



Official Gazette

City of Spokane, Washington

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

Volume 112

APRIL 20, 2022

Issue 16



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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Minutes

Monday, April 11, 2022

BRIEFING SESSION

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

Clerical Note: The City Council resumed its in-person meetings beginning March 14, 2022. City Council Members, City staff, presenters, and members of the public still have the option to participate virtually via WebEx during all meetings, with the exception of Executive Sessions which are closed to the public.

Roll Call

On roll call, Council President Beggs and Council Members Bingle, Cathcart, Stratton (appearing virtually), and Zappone were present. Council Members Kinnear and Wilkerson were absent.

City Administrator Johnnie Perkins, Director of Policy and Government Relations Brian McClatchey, and City Clerk Terri Pfister were also present for the meeting.

Advance Agenda Review

The City Council received an overview from staff on the April 18, 2022, Advance Agenda items.

Action to Approve April 18, 2022, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the April 18, 2022, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Bingle, seconded by Council Member Zappone, **to approve** the April 18, 2022, Advance Agenda; **carried 5-0.**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed the April 11, 2022, Current Agenda.

Report by CHHS Department regarding the recommendation from CoC for a shelter operator in response to an issued RFP (OPR 2022-0247)

Motion by Council Member Stratton, seconded by Council Member Cathcart, **to defer** to April 18, 2022, the report by CHHS Department regarding the recommendation from CoC for a shelter operator in response to an issued RFP; **carried 5-0.**

Emergency Ordinance C36190

Motion by Council Member Stratton, seconded by Council Member Cathcart, **to defer** Emergency Ordinance C36190—interim zoning ordinance concerning the siting of indoor emergency shelters—to April 18, 2022; **carried 4-1.**

Resolution 2022-0001

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to defer** Resolution 2022-0001—establishing year-long 20 mph speed limits on streets adjacent to certain parks (as identified in the addendum on file in the City Clerk's Office), after expiration of a two-year pilot project—to May 2, 2022; **carried 5-0.**

Action to Approve April 11, 2022, Current Agenda

Following staff reports and Council inquiry and discussion regarding the March 21, 2022, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Zappone, seconded by Council Member Cathcart, **to approve** the April 11, 2022, Current Agenda; **carried 5-0.**

CONSENT AGENDA

Upon 5-0 Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:

Value Blanket Renewal 2 of 4 with Transport Equipment (Spokane Valley, WA) for as-needed purchase of air brake parts—\$150,000. (OPR 2021-0182 / RFQ 5272-20) (Council Sponsor: Council Member Wilkerson)

Rebuild of Under Bridge Inspection Truck by Aspen Aerials (Duluth, MN) as a safety requirement for the Fleet Services Department—\$403,034.04 (incl. tax). (OPR 2022-0219) (Council Sponsor: Council Member Wilkerson)

Three-year Master Value Blanket Orders for Miscellaneous Stock Steel, with options for two one-year renewals, with:

- a. CDA Metals (Spokane)—\$600,000 (\$200,000 annually) (incl. tax) (OPR 2022-0241 / ITB 5605-22), and
 - b. Haskins Steel (Spokane)—\$600,000 (\$200,000 annually) (incl. tax). (OPR 2022-0242 / ITB 5605-22)
- (Council Sponsor: Council Member Kinnear)

Five-Year Interlocal Agreement with Spokane County for Detention Services/Geiger Work Crew Services—\$300,000. (Updated - previously approved by City Council on January 3, 2022.) (OPR 2022-0012) (Council Sponsors: Council Members Wilkerson and Cathcart)

Value Blanket Amendment with Airgas Specialty Products, Inc. (Lawrenceville, GA) for purchase of anhydrous ammonia for the Waste to Energy Facility through December 31, 2022—additional cost \$75,000 (plus tax) due to rate increases as a result of current market conditions. (OPR 2019-0841 / ITB 5121-19) (Council Sponsor: Council Member Kinnear)

Contract Amendment with Knight Construction & Supply, Inc. (Deer Park, WA) for mechanical repairs at the Waste to Energy Facility through March 31, 2022—additional cost \$25,000. Total contract amount \$1,825,000. (OPR 2017-0257 / RFB 4337-17) (Council Sponsor: Council Member Kinnear)

Contract Renewal 2 of 4 with United States Electric Corporation (Olympia, WA) for high voltage electrical maintenance and technical support services at the Waste to Energy Facility from May 1, 2022 through April 30, 2023—\$299,000 (plus tax). (OPR 2020-0418 / PW ITB 5230-20) (Council Sponsor: Council Member Kinnear)

Consultant Agreement with Osborn Consulting Incorporated (Spokane) for management, administration, and coordination of the Northeast Stormwater Study from April 1, 2022 through December 31, 2023—\$378,937 (excluding tax). (OPR 2022-0243 / ENG 2018112 / RFQu-5532-21) (Council Sponsor: Council Member Kinnear)

Master Public Works Contract with Arrow Concrete & Asphalt Specialties, Inc. (Spokane Valley, WA) for on-call off-street parking lot repair and maintenance from April 17, 2022 through April 16, 2023—not to exceed \$200,000. (OPR 2022-0244 / IPWQ 5586-22) (Council Sponsors: Council Members Wilkerson and Cathcart)

Low Bid of Iron Horse, LLC (Fairview, OR) for the Cure-In-Place-Pipe (CIPP) 2020 Project—\$1,354,009. An administrative reserve of \$135,400.90, which is 10% of the contract price, will be set aside. (OPR 2022-0245 / ENG 2021078) (Council Sponsor: Council Member Kinnear)

Low Bid of DW Excavating, Inc. (Davenport, WA) for Riverside Avenue – Monroe Street to Division Street Project—\$4,730,394.10. An administrative reserve of \$473,039.41, which is 10% of the contract price, will be set aside. (OPR 2022-0246 / ENG 2016120) (Council Sponsor: Council Member Kinnear)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through March 25, 2022, total \$11,701,084.64 (Check Nos.: 585034-585271; ACH Nos.: 100900-101287), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$10,533,721.64. (CPR 2022-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through April 1, 2022, total \$2,705,163.53 (Check Nos.: 585272-585407; ACH Nos.: 101288-101483), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$2,534,252.44. (CPR 2022-0002)
- c. Payroll claims of previously approved obligations through April 2, 2022: \$7,832,657.89 (Check Nos.: 562521-562650). (CPR 2022-0003)

City Council Meeting Minutes: March 21, March 28, and March 31, 2022. (CPR 2022-0013)

Council Recess/Executive Session

The City Council adjourned at 4: 18 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Beggs.

