposed budget amendments. One of the documents is a slightly new version of the memo dated December 8 circulated around 3:00 p.m. regarding proposed 2022 proposed budget amendments, and the other is a spreadsheet that was circulated just prior to the 3:30 p.m. Briefing Session that goes along with the proposed budget amendments memo. Council President Beggs called for a motion to substitute with the memo and spreadsheet that he circulated and filed with the City Clerk. The following action was taken:

Motion by Council Member Wilkerson, seconded by Council Member Kinnear, **to so move (to substitute** as requested by Council President Beggs); **carried 6-1**.

Final Reading Ordinance C36156 (Council Sponsor: Council President Beggs)

Motion by Council Member Kinnear, seconded by Council Member Stratton, **to defer** Final Reading Ordinance C36156—streamlining the organization of the Spokane Police Department—to June 6, 2022; **carried unanimously**.

CONSENT AGENDA

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

Purchase of five CNG Scorpion ASL's, from Dobbs Truck Group (Federal Way, WA) using Sourcewell Contract #060920 -CRN—\$2,583,552 (incl. tax). (OPR 2021-0799) (Council Sponsor: Council President Beggs)

Interlocal Agreement Amendment/Extension with the Spokane County Treasurer (Spokane, WA) for payment processing services for the Public Works Division from January 1, 2022 through December 31, 2024—\$65,000. (OPR 2018-0556) (Council Sponsor: Council President Beggs)

(New) Contract Renewals with SNAP (Spokane, WA) for:

- a. Essential Repair Program that will deliver minor home repair to approximately 260 single-family homeowners—\$500,000. (OPR 2021-0848) (Clerical Note: The City Clerk file number for this item was incorrectly reflected as OPR 2021-0121 on the Current Agenda.)
- b. Single-Family Repair Program that will deliver major home repair services to approximately 30 single-family homeowners—\$1,433,219. (OPR 2021-0849) (Clerical Note: The City Clerk file number for this item was incorrectly reflected as OPR 2021-0122 on the Current Agenda.)

(Council Sponsor: Council Member Kinnear)

Accept grant awards from the Washington State Criminal Justice Training Commission (WSCJTC) as part of their Dynamic -Diverse Community-Oriented Police Forde recruitment and retention program—\$60,000 Revenue. (OPR 2021-0800) (Council Sponsor: Council Member Kinnear)

Contract with Cascade Industrial Services (Rathdrum, ID) for the removal of graffiti from the Monroe Street Bridge, as well as the application of a coating to facilitate future maintenance—\$107,637.50. (OPR 2021-0801) (Council Sponsor: Council President Beggs)

Acceptance of grant funding from the Department of Justice, through the Washington State Department of Commerce, for less-than-lethal police equipment. Grant period is November 15, 2021 through June 30, 2022—\$50,762 Revenue. (OPR 2021-0802) (Council Sponsor: Council Member Kinnear)

Contract Amendment for the Washington State Department of Transportation NSC Master Agreement increasing the maximum amount reimbursable to the City from \$15 million to \$33.2 million. (OPR 2019-0011) (Council Sponsor: Council President Beggs)

Recommendation to list the Philip & Agnes Brooke House, 519 West 18th Avenue, on the Spokane Register of Historic Places. (OPR 2021-0803)

Interlocal Agreement with Spokane Regional Emergency Communications for CAD and IT Services—\$258,838.07 Revenue. (OPR 2021-0804) (Council Sponsor: Council Member Kinnear)

Contract Amendments with outside counsel, Summit Law Group, who represents the City:

- a. In an action brought against the City and various state agencies to prevent the enforcement of the vaccine mandate as applicable to health care workers—increase of \$75,000. Total contract amount: \$125,000. (OPR 2021-0707)
- b. In an action brought against the City and the Spokane Fire Department (SFD) by 25 employees of the SFD seeking damages and preliminary injunction to prevent the enforcement of the vaccine mandate as applicable to health care workers—increase of \$50,000. Total contract amount: \$100,000. (OPR 2021-0722)
(Council Sponsor: Council Member Kinnear)

Agreement Amendment A with The Guardians Foundation, Inc. (Spokane, WA) to provide low barrier emergency shelter for up to 40 individuals per night from December 8, 2021 through March 31, 2022—\$356,420. (OPR 2021-0829) (Council Sponsor: Council Member Kinnear)

Contract with the YWCA (Spokane, WA) to provide an additional 190 bed nights to individuals and families fleeing domestic violence from January 1, 2022 through June 30, 2022—\$125,893. (OPR 2021-0830) (Council Sponsor: Council Member Kinnear)

Contract with Family Promise (Spokane, WA) to add 19 low-barrier emergency shelter beds per night for households with minor children from December 1, 2021 through June 30, 2022—\$291,974. (OPR 2021-0831) (Council Sponsor: Council Member Kinnear)

Low Bid of LaRiviere Inc. (Rathdrum, ID) for the Havana Well Station Phase 1—\$5,711,636.30. An administrative reserve of \$571,163.63, which is 10% of the contract price, will be set aside. (East Central Neighborhood) (OPR 2021-0832 / ENG 2019171) (Council Sponsor: Council President Beggs)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through December 3, 2021, total \$6,958,302.38 (Check Nos.: 582930-583034; ACH Payment Nos.: 97000-97215), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,817,237.73. (CPR 2021-0002)

City Council Meeting Minutes: November 29, 2021. (CPR 2021-0013)

Council Recess/Executive Session

The City Council adjourned at 3:55 p.m. No Executive Session was held. The City Council reconvened at 6:06 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Roll Call

On roll call, Council President Beggs, and Council Members Burke, Cathcart, Kinnear, Stratton, and Wilkerson were present. Council Member Mumm virtually arrived at approximately 6:09 p.m. (Council President Beggs was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson attended the meeting via WebEx.)

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

MAYORAL PROCLAMATION

December 13, 2021 *Mike Coster Appreciation Day*

Council Member Cathcart read a mayoral salutation in recognition of Mike Coster who is retiring after 44 years and 7 months of service to the City of Spokane. He spent his career in Wastewater, starting in 1977 as a Laboratory Technician and ending as the City's long-term Riverside Park Water Reclamation's Facility Superintendent. Mr. Coster virtually accepted the proclamation and remarked on the event.

December 18, 2021 *Spokane Symphony Day*

Council Member Mumm read the proclamation in recognition of the Spokane Symphony. The Spokane Symphony was founded in 1945 and is entering its 76th year of continuous existence and remains committed to furthering the progress of arts and culture in our region. Jeff vom Saal, Executive Director – Spokane Symphony, virtually accepted the proclamation and remarked on the event.

COUNCIL SALUTATIONS

Recognition of Council Member Burke

Council President Beggs read a salutation recognizing the public service and accomplishments of Council Member Burke, whose term ends at the end of this year. The salutation salutes Council Member Kate Burke for her service to the residents of District 1 and to the community members in the City of Spokane at large. Council Member Burke virtually accepted the proclamation and provided remarks.

Recognition of Council Member Mumm

Council Member Kinnear read a salutation recognizing the public service and accomplishments of Council Member Mumm, whose term ends at the end of this year. The salutation salutes Council Member Mumm for her service to the residents of District 3 and to the community members in the City of Spokane at large. Council Member Mumm virtually accepted the proclamation and provided remarks.

There were **Administrative Reports**.

BOARD AND COMMISSION APPOINTMENTS

Spokane Human Rights Commission (CPR 1991-0068), Ethics Commission (CPR 2006-0042), Plan Commission (CPR 1981-0295), Spokane Regional Clean Air Agency (CPR 1981-0040)

Upon Unanimous Voice Vote, the City Council **approved** the following appointments:

- Appointment of Alex Knox to a three-year term on the Human Rights Commission, to serve from January 1, 2022 to December 31, 2024. (CPR 1991-0068)
- Reappointment of Merl Iverson and Gail Heck-Sweeney to a three-year term on the Ethics Commission to serve from January 1, 2022, to December 31, 2024. (CPR 2006-0042)
- Reappointment of Carole Shook to a four-year term on the Plan Commission to serve from January 1, 2022, to December 31, 2025. (CPR 1981-0295)
- Reappointment of Jim Simon to a four-year term as the City of Spokane Representative on the Spokane Regional Clean Air Agency to serve from January 1, 2022, to December 31, 2025. (CPR 1981-0040)

There were no **Council Committee Reports**.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

EMERGENCY ORDINANCES

Emergency Ordinance C36157 (Council Sponsor: Council President Beggs)

Subsequent to an overview by Council President Beggs; an opportunity for public testimony, with none provided; and Council commentary, the following action was taken:

Upon 6-1 Roll Call Vote, the City Council **passed Emergency Ordinance C36157** re-aligning parking services into its own stand-alone department; amending section 03.01A.253; adopting a new section 03.01A.254 of the Spokane Municipal Code; declaring an emergency and setting an effective date.

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

Emergency Ordinance C36158 (Council Sponsor: Council President Beggs)

Subsequent to an overview by Council President Beggs and an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Emergency Ordinance C36158** amending the duties and functions of the community and economic development services department; amending section 03.01A.367 of the Spokane Municipal Code; declaring an emergency and setting an effective date.

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

Emergency Budget Ordinance C36159 (Council Sponsor: Council President Beggs)

Subsequent to an overview by Council President Beggs, public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council passed **Emergency Ordinance C36159** establishing a new office of civil rights, equity, and inclusion; adopting a new section 03.01A.252 of the Spokane Municipal Code; declaring an emergency and setting an effective date.

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

RESOLUTIONS

Resolution 2021-0100 (Council Sponsor: Council Member Wilkerson)

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

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2021-0100** setting hearing before City Council for January 24, 2022, for the vacation of Perry Street from the north line of Hartson Avenue to the south line of Celesta Avenue as requested by the owners of the Liberty Park Apartments.

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

Resolution 2021-0101 (Council Sponsor: Council President Beggs)

Subsequent to public testimony from one individual and an opportunity for Council commentary, with none provided, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2021-0101** approving Settlement Agreement and General Release of All Claims of F. Scott Garske and Rebecca C. Garske arising out of an incident occurring on April 13, 2020, in the City of Spokane, as more fully described in the claim for damages—\$87,500.

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

Resolution 2021-0102 (Council Sponsor: Council President Beggs and Council Member Wilkerson)

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

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2021-0102** approving the appointment of Jennifer Cerecedes as Director of Community, Housing and Human Services.

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

FINAL READING ORDINANCES**Final Reading Ordinance C36160 (Council Member Kinnear)**

Council President Beggs provided an overview of Final Reading Ordinance C36160. Public testimony was received and Council commentary was held, after which the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C36160** relating to crimes involving drug possession, enacting new sections 10.15.225 and 10.15.230 of the Spokane Municipal Code.

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

Final Reading Ordinance C36161 (Council Sponsor: Council President Beggs)

The City Council considered Final Reading Ordinance C36161 adopting the Annual Budget of the City of Spokane for 2022. No public testimony was received as the Budget Hearing was closed on December 6. Council commentary was held, after which the following actions were taken:

Motion by Council Member Mumm, seconded by Council Member Wilkerson, **to accept** the December 8, 2021, Memo from Council President Beggs regarding 2022 Proposed Budget Amendments, along with accompanying Excel spreadsheet (detailing the amendments), as amendments to the Budget Ordinance C36161; **carried unanimously**. (Note: The Memo is included as an attachment to these minutes. The Excel spreadsheet is on file in the Office of the City Clerk.)