Roll Call

On roll call, Council President Beggs, and Council Members Bingle, Cathcart, Stratton (attending virtually), and Zappone were present. Council Members Kinnear and Wilkerson were absent.

Director of Policy and Government Relations Brian McClatchey and City Clerk Terri Pfister were also present for the meeting.

MAYORAL PROCLAMATIONS

April 4, 2022 *Giving Joy Day*

Council Member Cathcart read the proclamation. Dr. David May, President, Eastern Washington University accepted the proclamation and commented on the event.

April 2022 *Autism Awareness Month*

Council Member Bingle read the proclamation. Jill Ide, Community Connections Director, Northwest Autism Center, who was accompanied by two other representatives, accepted the proclamation, remarked on the event, and presented an Autism Awareness Month poster to the City.

April 24-30, 2022 *Holocaust Days of Remembrance*

Council Member Zappone read the proclamation. Hershel Zellman accepted the proclamation and commented on the event.

NEIGHBORHOOD REPORT

West Hills Neighborhood

Karen Carlberg, Chair, provided a report on the West Hills Neighborhood, including its events, accomplishments, and concerns.

There were no **Administrative Reports**.

BOARD AND COMMISSION APPOINTMENTS

Community, Housing, and Human Services Board (CPR 2012-0033)

Upon Unanimous Voice Vote, the City Council **approved** the appointment of Barbara Lee and Karen Ssebanakitta to three-year terms on the Community, Housing, and Human Services Board, to serve from April 18, 2022, to April 17, 2025.

ANNOUNCEMENT

Council President Beggs announced changes to the City Council's Legislative Agenda that occurred during the Council's Briefing/Administrative Sessions.

There were no **Council Committee Reports**.

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

Special Budget Ordinance C36188 (Council Sponsors: Council President Beggs and Council Member Kinnear)

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

Upon 4-1 Roll Call Vote, the City Council **rejected Special Budget Ordinance C36188** amending Ordinance No. C36161 passed by the City Council December 13, 2021, and entitled, "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," and declaring an emergency and appropriating funds in:

Fleet Services Fund

1) Increase revenue by \$264,259.

A) Of the increased revenue, \$264,259 is from interfund fuel sales from other city departments.

2) Increase appropriation by \$264,259.

A) Of the increased appropriation, \$264,259 is provided solely for supplies and equipment related to Clean Fuel Infrastructure Reserves expenses in the Fleet Services Department.

(This action arises from the creation of the Clean Fuel Infrastructure Reserve Plan.)

Ayes: Beggs, Bingle, Stratton, and Zappone

Nays: Cathcart

Abstain: None

Absent: Kinnear and Wilkerson

(Note: Special budget ordinances require five affirmative votes for passage.)

Special Budget Ordinance C36189 (Council Sponsor: Council Member Stratton)

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

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C36189** amending Ordinance No. C36161 passed by the City Council December 13, 2021, and entitled, "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," and declaring an emergency and appropriating funds in:

General Fund

1) Delete one classified Supervisory Probation Officer position (from 1 to 0) and decrease the associated appropriation for salary and benefits in the Community Justice Services Department.

2) Decrease the salary appropriation for two vacant Community Justice Coordinator positions by \$7,500 each, or \$15,000 in total, in the Community Justice Services Department.

3) Add one exempt Director of Community Justice Services position (from 0 to 1) and increase the associated appropriation for salary and benefits in the Community Justice Services Department.

A) There is no change to the overall appropriation level in the General Fund.

(This action arises from the need to create a Director of Community Justice Services position.)

Ayes: Beggs, Bingle, Cathcart, Stratton, and Zappone

Nays: None

Abstain: None

Absent: Kinnear and Wilkerson

EMERGENCY ORDINANCE

For Council action on Emergency Ordinance C36190, see section of minutes under 3:30 p.m. Administrative Session.

RESOLUTIONS

For Council action on Resolution 2022-0001, see section of minutes under 3:30 p.m. Administrative Session.

Resolution 2022-0031

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

Upon 5-0 Roll Call Vote, the City Council **adopted Resolution 2022-0031** adopting various amendments to the City Council's Rules of Procedure for 2022.

Ayes: Beggs, Bingle, Cathcart, Stratton, and Zappone
Nays: None
Abstain: None
Absent: Kinnear and Wilkerson

FINAL READING ORDINANCE

Final Reading Ordinance C36186 (Council Sponsor: Council President Beggs and Council Member Wilkerson)

Subsequent to a presentation by Inga Note of Integrated Capital Management, Council inquiry and discussion, with staff response, and an opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Motion by Council Member Cathcart, seconded by Council Member Bingle, to defer Final Reading Ordinance C36186—relating to traffic control device visibility and vegetation control along roadways—for one week (to April 18, 2022, Agenda); **carried 5-0.**

FIRST READING ORDINANCE

For Council action on First Reading Ordinance C36191, see section of minutes under “Hearings.”

There were no **Special Considerations**.

HEARINGS

Hearing on Vacation of the Alley between Sanson Avenue and Everett Avenue and Related First Reading Ordinance C36191

The City Council held a hearing on the vacation of the alley between Sanson Avenue and Everett Avenue, from the east line of Freya Street to the west line of Sycamore Street, as requested by Jeff and Stacey Boies. Subsequent to a presentation by Eldon Brown of Developer Services and the opportunity for public testimony and Council commentary, with none provided, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **approved, subject to conditions** (in the Street Vacation Report dated February 15, 2022) the vacation of the alley between Sanson Avenue and Everett Avenue, from the east line of Freya Street to the west line of Sycamore Street, as requested by Jeff and Stacey Boies.

Ayes: Beggs, Bingle, Cathcart, Stratton, and Zappone
Nays: None
Abstain: None
Absent: Kinnear and Wilkerson

In conjunction with the hearing, Ordinance C36191—vacating the alley between Sanson Avenue and Everett Avenue, from the east line of Freya Street to the west line of Sycamore Street—was read for the first time, with further action deferred.