Upon 6-1 Roll Call Vote, the City Council **passed Final Reading Ordinance C36161, as amended**, adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage.

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

For Council action on Final Reading Ordinance C36156, see section of minutes under 3:30 p.m. Administrative Session.

There were no **First Reading Ordinances**.

SPECIAL CONSIDERATIONS**Letter from City Council to the Mayor (Collection of Wastewater Utility Tax) (Council Sponsor: Council Member Mumm) (CPR 2021-0025)**

Council Member Mumm provided an overview of the proposed letter from the City Council to the Mayor insisting that the Mayor begin collection of wastewater utility tax due for County's operation of a wastewater treatment facility within the City of Spokane's boundaries. There was an opportunity for public testimony, with no individuals requesting to speak. Council discussion and debate ensued, after which the following action was taken:

Upon 5-2 Roll Call Vote, the City Council **approved** the letter from the City Council to the Mayor insisting that the Mayor begin collection of wastewater utility tax due for County's operation of a wastewater treatment facility within the City of Spokane's boundaries.

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

There were no **Hearings**.

OPEN FORUM

The following individuals spoke during Open Forum:

- Jason Green
- Kim Schmidt
- Kenneth Crary
- Bill
- Julia Garcia
- Nicolette Ocheltree
- Ken Lee
- Anwar Peace

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 8:16 p.m.

Minutes prepared and submitted for publication in the December 22, 2021, issue of the *Official Gazette*.

ATTACHMENT TO DECEMBER 13, 2021, CITY COUNCIL MEETING MINUTES**Final Council Amendments to 2022 Proposed Budget****GENERAL FUND:****Non-Departmental (0020)**

- 1) Increase the reserve for total cost of compensation to have more adequate reserves for ongoing labor negotiations.
 - a. Reserve of Total Cost of Compensation Line item – 0020-88100-18900-59954 from \$727,398 to \$1,500,000
- 2) Decrease Local Option Sales Tax line item (31310) by \$225,000
 - a. From (\$55,250,000) to (\$55,025,000) – While there is an overall increase expected in Local Option Sales Tax, as noted below, the Combined Communications Center Fund needs additional Sales Tax dollars to fully fund their budget. This resulted in a net decrease in this line item within the General Fund
- 3) Increase Liquor Excise Tax and Liquor Board Profit revenue line items based on revised OFM population estimates.
 - a. Liquor Excise Tax Line item – 0020-88100-99999-33694 from (\$1,438,185) to (\$1,460,000)
 - b. Liquor Board Profits Line item – 0020-88100-99999-33695 from (\$1,383,087) to (\$1,411,000)
- 4) Decrease legal expense budget by \$100,000 based on current year and prior year history
 - a. Legal Expense Line item – 0020-88100-18900-54105 from \$350,000 to \$250,000
- 5) Increase Private Utility Gas Tax projected based off UTC approved 10% increase
 - a. Line item – 0020-8810-99999-31643 from (\$4,120,000) to (\$4,420,000)

Police Ombudsman (0030)

- 1) Increase training budget for Ombudsman and OPOC
 - a. Line item – 0030-11500-57200-54999 from \$0 to \$24,000

City Council (0320)

- 1) Increase Professional Services line item by \$44,000 related to increase in lobbying contract
 - a. Line item – 0320-36100-11600-54101 from \$120,000 to \$164,000
- 2) Increase Council Budget Reserves for fire response study to be conducted.
 - a. Line item – 0320-36100-11600-59951 from \$40,000 to \$140,000

Neighborhood Housing and Human Services Division (0450)

- 1) Remove/transfer **vacant** position for Civil Rights Officer
 - a. Various salary and benefit line items associated with position number 039019 (Line item – 0450-30210-57200-00390-039019 and associated benefits) from \$90,348 to \$0

Office of Civil Rights (0480)

- 1) Create budget authority for three positions in the long-awaited Office of Civil Rights by creating a director position and two support staff. The increase in budget authority is due to two positions (and all associated costs) being transferred to the new department and one position being added.

- a. Add Sr. HR Analyst position 042903 as a placeholder and the estimated salary and benefits of \$107,337
- b. Add Program Professional position 039019 and the estimated salary and benefits of \$90,348
- c. Add Director position 856901 and the estimated salary and benefits of \$145,000
- d. Add a (\$25,000) Reserve for Payroll Savings contra line item since all three positions won't be filled right at the beginning of the year (0480-xxxxx-xxxxx-59953)
- e. Add \$25,000 to Other Miscellaneous charges for various operations expenses (0480-xxxxx-xxxxx-54999)

Mayor (0520)

- 1) Remove **proposed** position for Deputy City Administrator (800901) and all associated costs
 - a. Various salary and benefit line items decrease of \$196,953
- 2) Remove **proposed** position for Legislative Policy Advisor (829901) and all associated costs
 - a. Various salary and benefit line items decrease of \$78,492

Finance (0410)

- 1) Remove **proposed** Revenue Management positions (122901, 122902, 116901)
 - a. Various salary and benefit line items decrease of \$105,856 (116901)
 - b. Various salary and benefit line items decrease of \$76,364 (122902)
 - c. Various salary and benefit line items decrease of \$76,364 (122901)
- 2) Remove associated revenue projection from positions above
 - a. Reduce line item 0410-30400-99999-36999-000000 from (\$289,000) to \$0
- 3) Decrease Investment Advisory contract need to utilize program employees
 - a. Line item – 0410-30400-14230-54202 from \$110,000 to \$65,000

Legal (0500)

- 1) Remove **vacant** Attorney Assistant position (027005) and associated salary and benefit costs
 - a. Various salary and benefit line items decrease of \$72,390
- 2) Remove **vacant** Assistant City Attorney L-IV position (823005) and associated salary and benefit costs
 - a. Various salary and benefit line items decrease of \$177,076
- 3) Reduce contra account associated with Removed positions
 - a. Line item – 0500-33200-15300-59953 from (\$249,175) to \$0

Human Resources (0620)

- 1) Charge **proposed** CDL Program Position to departments that carry CDL licensures on allocation basis of overall licenses per department
 - a. Increase revenue line item 0620-31100-99999-36690 by \$40,000 from \$0 to (\$40,000)
- 2) Remove **proposed** position Human Resources Analyst and associated salary and benefit costs – Labor Relations (042901) and associated contra account
 - a. Various salary and benefit line items decrease of \$107,337
- 3) Remove/transfer **proposed** position Human Resources Analyst and associated salary and benefit costs – DEI Officer (042903) and associated contra account
 - a. Various salary and benefit line items decrease of \$107,337
- 4) Reduce contra account associated with Removed positions (042901 & 042903)
 - a. Line item – 0620-31100-18100-59953 from (\$208,000) to (\$104,000)

Police Department (0680)

- 1) Remove **proposed** position for Technical Assistance Response Unit Director (834901) and associated salary and benefit costs
 - a. Various salary and benefit line items decrease of \$155,652
- 2) Reduce operating transfer from the Criminal Justice Fund by \$155,652 related to the above position elimination
 - a. Line item – 0680-11230-99999-39732 from (\$246,000) to (\$90,348)
- 3) Increase Local Option Criminal Justice Sales Tax line item (0680-30210-21100-31315) by \$300,000
 - a. From (\$3,000,000) to (\$3,300,000)
- 4) Increase Criminal Justice Sales Tax line item (0680-18100-99999-31371) by \$250,000
 - a. From (\$1,250,000) to (\$1,500,000)
- 5) Fund a proposed Technical Assistance Response Unit Supervisor (133901) and associated salary and benefit costs
 - a. Various salary and benefit line item increase of \$115,700
- 6) Create operating transfer from the Public Safety Personnel Fund of \$115,700 related to the above position creation/reclassification
 - a. Line item – 0680-11230-99999-39732 from \$0 to (\$115,700)

The net impact to the General Fund for the above actions is a \$22,783 decrease

Non General Fund Departments:**Housing Sales Tax (1595)**

- a. Per preliminary budget, the following projects were listed as being funded from 1590 funds (Housing Sales Tax – 1595) – Cannon Flex Shelter for \$900,000, Rapid Rehousing \$1,000,000, and expanded emergency shelter program \$2,800,000 (with a potential additional \$1,500,000 in ARPA funds). Proposed budget states that these projects are to be funded by “TBD” revenue sources but were included in the contractual services line item in Fund 1595. Therefore, it is the intent to decrease the contract services in the Housing Sales Tax Fund and utilize other guaranteed funding sources.

- a. Reduce the line item 1595-53121-99999-54201 from \$6,800,000 to \$0

The net Housing Sales Tax Fund impact for the above actions is an \$6,800,000 increase

Affordable and Supportive Housing (1725)

- a. Per the preliminary budget, the VOA Crosswalk project was budgeted to utilize 1406 fund dollars to fund the project. Therefore, it is the intent to decrease the use of this fund and to utilize Criminal Justice Assistance Fund dollars.

- a. Reduce the line item 1725-53121-99999-54201 from \$1,062,274 to \$62,274

The net Affordable and Supportive Housing Fund impact for the above actions is \$1,000,000 increase

Code Enforcement (1200)

- 1) Remove budget for vehicles, as administration has moved to a leasing model for vehicles.
 - a. Line item – 1200-58100-94000-56404 from \$100,000 to \$0
- 2) Increase IF Other General Government (from Solid Waste Collections) to cover proposed positions
 - a. Line item – 1200-58201-99999-34919 from (\$269,170) to (\$569,170)

The net Code Enforcement Fund impact for the above actions is a \$400,000 increase

American Rescue Plan Fund (1425)

- 1) Remove expense allocation from current year budget, as ARPA requests will go through special budget ordinance and ARPA approval process.
 - a. Line item – 1425-98868-38141-59909 from \$500,000 to \$0
 - b. Line item – 1425-98868-99999-59951 from \$74,742,340 to \$0

The net American Rescue Plan Fund impact for the above actions is a \$75,242,340 increase

Forfeitures Fund (1560)

- 1) Adjust budget total to same level as fiscal year 2021 budget
 - a. Confidential Funds Line item – 1560-17200-21250-54922 from \$120,000 to \$80,000
 - b. Building Improvements Line item – 1560-11440-94000-56203 from 135,000 to \$91,000

The net Forfeitures Fund impact for the above actions is a decrease of \$84,000

Public Safety Personnel Fund (1625)

- 1) Create operating transfer to Spokane Police Department of \$115,700 to fund salary and benefit costs for proposed Technical Assistance Response Unit Supervisor position.
 - a. 1625-18100-97101-80101 from 0 to \$115,700

The net Public Safety Fund impact for the above actions is a decrease of \$115,700

Combined Communications Center (1630)

- 1) Increase sales tax contribution (rather than ARPA)
 - a. Line item – 1630-35210-99999-31310 from (\$1,733,008) to (\$2,808,000)
- 2) Decrease other non-revenues (intended to be ARPA) funding
 - a. Line item – 1630-35210-99999-38900 from (1,073,037) to \$0

The net Combined Communications Center impact for the above actions is an increase of \$1,963

Criminal Justice Fund (1910)

- 1) Reduce Operating Transfer to the General Fund for position removal
 - a. Line item – 1910-18100-97101-80101 from \$369,000 to \$213,348
- 2) Based on current sales tax performance, increase Criminal Justice Sales Tax revenue
 - a. Line item – 1910-18100-99999-31371 from (\$3,750,000) to (\$4,450,000)
- 3) Support VOA Crosswalk commitment proposed by administration using alternative funding
 - a. Other Improvements Line item – 1910-18100-94000-56301 \$0 to \$1,000,000
- 4) Increase Contractual Services to support programs proposed (Cannon Flex Shelter and Enhanced Emergency Sheltering) by administration using alternative funding
 - a. Line item – 1910-181000-23100-54201 from \$0 to \$3,700,000

The net Criminal Justice Fund impact for the above actions is a decrease of \$3,844,348

Integrated Capital Fund (4250)

- 1) Remove vacant (since 6/2/2018) ENGINEERING TECH IV position (204007) and associated salary and benefit costs
 - a. Various salary and benefit line items decrease of \$76,618

The net Integrated Capital Fund impact for the above actions is an increase of \$76,618

Environmental Programs (4360)

- 1) Remove vacant (since 12/29/2019) Public Information Coordinator position (062010) and associated salary and benefit costs
 - a. Various salary and benefit line items decrease of \$73,535

The net Environmental Programs Fund impact for the above actions is an increase of \$73,535

Solid Waste Collections Fund (4500)

- 1) Remove vacant (since 3/10/2018) Public Works Business Serv Dir position (769001) and associated salary and benefit costs
 - a. Various salary and benefit line items decrease of \$184,185
- 2) Increase IF Code Enforcement Fund expense to fund new proposed positions
 - a. Line item – 4500-43313-37173-54117 from \$1,520,576 to \$1,820,576

The net Solid Waste Fund impact for the above actions is a decrease of \$115,815

Employee Benefit Fund (5830)

- 1) Remove vacant (since 12/17/2019) Senior Benefits Specialist position (055004) and associated salary and benefits
 - a. Various salary and benefit line items decrease of \$86,804

The net Employee Benefit Fund impact for the above actions is an increase of \$86,804

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 1719 W GARDNER, SPOKANE, WASHINGTON, 99201, PARCEL NUMBER 25131.5701, LEGAL DESCRIPTION IDES 3RD L2 B6, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on January 11, 2022 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:

Jason Ruffing
Code Enforcement, City of Spokane
808 West Spokane Falls Blvd.
Spokane, WA 99201-3333
509-625-6300
jruffing@spokanecity.org

Publish: December 15 & 22, 2021

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. C36157

An ordinance re-aligning parking services into its own stand-alone department; amending section 03.01A.253; adopting a new section 03.01A.254 of the Spokane Municipal Code; declaring an emergency and setting an effective date.

WHEREAS, the current organization structure has development services, code enforcement and parking combined under one department; and

WHEREAS, the City Council sees benefit in separating these functions into two separate departments; and

WHEREAS, Section 25 of the City Charter requires that administrative departments and their rights, powers, and duties “shall be prescribed, distributed, assigned, established, or discontinued by ordinance,” and that such determinations shall be made at the time of the adoption of the annual budget; and

WHEREAS, determinations of the roles, duties, powers, and organization of city administrative departments are necessary for the support of City government and its existing institutions, and this requires that this ordinance be made effective immediately upon passage at the same time as the adoption of the annual budget.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 03.01A.253 of the Spokane Municipal Code is amended to read as follows:

Section 03.01A.253 Development Services Center(,) and Code Enforcement (~~(and Parking Services)~~)

A. The development services center (~~(,)~~) and code enforcement (~~(and parking services)~~) department performs the following functions:

1. Reviews and approves plans, issues building and occupancy permits and inspects building projects for compliance with building and other construction codes. It also enforces land use regulations and works with various city, county and state agencies in the regulation of property use requirements.
2. Coordinates the activities of the other City departments and local and regional agencies in the investigation and resolution of violations of the public health and safety laws, and has authority to issue civil infractions to enforce public health and safety laws under the municipal code.

~~((3. Coordinates the operation of parking services provided by the city including parking enforcement.))~~

B. The building official is appointed by the mayor.

Section 2. That there is adopted a new section 03.01A.254 of the Spokane Municipal Code to read as follows:

Section 03.01A.254 **Parking Services**

The parking services department coordinates the operation of parking services provided by the city including parking enforcement.

Section 3. Emergency Clause and Effective Date. That pursuant to Section 25 of the City Charter, which requires that “[a]dministrative departments shall be created or discontinued by the city council at the time of the adoption of the annual budget, as the public business may demand,” and because this ordinance is necessary for the immediate support of City government and its existing institutions, pursuant to Section 19(A)(1) of the City Charter, this ordinance shall be effective immediately upon the affirmative vote of one more than a majority of the City Council.

**Passed by City Council December 13, 2021
Delivered to Mayor December 17, 2021**

ORDINANCE NO. C36158

An ordinance amending the duties and functions of the community and economic development services department; amending section 03.01A.367 of the Spokane Municipal Code; declaring an emergency and setting an effective date.

WHEREAS, the current description for the Community and Economic Development Services Department is overly broad; and

WHEREAS, the City Council desires to add a greater level of specificity to the functions of the Community and Economic Development Services department; and

WHEREAS, Section 25 of the City Charter requires that administrative departments and their rights, powers, and duties “shall be prescribed, distributed, assigned, established, or discontinued by ordinance,” and that such determinations shall be made at the time of the adoption of the annual budget; and

WHEREAS, determinations of the roles, duties, powers, and organization of city administrative departments are necessary for the support of City government and its existing institutions, and this requires that this ordinance be made effective immediately upon passage at the same time as the adoption of the annual budget.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 03.01A.367 of the Spokane Municipal Code is amended to read as follows:

Section 03.01A.367 Community and Economic Development Services

- A. The division of community and economic development services administers a wide range of planning, design, economic development, historical preservation and business support services to promote comprehensive growth and community initiatives with a primary purpose of growing and enhancing existing City of Spokane businesses while targeting specific industries and businesses that provide quality, high wage jobs and are beneficial to the City. This includes serving as liaison to local tribes, public development authorities, business improvement districts, neighborhood business associations and regional economic development organizations.
- B. The division director of community and economic development services is responsible for the leadership and management of the division and various departments under the supervision of the division.

Section 2. Emergency Clause and Effective Date. That pursuant to Section 25 of the City Charter, which requires that “[a]dministrative departments shall be created or discontinued by the city council at the time of the adoption of the annual budget, as the public business may demand,” and because this ordinance is necessary for the immediate support of City government and its existing institutions, pursuant to Section 19(A)(1) of the City Charter, this ordinance shall be effective immediately upon the affirmative vote of one more than a majority of the City Council.

Passed by City Council December 13, 2021
Delivered to Mayor December 17, 2021

ORDINANCE NO. C36159

An ordinance establishing a new office of civil rights, equity, and inclusion; adopting a new section 03.01A.252 of the Spokane Municipal Code; declaring an emergency and setting an effective date.

WHEREAS, the 2021 City of Spokane Budget included the new position of Civil Rights Officer; and

WHEREAS, the City Council seeks to establish a greater level of emphasis and significance in the areas of Civil Rights, Equity and Inclusion; and

WHEREAS, Section 25 of the City Charter requires that administrative departments and their rights, powers, and duties “shall be prescribed, distributed, assigned, established, or discontinued by ordinance,” and that such determinations shall be made at the time of the adoption of the annual budget; and

WHEREAS, the creation of, and determinations of the roles, duties, powers, and organization of city administrative departments are necessary for the support of City government and its existing institutions, and this requires that this ordinance be made effective immediately upon passage at the same time as the adoption of the annual budget.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That there is adopted a new section 03.01A.252 of the Spokane Municipal Code to read as follows:

Section 03.01A.252 Office of Civil Rights, Equity and Inclusion

- A. The office of civil rights, equity and inclusion department is established to provide citywide leadership and guidance in the areas of civil rights, equity and inclusion. It shall promote the removal of historical and existing barriers to access to services within the boundaries of The City of Spokane and work to eliminate discrimination in housing, employment, and public accommodations for all people; receive, oversee investigations and resolve complaints of discrimination not under the jurisdiction of other government entities; recommend policies to all departments and divisions of City government in matters affecting civil rights, equity and inclusion; recommend implementation plans for such programs and policies; and promote awareness within City government and the City of Spokane through public education and outreach.
- B. This Office is a new department with the organization structure of the City of Spokane and will report to the City Administrator. The head of the Office of Civil Rights, Equity and Inclusion will be a Director level position within the organization.

Section 2. Emergency Clause and Effective Date. That pursuant to Section 25 of the City Charter, which requires that “[a]dministrative departments shall be created or discontinued by the city council at the time of the adoption of the annual budget, as the public business may demand,” and because this ordinance is necessary for the immediate support of City government and its existing institutions, pursuant to Section 19(A)(1) of the City Charter, this ordinance shall be effective immediately upon the affirmative vote of one more than a majority of the City Council.

**Passed by City Council December 13, 2021
Delivered to Mayor December 17, 2021**

ORDINANCE NO. C36160

An ordinance relating to crimes involving drug possession, enacting new sections 10.15.225 and 10.15.230 of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That there is adopted a new section 10.15.225 of the Spokane Municipal Code to read as follows:

Section 10.15.225 Crimes Involving Drug Possession

The following Revised Code of Washington (RCW) sections, including all future amendments, additions, or deletions, are hereby adopted by reference and shall be given full force and effect as if fully set forth herein, including penalties.

RCW 69.50.4011 Unlawful Possession of a Counterfeit Substance
 RCW 69.50.4013 Unlawful Possession of a Controlled Substance
 RCW 69.50.4014 Unlawful Possession of 40 grams or less of Marijuana
 RCW 69.41.030(2)(b) Unlawful Possession of a Legend Drug
 RCW 69.50.412 Unlawful Use of Drug Paraphernalia

Section 2. That there is adopted a new section 10.15.250 of the Spokane Municipal Code to read as follows:

Section 10.15.230 Referral, Assessment and Diversion of Drug Violators

(1) For all individuals who otherwise would be subject to arrest for violations of RCW 69.50.4011, RCW 69.50.4013, RCW 69.50.4014 and RCW 69.41.030(2)(b), in lieu of jail booking and referral to the prosecutor, law enforcement shall offer a referral to assessment and services available pursuant to RCW 10.31.110 or other program or entity responsible for receiving referrals in lieu of legal system involvement, which may include the recovery navigator program established under state law.

(2) If law enforcement agency records reflect that an individual has been diverted to referral for assessment and services twice or more previously, officers may, but are not required to, make additional diversion efforts.

(3) Nothing in this section precludes prosecutors from diverting or declining to file any charges for possession offenses that are referred under RCW 69.50.4011, RCW 69.50.4013, RCW 69.50.4014 and RCW 69.41.030(2)(b) in the exercise of their discretion.

Section 3. SMC sections 10.15.100 and 10.15.120 and Chapter 10.15A SMC are hereby repealed.

**Passed by City Council December 13, 2021
Delivered to Mayor December 17, 2021**

ORDINANCE NO. C36161

An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage.