OPEN FORUM

The following individual(s) spoke during Open Forum:

- Becky Dickerhoot
- Marilyn Darilick
- Hash
- Anna
- John Artis
- Tracy Blum
- Kim Schmidt
- Teresa Simon
- Ron Simon
- Barry Barfield
- Robert Moody
- Julie Garcia

- Jim Bertramson
- Breianna Gorder
- Katherine Corrick
- Andrea Rose
- Tom Robinson
- Ali Grounds
- Helen Klemp
- Anwar Peace
- Hallie Bruchinal
- Dave Zehrung

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 8:03 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
28 February, 2022

Called to Order: 10:02 AM PST

Recording of the meeting may be viewed here: <https://vimeo.com/68298794>

Attendance

Committee Members Present:

CM Wilkerson (Chair), CM Cathcart (Vice Chair), Council President Beggs, CM Kinnear, CM Stratton, CM Bingle, CM Zappone (joined at 10:07)

Staff/Others Present:

Hannahlee Allers, Matt Boston, Mark Carlos (scribe), Justin Lundgren, Jacqui MacConnell, Garrett Jones, Rick Giddings, Paul Ingiosi, Micaela Martinez, Tonya Wallace, Michelle Murray, Brian McClatchey

Approval of Minutes: 10:02 AM PST

CM Bingle moved to approve, CM Stratton seconded. Agenda and minutes were approved unanimously.

Agenda Items

Discussion Requests

1. Mayoral Appointee – Director of Customer Experience – Meghan Steinolfson
 - Action Taken
CM Wilkerson and CM Bingle agreed to sponsor this item to move forward for formal Council consideration.
2. SBO – Spokane Police Department Hire-Ahead FTEs – Jacqui MacConnell
 - Action taken
CP Beggs, CM Cathcart and CM Kinnear agreed to sponsor this item to move forward for formal Council consideration. It was recommended that this topic will be further discussed at Public Safety & Community Health Committee.
3. SBO – Positions from CD/HS Operations to Grants Management – Tonya Wallace
 - Action taken
CM Wilkerson and CM Bingle agreed to sponsor this item to move forward for formal Council consideration.
4. SBO – Salary Savings to Contractual Services - Paul Ingiosi
 - Action taken
CM Wilkerson and CM Cathcart agreed to sponsor this item to move forward for formal Council consideration.
5. Robert Half Contract Amendment - Michelle Murray
 - No action taken
CM Wilkerson and CM Cathcart agreed to sponsor this item to move forward for formal Council consideration.

6. SBO - Personal Protection Equipment ARPA - Jake Miller (taken at 2:47-2:35)
 - Action taken
CM Wilkerson and CM Cathcart agreed to sponsor this item to move forward for formal Council consideration.
7. Monthly Transfer Report
 - No Action taken
Presentation only, CM Wilkerson is sponsoring
8. Division organization amendment – Tonya Wallace
 - Action taken
CP Beggs will sponsor this item to move forward for formal Council consideration.
9. New Dog Park Planning and Development – Garrett Jones
 - Action taken
CM Kinnear and CM Stratton will sponsor this item to move forward for formal Council consideration.
10. Investment Allocation Methodology
 - Action taken
CM Wilkerson will sponsor this item to move forward for formal Council consideration.

Consent Items (no discussion was requested or had)

1. SBO – JAG21 Grant Award (Police)
2. CME Cable Channel Agreement with KSPS
3. Purchase of a Tractor (Fleet)
4. Special Counsel Contract Amendment (Legal)
5. Treasury Emergency Rental Assistance 1.0 Reallocation Subgrant Recommendation (CHHS)
6. Cityworks by Azteca Systems, LLC Annual Software Maintenance and Support (ITSD)
7. Continuation for Salesforce License Ongoing annual maintenance and support of the City's CRM system. (ITSD)
8. Customer Relationship Management System (CRM) Annual Software Maintenance and Support (ITSD)
9. Oracle's PeopleSoft and Database Annual Software Maintenance and Support (ITSD)
10. Armored Car Service Contract Renewal (Finance)

Executive session None.

Adjournment The meeting adjourned at 11:06 a.m PST, next meeting will be on March 21st at 1:15 PM

Prepared by: Mark Carlos, Assistant to CM Betsy Wilkerson (Committee Chair)

STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience
February 14th, 2022

Call to Order: 1:17pm

Recording of the meeting may be viewed here: February 14th, 2022 Urban Experience Committee on Vimeo

Attendance

Committee Members Present: CM Stratton (Chair), CP Beggs, CM Kinnear (Departure at 2:45), CM Wilkerson, CM Cathcart, CM Bingle

Staff/Others Present: Annica Eagle, Melissa Owen, Andrew Chanse, Kara Odegard, Jesten Ray, Brian McClatchey, Daniel Ramos III, Mary Muramatsu, Garrett Jones

Approval of Minutes

- Action taken
CM Wilkerson makes the motion for approval, CM Kinnear and CP second.

Agenda Items

Discussion items

1. 2022 Clean Up Program for Neighborhoods
 - Action taken
Presentation and Discussion
2. Corbin Cottages Rezone
 - Action taken
Presentation on Type III application for rezone. Discussion.
3. Library Update
 - Action taken
Presentation and Discussion
4. Resolution Reinstating the Sustainable Action Committee
 - Action taken
Presentation and Discussion
5. Mobile Parking Payment Systems Integrator
 - Action taken
Presentation and Discussion
6. Housing Action Subcommittee Recommendations for 1590 Housing dollars
 - Action taken
Presentation and Discussion
7. Eccovia, Inc., Homeless Management Information System Software Extension
 - Action taken
Presentation and Discussion
8. Discussion on Proposed Protection of Public Lands Ordinance and Corresponding Resolution
 - Action taken
Presentation and Discussion
9. Resolution Committing to a Public Comment Process on Community Water Fluoridation
 - Action taken
Presentation and Discussion

Consent items

1. Two Multi-Family Tax Exemption (MFTE) Conditional Agreements
2. Man Shop Rezone (Type III land use application) from O-35 to OR-55
3. Cochran Basin Project – Pipe Pre-Order Follow Up
4. Vacation of the alley between Sanson and Everett, from Freya to Sycamore
5. Hyland Software, Inc. Annual Software Maintenance and Support
6. Contract for Technical Services for PMO and ITSD Projects
7. True Value Investment Advisory Services Agreement
8. Recycled Materials Value Blanket

Executive session

None.