WHEREAS, the City of Spokane is a first-class city with a population of less than 300,000 persons and is required, pursuant to RCW 35.33.075 to adopt a final budget prior to the close of the current fiscal year at midnight, December 31, 2021; and

WHEREAS, all appropriations in the final budget must be limited to the total estimated revenues therein including the amount to be raised by all municipal revenue sources and the unencumbered fund balances estimated to be available at the close of the current fiscal year; and

WHEREAS, pursuant to RCW 35.33.121 the expenditures as classified and itemized by fund in the final budget adopted by the City Council shall constitute the City of Spokane's appropriations for the fiscal year commencing after midnight, December 31, 2021, subject to later adjustments as provided therein;

NOW, THEREFORE,

The City of Spokane does ordain:

Section 1.

A. That the revenues to be generated by the revenue sources set forth in the final budget are required for the continuation of the existing essential municipal programs and services of the City of Spokane.

B. That without said essential municipal programs and services, the public health, safety and welfare of the citizens of the City of Spokane would be seriously impaired.

C. That the following Annual Budget of the City of Spokane for 2022 reflects a continuation of said essential municipal services and programs provided by the City of Spokane for the public health, safety and welfare of the citizens of the City of Spokane as required by the constitution and laws of the State of Washington, the City Charter, ordinances, other legislative enactments and lawful obligations of the City of Spokane.

Section 2. That the Annual Budget of the City of Spokane for the fiscal year ending December 31, 2022, as set forth in the document attached hereto and entitled, "2022 Adopted Budget, City of Spokane, Washington," hereinafter referred to as the 2022 Annual Budget, be and the same is, hereby fixed, determined, and adopted at the fund level; and that the amounts set forth in said budget are hereby appropriated for the use of the several funds as specified.

Section 3. Estimated resources for each separate fund of the City of Spokane, and aggregate expenditures for all such funds for the year 2022 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2022 as set forth in the 2022 Annual Budget.

FUNDS	Total Estimated Revenues	Appropriated Beginning Fund Balances	Est. Revenues & Approp. Fund Balance	Total Appropriations
General Fund	\$216,759,617	\$0	\$216,759,617	\$216,736,834
Special Revenue Funds				
Street Maintenance	27,700,139	10,843,688	38,543,827	27,655,724
Code Enforcement	2,934,791	309,502	3,244,293	2,835,107
Library	11,674,727	4,299,030	15,973,757	11,641,065
Historic Preservation Incentive	9,180	17,714	26,894	15,000
Pension Contributions (LEOFF)	10,544,542	-	10,544,542	10,544,542
Miscellaneous Grants	635,000	-	635,000	635,000
Domestic Violence Prevention	500	4,172	4,672	500
Traffic Calming Measures	6,614,451	4,449,646	11,064,097	4,256,889
Urban Forestry Fund	20,000	-	20,000	20,000
Parks and Recreation	23,967,354	2,720,000	26,687,354	23,659,790
American Rescue Plan	40,242,340	35,000,000	75,242,340	-
Fire Miscellaneous Grants	562,756	-	562,756	562,756
Parking Meter Revenue Fund	5,124,000	94,526	5,218,526	5,172,854
Paths and Trails Reserve	134,688	335,527	470,215	470,215
Human Services Grants Fund	12,351,578	840,000	13,191,578	13,191,578
Continuum of Care	4,340,698	-	4,340,698	4,340,698
Forfeitures & Contributions (SPD)	396,400	1,213,949	1,610,349	521,750
Hotel/Motel Tax	3,186,356	187,999	3,374,355	3,186,356
Housing Sales Tax	5,800,000	1,000,000	6,800,000	-
REET 2nd Quarter Percent	6,000,000	8,156,163	14,156,163	1,506,181
REET 1st Quarter Percent	6,000,000	-	6,000,000	5,162,705
Public Safety & Judicial Grants	1,234,144	32,283	1,266,427	1,045,350
Public Safety Personnel Fund	6,650,000	5,867,970	12,517,970	6,403,615
Combined Communications Center (SFD Dispatch)	3,010,225	127,730	3,137,955	3,137,955
Communications Building M&O	287,692	120,562	408,254	287,219
Community Development Fund	15,000	25,000	40,000	40,000
CD/HS Operations	-	-	-	-
Community Development Block Grants	6,359,090	-	6,359,090	6,359,090
CDBG Revolving Loan Fund	1,841,936	600,000	2,441,936	2,441,936
Misc. Community Development Grants	19,000	177,964	196,964	196,964
Home Program	3,545,969	-	3,545,969	3,545,969
Home Revolving Loan Fund	336,807	405,000	741,807	741,807
Housing Assistance Program	2,500	171,000	173,500	173,500
Affordable & Supportive Housing Fund	402,274	660,000	1,062,274	62,274
Emergency Rental Assistance Grant	5,566,690	70,000	5,636,690	5,636,690
Housing Trust Grant Fund	1,600	203,000	204,600	204,600
Rental Rehabilitation Fund	32,050	325,000	357,050	357,050

Trial Court Improvement Fund	64,608	730	65,338	64,608
Criminal Justice Assistance (Detention)	6,850,000	7,836,339	14,686,339	12,633,142
Financial Partnership Fund	190,000	-	190,000	189,780
Channel Five Equipment Reserve	230,430	61,917	292,347	230,550
Park Cumulative Reserve	888,800	1,195,668	2,084,468	1,733,533
Fire/EMS	57,176,473	-	57,176,473	57,151,473
Defined Contribution Administration	75,000	-	75,000	68,717
VOYA Defined Contribution Administration	37,000	-	37,000	35,058
Transportation Benefit Fund	3,522,927	2,147,574	5,670,501	5,670,501
Debt Service Funds				
GO Bond Redemption	16,120,957	7,309,423	23,430,380	16,120,957
Special Assessment Debt	530,000	274,965	804,965	175,211
Special Assessment Guaranty	2,500	584,502	587,002	8,000
Iron Bridge TIF Debt Service	80,000	137,429	217,429	101,362
University District LRF Debt Service	275,000	533,609	808,609	86,359
Capital Projects Funds				
General Capital Improvements	-	37,998	37,998	30,000
Arterial Street	28,777,636	2,366,074	31,143,710	30,015,022
Capital Improvements 2015 Park	-	1,120,000	1,120,000	250,000
Capital Improvements 2018 Library	-	16,937,404	16,937,404	16,937,404
Capital Improvements 1995	-	40,778	40,778	40,778
Kendall Yards TIF	320,000	-	320,000	320,000
West Quadrant TIF	365,000	1,065,780	1,430,780	1,430,780
University District LRF	125,000	190,025	315,025	315,025
Enterprise Funds				
Water	51,661,479	36,841,371	88,502,850	52,914,385
Water/Wastewater Debt Service	13,549,778	-	13,549,778	13,549,778
Integrated Capital Management	72,485,366	22,259,296	94,744,662	94,282,340
Sewer	65,907,127	26,830,317	92,737,444	66,827,822
Solid Waste Fund	83,069,926	31,930,311	115,000,237	88,740,651
Golf	4,025,270	612,793	4,638,063	4,433,794
Development Services Center	8,906,450	5,867,535	14,773,985	8,593,611
Internal Service Funds				
Fleet Services	14,704,942	429,462	15,134,404	14,689,476
Fleet Services Equipment Replacement	2,077,238	3,209,867	5,287,105	2,798,000
Public Works and Utilities	5,271,997	326,407	5,598,404	5,303,209

Information Technology (IT)	12,766,575	3,314,036	16,080,611	13,200,905
IT Capital Replacement	1,143,591	2,594,383	3,737,974	3,158,283
Reprographics	712,695	163,118	875,813	621,466
Purchasing & Stores	930,730	253,498	1,184,228	924,566
Accounting Services	4,721,209	590,790	5,311,999	4,596,629
My Spokane	1,570,315	116,085	1,686,400	1,672,923
Office of Performance Management	1,406,211	-	1,406,211	1,320,235
Risk Management	3,862,000	8,827,801	12,689,801	7,154,660
Workers' Compensation	5,477,500	8,485,970	13,963,470	6,737,589
Unemployment Compensation	304,000	775,399	1,079,399	590,544
Employee Benefits	45,770,354	16,319,706	62,090,060	47,317,168
Facilities Management - Operations	4,522,794	2,076,451	6,599,245	5,130,459
Facilities Management - Capital	9,256,818	5,294,668	14,551,486	7,461,562
Capital Facilities	2,057,000	-	2,057,000	2,057,000
Trust and Agency Funds				
Finch Memorial Arboretum	8,000	8,000	16,000	16,000
Employees' Retirement (SERS)	33,576,000	4,842,181	38,418,181	38,418,181
Firefighters' Pension Fund	4,279,542	1,068,264	5,347,806	5,347,806
Police Pension Fund	4,345,500	-	4,345,500	4,345,500
Building Code Records Management	60,000	-	60,000	60,000
Municipal Court (Agency Fund)	1,500,100	-	1,500,100	1,500,100
TOTAL FUNDS	\$989,865,932	\$303,135,349	\$1,293,001,281	\$1,010,122,465

Section 4. That the foregoing appropriations are to be paid from the respective funds as specifically indicated in the 2022 Annual Budget and the salaries and wages therein set forth in detail as prescribed by RCW 35.33.051 shall be paid on a biweekly basis, payable every other Friday of such fiscal year.

Section 5. That because this ordinance adopts the Annual Budget, as provided by Section 19 of the City Charter, it shall take effect immediately upon its passage.

Passed by City Council December 13, 2021
Delivered to Mayor December 17, 2021

Policies & Procedures

CITY OF SPOKANE
DEPARTMENT WASTEWATER PUBLIC RULE AND PROCEDURE

DEPT 4310-21-01
LGL 2020-0023

TITLE: RPWRF & INDUSTRIAL PRETREATMENT PROGRAM & LAB ANALYSIS FEES.
EFFECTIVE DATE: December 17, 2020
REVISION EFFECTIVE DATE: December 22, 2021

1.0 GENERAL

The City of Spokane Wastewater Management Department's Riverside Park Water Reclamation Facility (RPWRF) & the Industrial Pretreatment Program establish the following public rule, policy, procedures and protocol regarding the Industrial Pretreatment Program and Lab Analysis.

RPWRF and the Industrial Pretreatment Program charge customers fees for various services related to the regulation of wastewater from Industrial Users of the City of Spokane Publicly Owned Treatment Works.

The fees schedule can be found onsite at RPWRF located at 4401 North Aubrey L. White Parkway, Spokane, Washington 99205.

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- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This public rule and policy shall apply to the City of Spokane Wastewater Management Department Riverside Park Water Reclamation Facility, the City of Spokane Utilities Billing Department, and the City of Spokane Accounting Department.

3.0 REFERENCES

Spokane Municipal Code (SMC) Chapter 13.03A
Spokane Municipal Code (SMC) Chapter 13.03
Federal Water Pollution Control Act, as amended by the Clean Water Act of 1977 – 33 USC section 1251 et seq.
General Pretreatment Regulations – 40 CFR Chapter I, Sub Ch. N part 403
Chapter 90.48 RCW
Chapter 173-216 WAC
EPA Region 10 Model Ordinance for Pretreatment Programs
Enforcement Response Plan located at RPWRF
Industrial Pretreatment Program Policy and Procedure (DEPT 4320-16-01)

4.0 DEFINITIONS

See SMC 13.03A.
See SMC 13.03.

5.0 POLICY

It is the policy of the City of Spokane to adopt fees for reimbursement of costs incurred by the City for the administration of the City's Industrial Pretreatment Program & other operations of RPWRF in compliance with NPDES Permit Number WA-002447-3.

6.0 PROCEDURES – RPWRF - Industrial Pretreatment Program

- 6.1 The Industrial Pretreatment Program charges standard fees for Pretreatment services.
- 6.2 These fees are intended to help cover the costs of administration of the Industrial Pretreatment Program, including but not limited to, costs associated with permit issuance, monitoring, inspection, sampling, analysis, publication, processing, and violation remediation.

6.3 Fees and Charges:

- 6.3.1 Pretreatment Fees and Laboratory Analysis Fees are charged as stated in Appendix A and B respectively, attached.
- 6.3.2 Administrative appeal: Two hundred fifty dollars (\$250).
- 6.3.3 Publication of significant non-compliance notice: Costs as billed
- 6.3.4 Monitoring, inspection, surveillance, sampling fees: Costs as determined and billed by the Plant Manager.
- 6.3.5 Processing fee for NSF checks: As set by City Treasurer.
- 6.3.6 Administrative penalty: Five hundred dollars (\$500).
- 6.3.7 Any other review or approval by the Plant Manager not otherwise specified above: Hourly basis based on staff time and materials.

7.0 RESPONSIBILITIES

The Wastewater Management Department through its Industrial Pretreatment Program, Utilities Billing Department, and Accounting Department shall administer this Public Rule and Policy. Significant and Minor Industrial Users will be invoiced on their monthly utility bill. The Accounting Department will invoice Industrial Users for fines assessed. Unpaid charges, fines, and penalties shall, after thirty calendar days, be assessed an additional penalty of one percent (1%) of the unpaid balance per month.

8.0 APPENDICES

- 8.1 Appendix A – RPWRF Pretreatment Fees
- 8.2 Appendix B – RPWRF Lab Analysis Fees

APPENDIX A RPWRF - PRETREATMENT FEES

Pretreatment Fee	Dollar Amount
SIU Permit Issuance	9248 / 5 years
SIU Permit Renewal	6182 / 5 years
SIU Permit Modification	Chemist time + publication
SIU Inspection	4496
Other Inspection	Chemist - time basis
SIU Sampling	914
Other Sampling	Lab Tech - time basis
IDA Issuance	562
IDA Renewal	307
IDA Inspection	307
NSCIU Inspection	307
Violation Publication Fee	256
Other Violation Fees	Based on Fine Structure in the Pretreatment Enforcement Response Plan
Other Damage or Interference	Time and materials basis

APPENDIX B

RPWRF - LAB ANALYSIS FEES

Laboratory Analysis Fee	Dollar Amount
EPA Method 420.4 - Phenol	as charged by analyzing laboratory
EPA Method 245.1 - Mercury	as charged by analyzing laboratory
EPA Method 300.0 - Chloride	as charged by analyzing laboratory
EPA Method 335.4 - Cyanide	as charged by analyzing laboratory
EPA Method 608 Priority Pollutant Pesticides/PCBs	as charged by analyzing laboratory
EPA Method 624 - Regulated Priority Pollutant List + Unregulated (A/A/2CEVE)	as charged by analyzing laboratory
EPA Method 624 - BTEX	as charged by analyzing laboratory
EPA Method 625 - Regulated Priority Pollutant Semi Volatiles	as charged by analyzing laboratory
EPA Method 200.7 - Local Limit Metals (10 metals, without Hg)	as charged by analyzing laboratory
EPA Method 1666 - Volatile Organics	as charged by analyzing laboratory
EPA Method 524 - Volatile Organics	as charged by analyzing laboratory
EPA Method 1688 TKN	as charged by analyzing laboratory
EPA Method 1668 C - PCBs	as charged by analyzing laboratory
EPA Method 200.8 - Low Level Metals (Digestion)	as charged by analyzing laboratory
EPA Method 200.8 - Low Level Metals (Per metal)	as charged by analyzing laboratory
EPA Method 1631E - Low Level Mercury	as charged by analyzing laboratory
Hardness	as charged by analyzing laboratory
EPA Method 1632 Pentavalent Arsenic	as charged by analyzing laboratory
EPA Method 218.6 Hexavalent Chromium	as charged by analyzing laboratory
EPA Method 1664B Oil & Grease (HEM & SGT-HEM)	57
Standard Methods 4500 P Phosphorus, Total	11
Standard Methods 2540D - Total Suspended Solids (TSS)	18
Standard Methods 4500 - pH	30
Standard Methods 5210 - Biochemical Oxygen Demand (BOD5)	44
EPA Method 200.7 - Metals, Total (by ICP) - sample prep	18
EPA Method 200.7 - Metals, Total (by ICP) - per metal	12

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 1400-21-17 LGL 2021-0029
TITLE: PARKS AND RECREATION NICOTINE, SMOKE AND VAPOR-FREE PARK ZONES EFFECTIVE DATE: DECEMBER 9, 2021 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 The statutory authority for the adoption of this policy is provided in WA. State RCW 70.160, Smoking in Public Places, RCW 70.345 Vapor Products, and the authority of RCW 70.05.060 to preserve, promote, and improve public health. Referenced include: <https://srhd.org/media/documents/901law1.pdf> BoH Resolution 16-0. To establish a Park Board Policy designating specific Nicotine, Smoke, and Vapor-free zones in Parks and Recreation areas, and/or facilities. The purpose of this policy is to protect and promote the health, safety, and welfare of the public by reducing the potential for public exposure to nicotine, harmful chemicals, and other substances. To increase public awareness that consideration must be exercised by Nicotine, Smoke, and Vapor product users when they are in the proximity of non-Nicotine, Smoke, and Vapor users. To establish Nicotine, Smoke, and Vapor-free zones at large public events conducted in Parks and Recreation areas and/or facilities. To help minimize the amount of litter from discarded Nicotine, Smoke, and Vapor on park property.

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- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to All property owned and/or managed by the Spokane Parks and Recreation Department, including all facilities located thereon except in any public right of way.

3.0 REFERENCES/AUTHOR

3.1 City Charter Article V, Parks and Park Board, Section 48 Park Board powers:

“To make Rules and Regulations for the use of parks and provide for the enforcement of such Rules and Regulations.”

3.2 Rules of the Park Board Section 14, General Operating Policies and Procedures, Ruling and Appeals:

“The Park Board may from time to time adopt operating policies, rules of procedures, and codes of ethics to facilitate and guide the conduct of its business, which shall be considered an appendage to these rules of the Park Board.”

“The Director of Parks and Recreation may adopt administrative rules, policies, and procedures not in conflict with these rules or established law as he/she deems necessary to orderly conduct of the Parks and Recreation Department in administering Park Board business.”

4.0 DEFINITIONS

4.1 Park Use Rules: Standard rules for use of parks and park facilities

4.2 Nicotine, Smoke, and Vapor Users: Anyone using tobacco, nicotine, or vapor products of any type in Nicotine, Smoke, and Vapor-free zones in Parks and Recreation areas and/or facilities. This includes, but not limited to, electronic nicotine devices (ENDS), Chewable Tobacco, Cigarettes, and non-tobacco nicotine products.

4.3 Department: The city of Spokane Parks and Recreation Department

4.4 Director: The Director of the city of Spokane Parks and Recreation

- 4.5 Board: The Spokane Parks and Recreation Park Board
- 4.6 Parks and Recreation Areas: All property owned and/or managed by the Spokane Parks and Recreation Department, including all facilities located thereon except in any public right of way.
- 4.7 Nicotine, Smoke, and Vapor-Free Zones Areas: Any Parks and Recreation owned/or managed property or facility displaying Nicotine, Smoke, and Vapor -free signage.
- 4.8 Park Staff: Administrative staff working for the Spokane Parks and Recreation Department.
- 4.9 "Vape" or "Vaping": The use of a vapor product, or the act of inhaling/exhaling the vapor or aerosol from a vapor product.

5.0 POLICY

- 5.1 Tobacco-free zones are established where children recreate, such as playgrounds, swimming pools, splash pads, picnic shelters, park restrooms, skate parks, formal gardens, etc. Community events where Nicotine, Smoke, and Vapor use is restricted will be added as appropriate.
- 5.2 It shall be the responsibility of the Park Board to coordinate all media information related to this policy.
- 5.3 The Spokane Parks and Recreation Department will provide and install standardized Nicotine, Smoke, and Vapor-free signs where required.
- 5.4 Funding will be sought for procurement and installation of signs through outside resources. Temporary event signage will be the responsibility of the event sponsor. Signs will be updated as funding is available.
- 5.5 The promotion of Nicotine, Smoke, and Vapor-based products is prohibited at all park properties and event(s) conducted on park property.
- 5.6 Each and every request for an event permit will require a review of the Nicotine, Smoke, and Vapor policy with the user group.
- 5.7 Enforcement of this policy will be self-directed and by peer-pressure influence. Voluntary compliance will be encouraged through signage, educational material, and public information releases.
- 5.8 Exemptions to this policy are only to include FDA approved nicotine cessation methods.

CITY OF SPOKANE		ADMIN 0410-21-05
ADMINISTRATIVE POLICY AND PROCEDURE		LGL 2021-0030
TITLE: CASH		
EFFECTIVE DATE: January 1, 2022	REVISION DATE (IF APPLICABLE)	

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy and procedure is to establish minimum standards for the proper receipt, handling, disbursement, and safeguarding of cash, and the reconciliation of cash transactions.

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- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments.

3.0 REFERENCES

RCW 43.09.185
RCW 43.09.240
SMC 03.01A.260
ADMIN 0860-06-01 (Repealed)
ADMIN 0410-05-02 (Repealed)
ADMIN 0410-21-03 Cash Handling Manual

4.0 DEFINITIONS

- 4.1 “Automated Clearing House (ACH) Network” means the nationwide electronic funds transfer system operated by the Federal Reserve and Electronic Payments Network.
- 4.2 “Cash” means currency, coins, negotiable checks, money orders, electronic funds transfers, bankcard payments, demand deposits, and other accounts having demand deposit characteristics.
- 4.3 “City Treasurer’s Designee”, is the position which supervises the Treasury Services function of the division/department of Finance, Treasury, and Administration.
- 4.4 “Demand deposit” means accounts from which funds may be deposited or withdrawn at will by the owner without penalty.
- 4.5 “Electronic Funds Transfer (EFT)” means a transfer of funds, with no paper money changing hands, from one bank account directly to another through computer-based systems. EFT may be used for both electronic payments and collections. EFT includes ACH and Fedwire payments.
- 4.6 “Fedwire” means a real-time electronic funds transfer through a system owned and operated by Federal Reserve Banks. Fedwire is more expensive than ordinary EFT and is most often used to handle large-value, time-critical payments, such as: the purchase, sale, and financing of securities transactions; disbursement or repayment of loans; and settlement of real estate transactions.
- 4.7 “Restrictive endorsement” means a signature or stamp specifying the transfer of the check under certain conditions, such as the commonly used endorsement “For Deposit Only.”
- 4.8 “Returned Check” means a check that is not paid by the bank on which it is written (drawn). Checks may be returned due to insufficient funds, closed accounts, invalid signatures, stop payments, or any other condition making the check invalid.
- 4.9 “Scanned check deposit” means the creation of an electronic image of a check that is directly deposited in the City’s bank account on machines specifically designed for this purpose.
- 4.10 “Segregation of Duties” means that one individual may not perform two or more accounting control functions, such as: authorization, receipting, disbursement, and reconciliation.
- 4.11 “Void check” means a check that was created in error or otherwise determined as not needed. Voided checks are not released for payment. They are retained for archival purposes to account for all check numbers.