Adjournment

The meeting adjourned at 3:01pm

STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
1/10/22 – MINUTES

Attendance

City Employees: CP Breean Beggs, Marlene Feist, Hannahlee Allers, Kris Becker, Eric Finch, Shauna Harshman, Inga Note, CM Lori Kinnear, Melissa Morrison, Nathaniel Odle, Mike Piccolo, Teri Stripes, CM Michael Cathcart, Kelsey Martin, CM Stratton, CM Jonathan Bingle, Jeff Gunn, Garrett Jones, Matt Boston, Katherine Miller, Nicolette Ocheltree, Michael Sloon, CM Zack Zappone, Jenn Cerecedes, Brian McClatchey, CM Betsy Wilkerson, Erik Poulsen,

Non-City Employees: None

The meeting started at 1:17 pm.

Approval of Minutes:

The December 13th, 2021 meeting minutes were approved. Motion CM Lori Kinnear, seconded by CP Breean Beggs.

Agenda Items:

- 1. MFTE Designating Residential Targeted Areas (Garland & University District)- Teri Stripes**
Presentation showing target area to expand MFTE boundary to incentivize housing demand. Explanation of what MFTE is and how it stimulates building to support housing need. Add in Garland business area and add in U District area per map. Two areas would increase target size by approximately 70 acres. Process and timeline shown from January 10th to mid-March. Full code review and update coming this spring.
- 2. Traffic Engineering Contract to Support the Traffic Calming Program- Inga Note**
Presentation on contract with an engineering firm for traffic calming. Background is to create a multi-year list of projects. Outreach would be for 9 neighborhood workshops (3 per district) and then follow-up workshops to share concepts. Initial list of 5 projects per neighborhood, traffic/ped counts, identify top 3 projects per neighborhood, and cost estimates for the 87 projects. Expectation is to construct 15-20 projects per year over 4+ years. Schedule and timeline given with contract estimate of \$400,000-600,000. CM Kinnear asked about neighborhoods who have project lists, Shauna responded on the prioritization and process.
- 3. Amendment No. 2 to the MOA between the City and County regarding wastewater treatment charges & payments- Marlene Feist**
Background on the MOA and charges, how flow is measured from City and County, and charge per million flow. This agreement would extend and update agreement for five years.
- 4. VOA Hope House Operations Funding Need- Jenn Cerecedes and Eric Finch**
Shared where the funding need is for VOA and looking at the funding for other shelters and where some gaps are. Background on how housing for women is one of the tightest groups for need and supply.
- 5. Treasury Emergency Rent Assistance 2 (ERA2) Sub Grant Recommendation- Kelsey Martin and Eric Finch**
Eric gave background on the need and turned over to Kelsey who went over the request from CHHS board to distribute funds and to which recipients. A current update on the rental assistance program. CM Cathcart had a question regarding the RFP and wanted to know if SNAP was connected with. Kelsey responded on when the RFP went out, who applied, and that SNAP was aware but wasn't interested. CM Cathcart had a question on the funding which Kelsey answered and final question on how long turn around for the applications which Kelsey responded on the time and process. CM Bingle had a question on the other applicant (Spokane Workforce) and another on if landlords/tenants programs are involved. Kelsey talked about the Landlord Association and Tenant's Union being involved with Live Stories. CM Bingle asked about Family Promise and their denial, Kelsey gave background on funding and lack of MOU's.
- 6. 1590 Framework and Housing Action Subcommittee Update- Melissa Morrison**
Presentation on the framework, funding allocation on new units and services, and additional recommendations. CM Kinnear asked about if the group is looking at former hotel and/or commercial locations that can be converted into housing. CM Wilkerson gave insight that there currently aren't any motels/hotels available for purchase.
- 7. Building Permit/Construction Updates- Kris Becker**
Presentation with the permit activity, annual construction valuations (\$638 million which is a new record year), valuations by project sizes, ended year at 400 new single family residence permits, map with projects, and conversation on review timeframe.

Consent Items:

Consent items approved.

Executive Session:

There was no Executive Session.

Adjournment:

The meeting was adjourned at 2:15 pm.

STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
12/13/21 – MINUTES

Attendance

City Employees: Hannahlee Allers, Kris Becker, Marlene Feist, Garrett Jones, Raylene Gennett, Clint Harris, David Paine, Richard Giddings, Eldon Brown, CM Karen Stratton, CM Lori Kinnear, CM Betsy Wilkerson, Michael Sloon, CP Breean Beggs, CM Michael Cathcart, Eric Finch, Marlene Feist, Michelle Loucks, Brian McClatchey, Kara Odegard, Tonya Wallace, Meghann Steinolfson, CM Kate Burke, CM Candace Mumm, Matt Boston

Non-City Employees: Tara Alfano, Alisha Shaw

The meeting started at 1:18 pm.

Approval of Minutes:

The November 8th, 2021 meeting minutes were approved. Motion CM Betsy Wilkerson, seconded by CP Breean Beggs.

Agenda Items:**1. Family Promise, Guardians Hotel, and YWCA Safe Shelter- Eric Finch**

Overview of the mentioned locations and the RFP from four weeks ago, the number of additional nights/spaces for families and women which were focused on due to limited capacity in the system. The RFP is open and ongoing for continuous improvement. CM Kinnear had a question regarding individuals outside of City Hall in the Camp Hope 2.0 and if increased options apply to them. Eric answered how the spaces currently and those coming are options and the plan on how to assist the needs and connect with services. CM Kinnear also mentioned the dozens that are camped along the river and need addressed. CM Wilkerson had a question regarding hoteling and the effectiveness based on the cost. CM Cathcart asked about bed availability since protest started and what options there are moving forward. House of Charity had been closed due to Norovirus until Friday, approximately 30 beds for men, minimal for women, 15-20 for families, and 30 for young adult. During Homeless Coalition meeting tomorrow a conversation on availability and access will be discussed. CM Cathcart commented about the public facing database where providers can update numbers and everyone can be on the same page.