5.0 POLICY

5.1 General

- 5.1.1 The City shall manage its cash assets to preserve principal, provide ample liquidity to meet the City’s daily cash requirements, and generate a fair return. Finance, Treasury and Administration shall ensure the accurate and timely accounting, investment, and security of all cash assets.

5.2 Cash Balances

- 5.2.1 The City shall maintain adequate cash balances in each fund to maintain a non-negative cash position at the end of each day. Each department shall be responsible for monitoring all funds within the purview of its budget to ensure that cash positions remain non-negative at all times. The City

Treasurer, or their designee, may, at their discretion, grant an exception to this rule whenever a negative balance is due to timing and it is not administratively feasible to correct on the same day.

5.3 Banking and Cash Deposit

5.3.1 Under state law, City money shall be deposited in an authorized bank, a qualified and collateralized depository for public funds, or with the City Treasurer within twenty-four (24) hours of receipt, as prescribed by the Revised Code of Washington. The City Treasurer may, at their discretion, grant an exception subject to state law and this policy.

5.3.2 Only the City Treasurer is authorized to establish bank accounts for the City.

5.4 Cash Handling Policy and Procedure Manual – The Chief Financial Officer shall promulgate a Cash Handling Policy and Procedure Manual, that will consist of the following items:

- a. Receipt, handling and deposit to authorized agent or bank by city employees;
- b. Documentation of transaction;
- c. Regular reporting to the City Treasurer;
- d. Compliance of city employees authorized to receive or handle city moneys;
- e. Inspection of departmental record;
- f. Inspection of departmental cash-handling practices and procedures; and
- g. Contracting agents to collect City cash and their collection procedures.

5.5 Cash Handler Training

5.5.1 All City employees involved in the handling, receipting, reconciling, or depositing of “cash”, as defined by this policy, shall read and understand the Cash Handling Policy and Procedures. It shall be the responsibility of the Department Head, or designee of each department to ensure each cash handler’s compliance.

5.5.2 All employees who receive and handle City cash on a regular or temporary basis in the scope and course of their employment, shall complete a written acknowledgement of Cash Handling Policy and Procedure Manual training, prior to the handling of cash.

5.5.3 City department heads shall provide cash handler training, specific to departments within their purview, which are consistent with the Cash Handling Policy and Procedures administered by Finance, Treasury, and Administration.

6.0 PROCEDURE

6.1 Cash Internal Controls

6.1.1 Internal controls must be established and maintained to provide management with reasonable assurance that cash and cash-related transactions are properly accounted for and controlled.

6.1.2 All cash accounts, cash balances, and cash transactions must be recorded in the City’s financial accounting system.

6.1.3 Duties relating to the handling of cash transactions, including collections, deposits, purchases, disbursements, bank reconciliations, approvals, and recording of transactions, must be adequately segregated so that no single person will handle a cash transaction from beginning to end.

6.1.4 Where segregation is impractical, departments shall arrange alternate compensating controls utilizing departmental Accounting staff. Such controls may include additional managerial review, unannounced audits, periodic reassignment of duties, or verification by other staff.

6.1.5 Treasury Services shall import daily bank transaction details into the City’s financial accounting system, so departments can identify and clear their cash transactions. Treasury Services shall be

responsible for the daily maintenance of bank transactions and reconciling bank transaction clearing accounts in the City's financial accounting system.

- 6.1.6 Treasury Services shall be responsible for follow-up and resolution of daily postings that are incomplete, do not match related documentation, and/or for any reason do not clear the bank. Treasury Services shall act as liaison between the departments and the banks in clearing unreconciled items.
- 6.1.7 Treasury Services shall periodically prepare bank clearing account reconciliations.
- 6.1.8 Within 15 business days after the close of each accounting period, Treasury Services shall prepare written reconciliations of bank statements to the general ledger.
- 6.1.9 Within 15 business days after the close of each accounting period, departments shall prepare written reconciliations of cash records, including bank statements, to the general ledger for audit and internal control purposes for all bank accounts under their direct control, including imprest petty cash, cash with fiscal agent, and local government investment pool accounts. Department bank account reconciliations are subject to unannounced audits by the Accounting Department.
- 6.1.10 Treasury services will perform reconciliation of combined city accounts on a quarterly basis.
- 6.1.11 Departments that fail to adequately reconcile or otherwise maintain appropriate internal controls over bank accounts under their direct control may be directed by the City Treasurer to close those accounts.

6.2 Receipt and Deposit of Cash

- 6.2.1 Departments shall promptly deposit and record cash receipts, within twenty-four (24) hours in order to ensure accurate records, reduce the chance of loss or theft, and allow the City to maximize interest income.
- 6.2.2 Departments shall provide written receipts to customers at point-of-sale locations and retain receipt copies at the collection site, including copies of voided receipts.
 - a. Receipt acknowledgments may be cash register tapes, official pre-numbered receipt forms, or other such appropriate documentation.
 - b. Departments shall account for the numerical sequence of pre-numbered receipts forms, including voided receipts, on a regular basis.
- 6.2.3 Departments shall generate a daily listing of checks received at all sites where checks are collected, including mail rooms. This daily listing can be generated manually or electronically, and must include the check number and dollar amount of each check received. Departments must retain the daily listing for use in reconciliation. Checks must be restrictively endorsed to the City of Spokane upon acceptance at the collection site.
- 6.2.4 Departments shall make deposits using preprinted City deposit slips prepared in duplicate. Departments shall retain duplicate copies, including printed bank receipts, in compliance with City retention requirements. Note that the general retention schedule for deposits is six (6) years, but there are longer-term requirements for federal grant receipts and receipts related to bond issuances. Departments shall observe current retention requirements for specific receipt types.
- 6.2.5 Deposits must be intact, meaning that all cash and checks must be deposited in their entirety and must not be used to pay expenses, make adjustments to accounts, or cash personal checks.
- 6.2.6 Departments shall, on a daily basis, reconcile deposit details, including cash and EFT, to daily sales receipts or other point-of-sale documentation, which may include reports generated from the City's payment gateway, so transactions can be cleared in the City's financial accounting system. Reconciliation documentation must include identification of the preparer, and date. Periodic management review of the reconciliation process must be documented and dated.
 - a. Departments shall investigate discrepancies promptly, and if material, report them immediately to department management and Treasury Services.

- b. Any cash overage or shortage must be charged to the appropriate account and must not be netted to the deposit.

6.2.7 Departments shall make deposits in a timely manner and as follows:

- a. Daily receipts must, within twenty-four (24) hours of receipt, be delivered to the Treasury for deposit, deposited via electronic scanning device, or deposited directly into the City's account at a Treasury-designated financial institution.
- b. Receipts that are not attributable to a specific customer or account must not be held from deposit during an investigative process. If necessary, such unattributable receipts must be credited to a suspense account – Unapplied Cash. All receipts placed in Unapplied Cash must be cleared within 45 business days of deposit. If after 45 business days, a department cannot attribute the payment properly, the department shall issue a refund to the payee.

6.2.8 Receipting entries applying the deposited cash must be prepared and entered in the financial accounting system within Seven (7) business days. Entries must identify appropriate and accurate account codes for revenue and other cash sources. Departments must notify Treasury Services when a daily deposit exceeds \$1,000,000.

6.2.9 Departments shall adopt specific cash deposit procedures that promote and ensure the safety of employees.

6.2.10 Departments that need armored courier services for cash receipts deposits at the bank shall coordinate such contracts through Treasury Services.

6.3 Safeguarding Cash and Checks

6.3.1 Cash on hand, including petty cash and change accounts, must be secure at all times.

6.3.2 During operating hours, cash must be locked in a cash register, drawer, or box.

6.3.3 During non-business hours, cash must be locked in a more secure location such as a locking file cabinet or safe.

6.3.4 Unused check stocks must be stored in a locked and secure area at all times. Only authorized personnel shall have access to this area.

6.3.5 Check printing and signing equipment, including signature plates, must be maintained in a locked and secure area at all times and must be accessible to and operated only by authorized personnel. Obsolete signature plates and check stock must be promptly and securely destroyed.

6.3.6 Electronic signature files must be maintained in a secure location with appropriate back-up at all times. When obsolete, they must be promptly and securely destroyed.

6.3.7 Checks, exclusive of petty cash checks and disbursements for Spokane Retirement System Funds (SERS), must be signed by both the City Administrator and the Chief Financial Officer. Petty cash checks must require dual signatures by designated and authorized staff.

6.3.8 EFT disbursements transactions must be initiated and completed only by authorized personnel.

- a. Duties for initiating, releasing, and reconciling electronic transactions must be appropriately segregated.
- b. Unique passwords must be issued to each individual having access to electronic accounting records or transactions. Such passwords must not be shared and must be periodically changed.

6.4 Exceptions to the Twenty-Four Hour Deposit Policy

6.4.1 The Treasurer may at their discretion grant an exception where such daily transfers would not be administratively practical or feasible, provided: the Treasurer has received a written request from the department, the department certifies that the money is held with proper safekeeping, and the department carries out proper theft protection to reduce risk of loss of funds. Exceptions granted by

the Treasurer shall state the frequency with which deposits are required, as long as no exception exceeds a time period greater than one deposit per week.

6.4.2 Exceptions will be granted solely to departments not located in City Hall

- a. Small deposits - Departments will be allowed to hold deposits as long as they total less than five hundred dollars (\$500) and the earliest item received has been in possession of the department for no more than five (5) working days. A deposit should be made on the day that total reaches five hundred dollars (\$500). A deposit should always be made no later than the fifth day after the first item was received.
- b. Deposits delayed due to illness, other unanticipated absence or work load peaks - These should be processed as promptly as possible. This situation should be brought to the Department Head's attention so additional resources can be applied. In no case should the five (5) working day rule be violated. Departments should consider a departmental policy on how they would handle these extenuating circumstances.
- c. Outlying areas - On days that courier services are unavailable, deposits over five hundred dollars (\$500) must be deposited within two (2) working days. However, departments will make every effort to make deposits in accordance with the twenty-four (24) hour deposit guideline.

6.4.3 Any deposits not promptly made will have proper safekeeping as follows:

- a. will have all checks restrictively endorsed,
- b. will be kept in a locked secure location,
- c. will be recorded on a transfer of custody log.

6.5 Reporting of Losses

6.5.1 In the event of a suspected loss of public funds, it is important that proper procedures be followed in order to minimize the loss, assist investigations, prevent improper settlements, expedite bond claims and protect employees from false accusations.

- a. Any person, who discovers a loss or theft of City money, shall immediately notify their Department Supervisor, who shall immediately notify the Department Head. The initial verbal report shall be followed by a formal written report within twenty-four hours.
- b. Any time the suspected loss is over \$100, the Department Head should notify the Chief Financial Officer and the City Treasurer immediately, followed by a formal written report within twenty-four hours to the Chief Financial Officer, the City Treasurer, and the City's auditor. However, a policy of reporting lesser amounts may be established by Department Heads.
- c. The City's auditor should be consulted, who reports the suspected loss to the State Auditor's Regional Audit Manager, if appropriate. State agencies and local governments are required to notify the State Auditor's Office when fraud is suspected or detected. (RCW 43.09.185)
- d. The City's auditor should also file a report with the Police Department and/or the Prosecuting Attorney.
- e. DO NOT attempt to correct the loss. Report it as previously stated.
- f. DO NOT make a restitution agreement with the suspect.
- g. DO NOT destroy any pertinent records. All original records should be secured in a safe place such as the Accounting Department vault. In the case of a loss in the Accounting Department, contact the Chief Financial Officer, the City Treasurer, or the City's auditor until the office of the State Auditor completes the investigation.