2. Parks Holiday Update- Garrett Jones

Presentation on Winter Activation with the RFP Holiday Tree Walk through January 2nd, Light up the Night Trail of Lights until January 2nd, Cowley Park Lights through January 31st, Mainto Holiday Lights drive thru 10th-16th, walk thru 17th-19th, Wheatland Bank Horse/Carriage Rides on weekends, Ice Ribbon, overview of recreation winter activities, and New Year's Eve fireworks. CM Kinnear suggested using multiple parks especially for the walk thru to limit impact to one neighborhood.

3. STA UTap Contact Amendment- Meghann Steinolfson

Contract renewal for employees to use badges to ride the bus. The parking downtown is prime and access to the bus allows employees to park further away and utilize STA and limit congestion.

4. State Auditors Exit Audit Report- Tonya Wallace, Tara Alfano, and Alisha Shaw

Presentation on the Exit Conference. Presented in November at the Finance Committee, after this should be able to publish. Overview of Federal Grant compliance and findings. Looked at Emergency Solutions Grant, COVID-19 Emergency Solutions Grant, Home Investment Partnerships, and COVID-19 Coronavirus Relief Funds. There was a questioned cost regarding subrecipient's indirect costs. There had been a change/update for reimbursement request based on dates and where submitted. Recommendation was that the City be aware of changes and to comply with grant.

5. University District PDA Update- CP Breean Beggs

Moved to Public Infrastructure and Environmental Sustainability meeting in January.

6. 20 MPH Pilot – CM Lori Kinnear

CM Kinnear gave a background on the program and posting seasonal 20 MPH signs around certain parks. With COVID and increase use of parks and sidewalk usage the resolutions are asking for the 20 MPH be year-round after pilot for specific parks and adjacent streets as well as High Drive be 30 MPH from Streets recommendation.

7. Building Permit/Construction Updates- Kris Becker

Presentation shared, increase in permits shared, this year passed last year on revenue, increase in smaller revenue projects, 352 new single-family residence permits with some in the pipeline, map for locations shared and will be send via email to council members, 691 new multi-family units permitted with some in review still, map for locations shared, and answered questions.

8. Green Fleet Sustainability Plan- Rick Giddings

A more depth presentation will be presented at PIES in January. A presentation was shared with recommendations, ZEV Deployments, EVSE installations with estimated costs and deployment map,

Consent Items:

Consent items approved.

Executive Session:

There was no Executive Session.

Adjournment:

The meeting was adjourned at 2:20 pm.

Public Safety & Community Health Committee
Meeting Minutes – December 6, 2021

Call to Order: 1:16 PM

Attendance:

PSCHC Members Present: CM Kinnear; CP Beggs; CM Mumm; CM Stratton; CM Burke (arrived at 1:48 PM); CM Cathcart; and CM Wilkerson.

Staff/Others Present: City Administrator Johnnie Perkins, Mike Piccolo, Eric Finch, George Dahl, Justin Lundgren, Eric Olsen, Michael McNab, Jacqui MacConnell, Brian Schaeffer, Marlene Feist, Jay Atwood, Carly Cortright, Jerrall Haynes, Michael Diamond, Patrick Striker, Erik Poulsen, Brian McClatchey, Giacobbe Byrd, and Hannahlee Allers.

Approval of November 1, 2021 minutes: Motion to approve by CM Wilkerson; M/S by CM Stratton. The committee approved the minutes from the November 1, 2021 PSCHC meeting unanimously.

CONSENT AGENDA ITEMS**Monthly Reports:**

1. OPO Monthly Update – October 2021
2. Photo Red Update (SPD)
3. December Strategic Initiatives Report (SPD)
4. 2021 3Q Forfeiture Proceeds and Expenditure Report (SPD)

Consent Agenda Portion:

1. Photo Speed Expansion (SPD)

STRATEGIC PLANNING SESSION**Strategic Priority: Integrated 911/Dispatch**

NONE

Strategic Priority: Integrated Response

NONE

Strategic Priority: Criminal Justice Reform

NONE

Strategic Priority: City-Wide Clean & Safe

NONE

DISCUSSION ITEMS**Staff Requests:****Agreement with SREC for CAD and IT Reimbursement – Jay Atwood (10 minutes)**

Assistant Chief Jay Atwood briefed Council on this interlocal agreement (ILA) tied to SREC to be able to recover their share of the costs for technology related items. This ILA essentially splits the cost between SFD and SREC based on call volume. These costs will be billed on an annual basis moving forward.

Contract Renewals with SNAP for Essential Repair and Single-Family Rehabilitation Programs – George Dahl (15 minutes)

George Dahl briefed Council on the proposal to renew contracts with SNAP for 2022 for the Single-Family Rehab and Essential Repair programs. These programs help out low-income homeowners with both large-scale repair and smaller scale projects. CM Wilkerson asked what other providers in Spokane provide these services. Mr. Dahl said that there are others that offer services within this portfolio but that this is the largest offering of this sort for homeowners.

Update on Office of Civil Rights – Jerrall Haynes & Carly Cortright (15 minutes)

Jerrall Haynes updated Council on the Office of Civil Rights and his positions in particular. He shared that his priority objective is to partner with community stakeholders to develop a new plan that outlines and Office of Civil Rights. Mr. Haynes talked about the importance of reviewing and reflecting on historical context and existing stakeholder engagement and feedback in this work. Mr. Haynes shared a potential office framework, timeline, and stakeholder engagement progress and goals with Council. Mr. Haynes stressed the importance of partnering with other Cities to better understand best practices in this work. Mr. Haynes finished his presentation by sharing his guiding principles of equity, community-centeredness, inclusion, innovation, trust, and collaboration. CM Wilkerson asked how Mr. Haynes envisions enforcement of some of these issues on the administrative side. Mr. Haynes said that administration has been incredibly supportive, positive, and responsive to this work. CM Cathcart said that his understanding of this position is that it would be more educational than about enforcement and asked what Mr. Haynes' vision for this position is. Mr. Haynes said that right now it has to be a good balance of both. He said there will need to be a huge focus on education as well as an internal facing role. CM Cathcart asked how Mr. Haynes would measure progress or success over the next year. Mr. Haynes said that impact of educational efforts would be a primary indicator of success. CP Beggs gave some historical context on the creation of this office and this position and asked Mr. Haynes to return sometime in the first quarter to give Council a timeline for when citizens can come to his office and submit a complaint and the matter will be investigated and enforced in a timely matter.

Extension of Interlocal Agreement with Spokane County Treasurer for Processing Payments of Utility Bills – Marlene Feist (5 minutes)

CP Beggs' motion to refer this item to the consent agenda seconded by CM Mumm and approved unanimously.

Absolute Drug Testing (ADT) Contract Extension for Drug Testing –Michael Diamond (5 minutes)

CP Beggs' motion to refer this item to the consent agenda seconded by CM Mumm and approved unanimously.

Approval of Contract Amendments for Special Counsel Contracts –Mike Piccolo (5 minutes)

CP Beggs' motion to refer this item to the consent agenda seconded by CM Mumm and approved unanimously.

Council Requests:**C.O.P.S. Update – Patrick Striker (15 minutes)**

Patrick Striker updated Council on what C.O.P.S. has been working on in the last few months. Mr. Striker shared some statistics and anecdotal data on crime prevention and volunteer efforts. Mr. Striker introduced the C.O.P.S crime victim advocates who shared their experience working with community members who have been a victim of a crime. The crime victim advocates also talked about their educational efforts. CM Stratton thanked the C.O.P.S team for all their work. CM Wilkerson asked if they've looked at expansion capacity – especially for graffiti abatement in the neighborhoods. Mr. Striker said he would love to have a conversation about capacity for that work.

CHHS Update – Eric Finch (10 minutes)

Eric Finch gave Council an NHHS/CHHS status summary, which included four staff being hired, a CHHS Director candidate being brought forth for Council consideration, shelter surge capacity progress, and other achievements. Mr. Finch updated Council on their progress in their four main lines of effort – including operations goals, training and team building, policy and planning, and communication. Mr. Finch lauded the team's progress in all of these areas. CM Wilkerson said she struggles with the talk of a regional approach. She asked who makes regional decisions in this realm. Mr. Finch said it is still all of us who are responsible for being a part of those conversations. CM Mumm said that at this point we need a strategic plan and business cases to have community conversations and make smart funding decisions moving forward. CM Kinnear echoed CM Mumm's sentiments. Mr. Finch shared updates on shelter capacity planning and draft recommendations for actions. CM Cathcart commented that the Health District had issues with the state of disrepair for hotel/motel solutions.

State Legislative Update:

NONE

ADMINISTRATION REQUESTS:

NONE

Action Items:

NONE

Executive Session:

NONE

Adjournment: CM Kinnear adjourned the meeting at 2:16 PM. The next PSCHC meeting will be held Monday, January 10, 2021.

**Public Safety & Community Health Committee
Meeting Minutes – November 1, 2021**

Call to Order: 1:16 PM

Attendance:

PSCHC Members Present: CM Kinnear; CP Beggs; CM Mumm; CM Stratton (arrived at 1:18pm); CM Burke; CM Cathcart; and CM Wilkerson.

Staff/Others Present: City Administrator Johnnie Perkins, Mike Ormsby, Assistant Chief Justin Lundgren, Eric Olsen, David Singley, Michael McNab, Nate Spiering, Rick Giddings, Jacqui MacConnell, Chief Brian Schaeffer, Howard Delaney, Brian McClatchey, Giacobbe Byrd, and Hannahlee Allers.

Approval of October 4, 2021 minutes: Motion to approve by CM Beggs; M/S by CM Mumm. The committee approved the minutes from the October 4, 2021 PSCHC meeting unanimously.

CONSENT AGENDA ITEMS**Monthly Reports:**

1. OPO Monthly Update – September 2021
2. Photo Red Update (SPD)
3. November Strategic Initiatives Report (SPD)

Consent Agenda Portion:

1. SBO for FY21-22 Mental Health Team Grant Award (SPD)
2. SBO for Hostage Negotiations Team Protective Equipment (SPD)
3. Contract Renewal for Heavy Equipment Body Repair Services (SFD)
4. Industrial Pretreatment Program Multijurisdictional Agreement (MJA) with Spokane County (Public Works)
5. Public Rule – Industrial Pretreatment Program Fees (Public Works)
6. Contract Renewal for Tire Services (Fleet Services)
7. SBO for Personnel Funds Budget Transfer (Legal)

STRATEGIC PLANNING SESSION

Strategic Priority: Integrated 911/Dispatch

NONE

Strategic Priority: Integrated Response

NONE

Strategic Priority: Criminal Justice Reform

- Sgt. Spiering K-9 Update
Sgt. Spiering updated Council on K-9 deployments since August 2021. He provided narrative explanations for deployments and contacts. CM Kinnear asked if deployments are up. Sgt. Spiering said that while the deployment number is higher, the contact ratio is lower.

Strategic Priority: City-Wide Clean & Safe

NONE

DISCUSSION ITEMS

Staff Requests:

Tesla Pilot Program Presentation – Major McNab & Rick Giddings (15 minutes)

Rick Giddings from the Fleet Department gave a presentation on the Tesla Pilot Program. Mr. Giddings gave some background on the purchase of the two Tesla Model Ys that are currently in the process of being commissioned for SPD use. The presentation compared the total cost of ownership, cost per mile, total employee evaluation scores, and an overall vehicle comparison. Mr. Giddings talked about unknown factors regarding Tesla operation costs, including cost of commissioning, charging time and location, etc. Mr. Giddings talked about some of the initial perceived downsides to the

Tesla Model Ys but emphasized that some of the comparisons between the Tesla Model Ys and the vehicles SPD currently uses are speculative, since the Tesla vehicles are not yet fully deployed within SPD. CM Mumm asked if any of the Model Ys are anticipated to be take home vehicles and if so there will need to be changing infrastructure installed at officers' homes. Assistant Chief Lundgren said that right now SPD is hoping to use these as hot seat vehicles that wouldn't be taken home. CM Mumm asked if it's possible that these vehicles are used for other purposes than patrol. Chief Lundgren said that that's a possibility to use different vehicles for different purposes. CM Mumm highlighted the national safety rating of Tesla vehicles. Mr. Giddings confirmed that the Tesla vehicles are rated highly for safety but there might be some perceived safety issues beyond protection in a collision. Chief Meidl said that he has heard issues with the internal dynamics of the vehicle. CM Cathcart asked if a different brand of electric vehicle would work better for SPD. Mr. Giddings said the Mustang Mach E is the only other viable option on the market right now. He said that they are hoping that an option, like the Ford K-8, that is fully electric and ready made for police use will come online soon.