7.0 RESPONSIBILITIES

7.1 The Chief Financial Officer is responsible for establishing and maintaining sound fiscal management practices throughout the City, including the handling of City cash and appropriate training.

7.2 The individual department has primary responsibility for the care and liability for the loss of City cash in its custody until the cash is deposited in the treasury or authorized agents or banks, deposited in an after-hours drop box of the City's financial institution, or delivered to a City contracted armored courier service making collection for the City.

7.3 Treasury Services of the Division of Finance, Treasury and Administration shall assist departments in complying with this policy.

8.0 APPENDICES

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0410-21-06 LGL 2021-0031
TITLE: RETURNED CHECKS	
EFFECTIVE DATE: January 1, 2022 REVISION DATE (IF APPLICABLE)	

1.0 GENERAL

1.1 PURPOSE

In the course of conducting business with the general public, the City of Spokane accepts personal and business checks as payment for various taxes, permits, licenses and other municipal services.

The purpose of this administrative policy and procedure is to establish minimum standards for handling returned checks.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

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

3.0 REFERENCES

SMC 07.03.200 Imprest Funds, Accounting Department
 SMC 13.01.0314 Public Utilities, General Provisions, Miscellaneous
 RCW 62A.3-515
 RCW 62A.3-520
 ADMIN 0410-21-03 Cash Handling Manual
 ADMIN 0410-21-05 Cash Policy and Procedure

4.0 DEFINITIONS

- 4.1 "CT (Cash Transfer) batch" means a journal entry, used to transfer cash between city funds in the City's financial System.
- 4.2 "Non-Sufficient Funds (NSF)" refers to the status of a checking account that does not enough money to cover transactions. This term is often used interchangeably with "Returned Check".
- 4.3 "NS Batch" means a journal entry, used specifically for processing returned checks and transferring handling fees to Finance, Treasury and Administration.

- 4.4 “Master Consolidated Account” is the name given to the City’s primary depository account at the bank.
- 4.5 “Returned Check” means a check that is not paid by the bank on which it is written (drawn). Checks may be returned due to insufficient funds, closed accounts, invalid signatures, stop payments, or any other condition making the check invalid.
- 4.6 “Stop payment” means a request by a check drawer to cancel a payment before it is processed.

5.0 POLICY

- 5.1 This policy shall apply to all checks which are made payable to the City of Spokane, or department, or office and deposited in the City’s primary and secondary depository accounts.
- 5.2 Any check which is returned to the City Treasurer having not been honored by the payer’s bank, will be subject to a reasonable handling fee, pursuant to Washington State RCW, Chapter 62A.3-515. The handling fee charged by the City of Spokane is twenty-five dollars (\$25).
- 5.3 It shall be the responsibility of depositing departments to collect funds and handling fees for returned checks, and for referring the uncollected check to the office of the City Attorney for collection assistance.
- 5.4 Departments shall be responsible for reimbursing the Finance, Treasury and Administration Division/ Department for the handling fee associated with dishonored checks.

6.0 PROCEDURE

6.1 Account Establishment and Reconciliation

- 6.1.1 The Finance, Treasury and Administration Division/Department shall maintain a separate bank account (NSF account), with an authorized balance, as established by SMC 07.03.200 B, to cover checks dishonored by the depository bank, and to recoup the amount of the checks and expenses from the depositing departments.
- 6.1.2 The Finance, Treasury and Administration Division/Department shall maintain a database to account for all returned checks, and to reconcile the NSF account to the cash management and general ledger systems. The division/department will send all returned checks to the depositing department within one business day.
- 6.1.3 The NSF account shall be replenished weekly, except under limited circumstances as outlined in 6.1.4. By noon each Tuesday, all department accounting staff with NSF checks will enter journal entries (NS Batch) into the Financial Management System (FMS), and submit backup documentation to Treasury Services. The total NS batches are posted to FMS by the Treasurer’s accountant and a book transfer initiated. On Wednesdays, the total NSF amount is transferred from the Master Consolidated Account to NSF account at the bank. The backup is entered into the NSF database by the treasury staff.
- 6.1.4 For returned checks exceeding \$8,000, the NSF account shall be replenished within two (2) business days.
- 6.1.5 Journal entries (NS Batch) to record returned checks must include entries to record transfer of handling fees from the department to Finance, Treasury and Administration Division/Department.

Fees and Costs to be covered

- 6.2.1 When a check issued to the City of Spokane is returned by the bank as uncollectable, the City shall charge a handling fee of twenty-five dollars (\$25) to cover the administrative processing cost of the returned check, in addition to the original amount of the returned check to the person who issued the check. Except under limited circumstances, this handling fee shall be remitted to Finance, Treasury and Administration Division/Department.

Notification Process

- 6.3.1 If a check is returned to the City as uncollectable, immediate efforts will be made to contact the individual(s), business(es) or other entity(ies) who issued the check to report the situation and

make arrangements for it to be corrected. Individual departments shall send Notices of Dishonor to the drawers last known address and within two (2) business days. Notice of Dishonor shall be substantially in the form as required by RCW 62A.3-520.

- 6.3.2 If a check is returned because of bank error, the originating department must provide documentation to be granted a waiver to be approved by the City Treasurer, or their designee.
- 6.3.3 Should fifteen (15) days pass from the date of the returned check being received by the City, and the individual(s), business(es) or other entity(ies) responsible for paying the tax or fee has the not corrected the situation, and/or the City has not been able to reach the individual(s), business(es) or other entity(ies), the City may refer the claim to the office of the City Attorney for collection assistance.

Frequency of Returned Checks

- 6.4.1 In the event an individual(s), business or other entity makes two payments to the City, in a twelve (12) month period or less, which are returned as uncollectable; only cash, electronic payment, money order, or bank teller’s check will be accepted by that payer for a period no less than twelve (12) months.

Exceptions

- 6.5.1 The Utilities Billing Department is able to reverse payments to established utility accounts. Utilities billing may transfer the amount returned checks from their daily deposit to reimburse the NSF bank account through the MySpokane cashiering process. Utilities Billing will initiate a monthly CT batch for fifty percent of check handling fees.

7.0 RESPONSIBILITIES

- 7.1 The City Treasurer, or designee, is responsible for establishing and maintaining sound fiscal management practices for the proper receiving, safekeeping, and disbursing of city funds.
- 7.2 It shall be the responsibility of depositing departments to collect funds and handling fees for returned checks, and for referring the uncollected check to the office of the City Attorney for collection assistance.
- 7.3 The Finance, Treasury and Administration Division/Department shall assist departments in complying with this policy.

8.0 APPENDICES

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0410-21-07 LGL 2021-0032
TITLE: PETTY CASH, IMPREST, & OTHER REVOLVING FUNDS EFFECTIVE DATE: January 1, 2022 REVISION DATE (IF APPLICABLE)	

1.0 GENERAL

1.1 PURPOSE

The purpose of this administrative policy and procedure is to establish minimum standards for petty cash and change accounts.

1.2 TABLE OF CONTENTS

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments.

3.0 REFERENCES

SMC 07.03, Imprest Funds
SMC 03.01A.260, Finance, Treasury, and Administration
ADMIN 0410-21-03 Cash Handling Manual
ADMIN 0410-21-05 Cash Policy and Procedure
Washington State BARS Manual 3.8.8

4.0 DEFINITIONS

- 4.1 "Advance Travel Fund/Account" means a revolving fund established for travel advance purposes.
- 4.2 "Change Fund/Account" means cash set aside for the purpose of making change in across-the-counter cash transactions at authorized locations and activities.
- 4.3 "Custodian" means the individual responsible for the safekeeping, disbursement, and replenishment of petty cash accounts.
- 4.4 "Imprest Fund/Account" means a cash or bank account used for small, routine expenses. This term often used interchangeably with "Petty Cash"
- 4.5 "Petty Cash Fund/Account" means a cash fund or checking account set aside for the purpose of making incidental expenditures for which the issuance of a City of Spokane check would be too expensive and time-consuming.
- 4.6 "Revolving Fund/Account" means a fund that is continually replenished as withdrawals are made. This term is often used interchangeably with "Petty Cash"

5.0 POLICY

- 5.1 The City Council shall authorize each petty cash account by ordinance; initial setup and subsequent increases or decreases in the imprest amount shall be City Council authorized.

6.0 PROCEDURE

6.1 Establishing Petty Cash and Change Accounts

- 6.1.1 The Mayor, or authorized designee, may increase, or decrease the amount of a petty cash and change accounts from time to time.
- 6.1.2 For petty cash accounts of \$1,000 or more, an imprest checking account may be allowed. The establishment of checking accounts must be done through the Finance, Treasury, and Administration Division/Department, with the account name: City of Spokane, Department of (department name plus division or department name if appropriate).
- 6.1.3 Requests for new accounts, changes to existing accounts, or account closures are to be made to the City Treasurer and are required to be approved by the Mayor or authorized designee. Requests must include the following:

- Name and fund number of the department or activity center which will assume responsibility for the expenditures
- Amount required – estimated average monthly disbursements
- Purpose and justification for the petty cash fund
- Specific location of the fund, including building, floor, and area
- Planned precautions and available facilities to safeguard the petty cash fund
- Name of the fund custodian who will be responsible for safeguarding and dispensing cash
- Approval signature of the department head

- 6.1.4 The petty cash account amount shall be established by issuing an accounts payable check (warrant). When established by warrant, the transaction is a non-budget item, meaning the funds represent working capital for expenditures that are properly budgeted in other funds.
- 6.1.5 The authorized balance should not exceed one month's salary or the surety bond covering the custodian.
- 6.1.6 Department staff should periodically re-evaluate the need for and size of each petty cash and change account with the goal of reducing the size of petty cash accounts and eliminating unnecessary accounts.
- 6.2 Petty Cash and Change Account Responsibilities
- 6.2.1 The department head shall appoint a custodian(s) for each petty cash account. The custodian shall be an employee who does not process invoices, sign checks, perform general accounting, or cash receipt functions, if staffing allows. As part of the appointment, the custodian should render a receipt for the imprest amount to the Accounting Director from whom he/she receives it.
- 6.2.2 The petty cash custodian shall not be authorized to approve cash payments from the account or requests to replenish the account.
- 6.2.3 The department head or authorized designee should maintain on file a copy of the form designating the individual assigned as custodian of each petty cash or change account. A copy of this form should also be on file in the Accounting Department.
- 6.2.4 In instances where such segregation of duties is not possible, alternate compensating control plan shall be submitted to the Accounting Department. Alternate compensating controls could include such procedures as review by supervisors, managers, or other independent parties, verification by other staff, or reconciliation of the account by a person other than the custodian.
- 6.2.5 Unscheduled and intermittent spot checks of petty cash funds shall be made by the custodian's supervisor, or City audit staff.
- 6.2.6 If there is a change in the custodian's supervisor, prompt notice shall be given to the Accounting Department.
- 6.2.7 Annually, the Accounting Director will obtain confirmation of Petty Cash Funds. The confirmation from the appropriate department heads will confirm dollars authorized and issued for each fund along with the location and appointed custodian. As part of the confirmation process, petty cash will be counted and reconciled by someone other than the custodian.
- 6.2.8 The Accounting Director shall report the issued amount of all petty cash and change accounts in the City's general ledger in whichever fund expenditures are expected to be paid from.
- 6.2.9 The Accounting Director shall maintain a list of all authorized revolving funds, to include at a minimum, the type of account, purpose, authorized balance, custodian, and fund the cash is reported in.
- 6.3 Security of Funds
- 6.3.1 Petty cash funds and checks shall be stored in a secure location, such as a locked drawer, safe, or box.
- 6.3.2 Change accounts shall be stored in a secured locations, such as a locked drawer, safe, or box. Receipts are to be deposited intact on a daily basis.
- 6.3.3 The custodian's supervisor, department head, Accounting Department, Treasury, and City audit staff shall be notified within 24 hours if any of the following occurs: (1) material shortage; (2) theft is suspected; or (3) checks are missing.
- 6.4 Authorized Uses
- 6.4.1 Petty cash funds may be used for incidental items. The following items are examples of allowable expenditures. This list is not intended to be all-inclusive.
- Postage stamps and postage due expenses
Office supplies