SPD 2022 Ammunition Order (Practice and Duty Ammunition) – Jacqui MacConnell (5 minutes)

Jacqui MacConnell briefed Council on a 175,000 request for ammunition purchase for 2022 ammunition – both training and duty ammunition. CM Wilkerson asked what the breakdown of training vs. frontline ammunition is. Ms. MacConnell said the majority will be for practice ammunition. CM Kinnear asked if it's possible to use blanks for practice. Ms. MacConnell said no, it is very important that officers can practice and that there is evaluation of officers shooting rounds on a target.

SBO – Interlocal Joint Use Agreement with Spokane Count – Howard Delaney (5 minutes)

Howard Delaney briefed Council on the delayed invoicing cycle from Spokane County and the manner in which the City uses those invoices to project the Court's and Community Justice Service's annual budget for space in County facilities. He said that each year the Court and Probation must identify funds in their respective budgets to fill the deficiency in funds budgeted for joint use rent expenses. This SBO is to adjust for an unbudgeted deficit in funds available to pay invoices from the Spokane County for 2020 joint use space in the Public Safety Building and Courthouse Annex.

Council Requests:

Fire Station Study SBO Discussion – CM Mumm (15 minutes)

CM Mumm said she had a great on-site meeting recently with City staff and neighbors regarding a potential interlocal agreement with Fire District 9 to provide shared services on top of 5 mile that would have quicker response all down 5 mile. She said this model has been implemented in other places in Washington and Oregon. CM Mumm said that there may need to be an SBO to fund this initiative. City Administrator Johnnie Perkins said that there will be more to come on this topic in the not-too-distant future. CM Cathcart said it might be worth looking at this issue more holistically. CM Mumm said that this is a little different model and that this could be co-staffing and cost-sharing between two different fire districts. CM Mumm also emphasized that this is the worst point of fire response in the City. CM Wilkerson asked how this partnership connects with the upcoming SFD overtime study. CM Mumm said that this is more of a separate, operational issue. CM Stratton asked CM Mumm to share some of the response times with Council. CM Mumm said that she would and that some of the response times were well over 10 minutes.

State Legislative Update:

NONE

ADMINISTRATION REQUESTS:

NONE

Action Items:

NONE

Executive Session:

NONE

Adjournment: CM Kinnear adjourned the meeting at 1:51 PM. The next PSCHC meeting will be held Monday, December 6, 2021.

Hearing Notices

BUILDING OFFICIAL ADMINISTRATIVE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 5610 W NADINE COURT, SPOKANE, WASHINGTON 99208, PARCEL NUMBER 26222.0620, LEGAL DESCRIPTION: PACIFIC PARK FOURTH ADD L20 B20, in compliance with the Spokane Municipal Code stating that a first hearing on this matter will be held before the Building Official on MAY 3, 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 first hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

Francisca Rapiere
Code Enforcement, City of Spokane
808 West Spokane Falls Blvd.
Spokane, WA 99201-3333
509-625-6300
frapier@spokanecity.org

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. C36189

An ordinance amending Ordinance No. C36161, passed by the City Council December 13, 2021, and entitled, "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," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2022 budget Ordinance No. C36161, as above entitled, and which passed the City Council December 13, 2021, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

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

- 1) Delete one classified Supervisory Probation Officer position (from 1 to 0) and decrease the associated appropriation for salary and benefits in the Community Justice Services department.
- 2) Decrease the salary appropriation for two vacant Community Justice Coordinator positions by \$7,500 each, or \$15,000 in total, in the Community Justice Services department.
- 3) Add one exempt Director of Community Justice Services position (from 0 to 1) and increase the associated appropriation for salary and benefits in the Community Justice Services department.
- A) There is no change to the overall appropriation level in the General Fund.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to create a Director of Community Justice Services position, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council April 11, 2022
Delivered to Mayor April 15, 2022**

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.

ADMINISTRATIVE SPECIALIST SPN 027 OPEN ENTRY

DATE OPEN: Monday, April 18, 2022

DATE CLOSED: Monday, May 16, 2022

SALARY: \$49,485.60 annual salary, payable bi-weekly, to a maximum of \$69,572.16

DESCRIPTION:

Performs highly specialized administrative services, responsible office support work, and a variety of analytical tasks associated with various department programs, policies, and procedures.

DUTIES:

This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:

- Assumes responsibility for various administrative details; establishes, coordinates, and maintains effective office procedures and efficient work flows; designs forms; implements established policies and procedures.
- Establishes and maintains harmonious working relationships with supervisors, coworkers, and the public.
- Serves as City representative in many contacts with both the public and other employees; disseminates to staff new policies and procedures established by management.
- Develops, implements, and communicates strategies to achieve compliance with policies and recommendations of internal departments and external agencies.
- Independently meets the public; answers inquiries requiring knowledge of City policies, procedures, and activities, or directs them to proper departments. Receives and assists visitors and telephone callers and refers them to appropriate person as circumstances warrant.
- May serve as recorder of minutes with responsibility for transcription and distribution to participants. Transcribes from machine dictation. Types and edits material from longhand or rough copy.
- Schedules appointments and maintains calendar. Makes arrangements for and coordinates conferences and meetings. Arranges business itineraries and coordinates travel requirements.
- Takes action authorized during a department director's absence, and uses initiative and judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effects of the absence.
- Maintains filing and records management systems, processes a variety of contracts, vouchers, travel forms, invoices, and other office flow procedures.
- Sorts, reads, and annotates incoming mail and documents and attaches appropriate files to facilitate necessary action; determines routing, signatures required, and maintains follow up. Composes correspondence and reports for department director's signature when required.
- Selects and/or makes recommendations for purchase of supplies and equipment; assists budget preparation and maintains budget and expense account records, financial records, and payroll records.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Open-Entry Requirements:

Applicants must meet all requirements of one of the following paths:

Education Path

- *Education:* Bachelor's degree from an accredited college or university.

Education and Experience Path

- *Education:* Completion of two years of college (90 quarter or 60 semester credit hours) to include at least 6 semester or 9 quarter credit hours in both English and math; **AND**
- *Experience:* Two years of increasingly responsible clerical experience.