Hardware and repair supplies

Keys

Copies and printing

Film and film developing

Notary commission fee

Reimbursement of travel expenses less than \$100, including local mileage and minor travel expenses, with receipts and an approved Training/Travel Authorization/Reimbursement form

Customer refunds

Other allowable City business expenses

6.4.2 Change funds are to be kept at the minimum level necessary to handle normal customer service needs. The amount of each change fund should be withheld at the close of each day from the total cash in the register or cash drawer for use the following day. The remaining cash is recorded as the current day's receipts and is reconciled to the receipt documents.

6.4.3 The use of petty cash accounts is prohibited for the following types of payments:

Payments to employees for salary or wages

Payments to individuals that could be subject to IRS 1099 reporting requirements

Travel advances

Personal use of any type

Cashing of personal checks for employees or others

6.5 Disbursements

6.5.1 Individual purchases from petty cash accounts shall not exceed \$100 unless approved in writing by the department head. Purchases shall not be divided in order to circumvent the \$100 limit.

6.5.2 Petty cash checking accounts require two signatures on each check. Departments should authorize a minimum of three check signers to ensure at least two signers will be available when needed.

6.5.3 All disbursements from petty cash accounts must be authorized and supported by receipts or other documentation.

6.6 Account Replenishment and Reconciliation

6.6.1 Petty cash accounts shall be replenished on a monthly basis to bring the balance up to the authorized amount. The amount replenished shall be the sum of all petty cash disbursements since the previous reimbursement; any differences shall be reconciled. Frequency of replenishments shall not exceed twice per month.

6.6.2 All replenishments shall be made through Accounts Payable and be subject to the same review and approval process as processed invoices.

6.6.3 Replenishment shall be made by voucher payment with the appropriate receipts attached. Receipts should show:

Date

Amount

Recipient

Purpose

6.6.4 Receipts should be perforated or canceled by some other means to prevent reuse. At the time of replenishment, the custodian should ensure that the balance remaining in petty cash, together with the amount of the replenishment voucher, equals the issued and authorized amount for the petty cash fund.

6.6.5 No receipts may be deposited to the fund other than approved replenishments and authorized increases to the account balance.

6.6.6 Petty cash accounts shall be counted and reconciled to the authorized amount at least once each accounting period, and when there is a change in custodian.

6.6.7 Checking accounts shall be reconciled to each monthly bank statement.

- 6.6.8 Upon reconciling, if the account shows minor overages or shortages, it shall be noted on the reconciliation, and it shall be reported to the supervisor immediately.
- 6.6.9 Petty cash and change accounts shall be reconciled as of December 31 each year to facilitate accurate year-end reporting. Reconciliation reports shall be forwarded to the Accounting Department for processing.
- 6.6.10 When an individual's appointment as custodian is terminated, the fund must be replenished and the imprest amount turned over to the disbursing officer. The Accounting Director must be notified of a change in custodian at the time the event occurs.

6.7 Account Reduction or Abolishment

- 6.7.1 When a petty cash account is reduced or abolished, funds shall be deposited and notice given to Finance, Treasury and Administration. When checking accounts are closed, unused checks and deposit slips shall be sent to Finance, Treasury and Administration.

7.0 RESPONSIBILITIES

- 7.1 The City Council, shall authorize the creation of new petty cash and change accounts.
- 7.2 The Mayor, or authorized designee, may increase, or decrease the amount of a petty cash and change accounts from time to time.
- 7.3 The Chief Financial Officer, or designee, is responsible for establishing and maintaining sound fiscal management practices for the proper receiving, safekeeping, and disbursing of City funds.
- 7.4 The Finance, Treasury and Administration – Treasury Services Department shall assist departments in complying with this policy.

8.0 APPENDICES

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.

REFUSE COLLECTOR II SPN 550 OPEN ENTRY

DATE OPEN: Monday, December 20, 2021 **DATE CLOSED: Monday, January 3, 2022 at 4:00 p.m.**
SALARY: \$38,824.27 annual salary, payable bi-weekly, to a maximum of \$60,865.20

DESCRIPTION:

A career with the City of Spokane is more than a pathway to success. It's all of us, helping to build a better community, every day. Make a difference in your community by becoming part of City of Spokane's Solid Waste Collection as a Refuse Collector II.

City of Spokane's Solid Waste Collection offers a full suite of curbside collection services for residential and commercial customers. Refuse Collector IIs drive an assigned route, operating a collection packer or collection dump truck. Our services use advanced automated trucks equipped with lifting mechanisms that pick up and empty refuse containers. This operation allows us to collect refuse and recycling more efficiently, which helps to keep Spokane clean and safe.

Upon application, all candidates must possess a Class B Commercial Driver's License (CDL) with Air Brake Endorsement and one year of professional driving experience with a Class B CDL. The position does have holiday and weekend work, as needed. No travel is required for this position and work locations are exclusively within the Spokane area. Additional perks include amazing employee benefits and a pension plan!

Pursue a career with City of Spokane by applying to our team today!

DUTIES:

- Drives and operates a refuse collection packer on an assigned route or a refuse collection dump truck on special trash collections; supervises the activities of assigned subordinate collectors and assists in moving, carrying and emptying refuse carts/cans; maintains daily route sheets of customers noting collection starts, stops, increases or decreases in service, and any extra charges; maintains records of charges for special collections.
- Drives and operates a rear-load collection truck on an assigned route. On occasion trains others to operate a rear-load truck. Tags single stream recycling and yard-waste for contaminants and performs related assigned duties.
- Must be able to learn several routes. Must be able to drive different trucks on various routes and not expect to be on any given route or to be using the same truck with any regularity.
- Drives and operates cart delivery truck. Maintains cart inventory in serviceable condition. Cleans, stores, repairs and replaces carts as needed.
- Explains ordinances, procedures and charges regarding refuse or recycling collection to property owners; receives, acts on or refers collection complaints to supervisor; advises property owner as to condition or location of containers; reports to supervision any damage done to private or public property.
- Maintains daily route computer sheets; prepares accident and injury reports as required; prepares private or public property damage reports as required. Reports vehicle maintenance needs to appropriate department.
- May fill in for Refuse Collector III when needed.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Experience:* One year of professional driving experience requiring a Class B Commercial Driver's License (CDL).
- *License:* Possession of a Class B Commercial Driver's License (CDL) with air brake endorsement.

EXAMINATION DETAILS:

You need to meet the minimum qualifications and pass the examination for this position to be eligible for hire. 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 Supplemental Questions to be filled out at time of application and a Structured Oral Interview.

SUPPLEMENTAL QUESTIONS

The supplemental questions are located within the application process. Please fill out all questions to the best of your knowledge.

Only the top candidates based on the scoring of the supplemental questions will move forward to the structured oral examination. The number of candidates interviewed is limited to no more than 40 for this round. Candidates who are not interviewed will remain eligible for future rounds of interviews.

STRUCTURED ORAL INTERVIEWS

The structured oral examination will take place on January 11-12, 2022. Candidates will receive an email notification to sign-up for a half-hour oral telephone examination.

The structured oral examination may include such subjects as:

- Accountability
- Interpersonal Skills
- Supervisory Skills
- Vehicle Operations

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/job> 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 17th day of December 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**REFUSE COLLECTOR II SPN 550
PROMOTIONAL**

DATE OPEN: Monday, December 20, 2021 **DATE CLOSED:** Monday, January 3, 2022 at 4:00 p.m.
SALARY: \$38,824.27 annual salary, payable bi-weekly, to a maximum of \$60,865.20

DESCRIPTION:

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

DUTIES:

- Drives and operates a refuse collection packer on an assigned route or a refuse collection dump truck on special trash collections; supervises the activities of assigned subordinate collectors and assists in moving, carrying and emptying refuse carts/cans; maintains daily route sheets of customers noting collection starts, stops, increases or decreases in service, and any extra charges; maintains records of charges for special collections.
- Drives and operates a rear-load collection truck on an assigned route. On occasion trains others to operate a rear-load truck. Tags single stream recycling and yard-waste for contaminants and performs related assigned duties.
- Must be able to learn several routes. Must be able to drive different trucks on various routes and not expect to be on any given route or to be using the same truck with any regularity.
- Drives and operates cart delivery truck. Maintains cart inventory in serviceable condition. Cleans, stores, repairs and replaces carts as needed.
- Explains ordinances, procedures and charges regarding refuse or recycling collection to property owners; receives, acts on or refers collection complaints to supervisor; advises property owner as to condition or location of containers; reports to supervision any damage done to private or public property.
- Maintains daily route computer sheets; prepares accident and injury reports as required; prepares private or public property damage reports as required. Reports vehicle maintenance needs to appropriate department.
- May fill in for Refuse Collector III when needed.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements:

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

- *Experience:* One year of experience in the classification of Refuse Collector I.
- *License:* Possession of a Class B Commercial Driver's License (CDL) with air brake endorsement.

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

EXAMINATION DETAILS:

You need to meet the minimum qualifications and pass the examination for this position to be eligible for promotion. 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 written test and a performance evaluation, with weights assigned as follows:

- Written Test: 80%
- Performance Evaluation: 20%

The written test will be conducted upstairs, at the Central Services Center (915 N Nelson St., Spokane, WA 99217) on January 13, 2022. The approximate duration of the test will be 1 hour 30 minutes.

The written test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Organizational Awareness
- Safety & Occupational Hazards
- Teamwork
- Technical Competence
- Vehicle Operations

PROMOTIONAL EVALUATION DETAILS

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

- 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.

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 17th day of December 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

MISCELLANEOUS WATERWORKS PRODUCTS – TJ MEENACH SEWER PIPING (RE-BID) Engineering Services ITB #5565-22

Description: The City of Spokane is seeking electronic bids for products to be used by the Engineering Services Department for the TJ Meenach Bridge project.

Bid Opening: Sealed electronic bids will be accepted until **Monday, January 10, 2022 at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. 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.

Please submit any questions on our bidding portal to the 'Clarifications' tab under the applicable project number.

The City reserves the right 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.**

Thea Prince, Sr. Procurement Specialist
Purchasing Department

Publishing: December 22 & 29, 2021