Specialized Experience Path

- *Experience:* Four years of administrative or secretarial work experience, to include two years of experience arranging appointments and assisting in the preparation of meetings; responding to public inquiries; editing and independently composing letters and other correspondence using computer software; researching, compiling, and organizing data for reports; and maintaining office record systems.

EXAMINATION DETAILS:

Applicants must 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, City of Spokane will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

EXAMINATION DETAILS:

The examination will consist of a T & E and an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 70%
- T & E Examination 30%

TRAINING AND EXPERIENCE EVALUATION DETAILS

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "**QUESTIONS**" on the job announcement page. The T&E must be submitted online, at the time of application.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

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

ONLINE EXAMINATION DETAILS:

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

A link to the Administrative Specialist examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, May 19, 2022. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, May 19, until 4:00 p.m. Pacific time the following Tuesday, May 24, 2022.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Clerical
- Computer Skills
- Customer Service & Interpersonal Skills

- Mathematical Reasoning
- Problem Solving & Decision Making
- Reading
- Written Communication

INTERNAL PROCEDURAL INFORMATION:

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

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 13th day of April 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

ATTORNEY ASSISTANT

SPN 027

(Announcement of 3/21/2022)

The above titled announcement is hereby amended to read:

Closing Date: May 2, 2022, 4:00 PM

AMENDMENT

AMENDMENT

AMENDMENT

STREET MAINTENANCE FOREPERSON

SPN 564

(Announcement of 4/11/2022)

The above titled announcement is hereby amended to read:

Closing Date: April 25, 2022, 4:00 PM

EXAMINATION DETAILS:

All candidates must 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 multiple-choice test, an oral board interview, and a promotional evaluation (PAR), with weights assigned as follows:

- Multiple-Choice Examination 50%
- Oral Board 30%
- PAR 20%

EXAMINATION DETAILS:

The multiple-choice test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Tuesday, May 3, 2022, at 2:00 p.m.** The approximate duration of the test is 2 hours. Additional test sessions may be made available dependent upon number of applicants and testing space available.

Upon acceptance of your application, you will receive an e-mail invitation to the examination. You must bring a valid photo ID to the examination.

The multiple-choice examination may include such subjects as:

- Street and Bridge Maintenance
- Equipment Operation
- Safety
- Supervision
- Interpersonal Relations
- Administration
- City Geography
- Reading Comprehension.

ORAL BOARD DETAILS:

The top 8 candidates based on results of the Written Test will move forward to the Oral Board interviews. This is an in-person interview process in which a structured set of questions is asked of each candidate by a panel of expert evaluators.

Interviews will take place the week of **May 9 – 13, 2022**, in the Civil Service Test Room (4th floor, City Hall). Candidates will be notified of their scheduled appointments after the Written Test results are complete.

Please see our **Oral Board FA**.

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 (PAR)] 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.

THERAPEUTIC COURTS COORDINATOR SPN 958 OPEN ENTRY

DATE OPEN: Monday, April 18, 2022

DATE CLOSED: Monday, May 9, 2022

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

DESCRIPTION:

Spokane Municipal Court is an accessible, cutting-edge, innovative court currently seeking a qualified, enthusiastic, and accomplished person to join the Court as the Therapeutic Courts Coordinator. The Coordinator will join and help lead the diverse therapeutic court teams in managing grants, data analysis, core competencies, social-services, and evidence-based programming to help overcome substance use disorders, mental illness, homelessness, and social obstacles for our program participants. Municipal Court provides excellent training and opportunity for our employees and the City of Spokane has a robust compensation package that exceeds most government agencies and services. If you are a motivated and passionate professional who flourishes in teamwork, social work, and trendsetting programs, then the Spokane Municipal Court would love for you to join us!

DUTIES:

This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:

- Develops and implements detailed plans of operation and expansion of the therapeutic court programs, including the geographic area and/or target populations to be served by each therapeutic court, provision of services, case management, follow up services, and technology needs.
- Designs and implements new initiatives to support each of the therapeutic court program's effectiveness and prioritizes content in response to identified community needs.
- Coordinates with stakeholders involved in each of the therapeutic court projects regarding budgetary needs, commitment of resources, operating practices, and other matters necessary to ensure the smooth and effective operation of the program.

- Participates in community activities and other relevant stakeholder/committee meetings as a representative of each therapeutic court.
- Generates publicity for the program and oversees the creation of educational materials including flyers, brochures, news releases, newsletters, and other advertising means to enhance public relations efforts.
- Performs community outreach and makes presentations to the public, elected officials, advisory board, and other stakeholders regarding the goals and accomplishments of the various programs.
- Collaborates with probation officers, the courts, and local resources to adjust court recommendations to ensure participant accountability and service referrals to achieve optimal use of available community resources.
- Schedules and participates in regular team meetings for the periodic review and improvements of the therapeutic courts' operations.
- Assists the Municipal Court Administrator in developing therapeutic court budgets and monitors expenditures.
- Researches and pursues additional funding opportunities from federal, state, local, and private entities to secure and sustain program services beyond applicable grant periods; gathers data and prepares documents to grant reporting requirements.
- Oversees new member recruitment and expansion of the programs; responsible for training and monitoring volunteers, temporary/seasonal staff, and college interns.
- Maintains contracts and negotiates contract awards, subject to supervisor review and approval; manages associated program documents and files.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

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

- **Education:** A Master's degree from an accredited four-year college or university in sociology, social work, human services, or psychology; **AND,**
- **Experience:** Two years of social services experience that emphasized development of social services programs and working with low-income populations.
- **Licenses and Certifications:** A valid driver's license or evidence of equivalent mobility.

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

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately. 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, City of Spokane will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

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

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS

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

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

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

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 14th day of April 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

NSC – Wellesley Avenue Phase 2 Haven Street to Market Street

Engineering Services File No. 2019108

This project consists of the construction of approximately 6,200 square yards of cement concrete paving, 900 square yards of asphalt paving, 1,400 linear feet of cement concrete curb, 1,800 square yards of cement concrete sidewalks and driveways, 1,300 linear feet of storm sewer, drainage structures, 1,200 linear feet of water main, 50 linear feet of sanitary sewer main, a new traffic signal, a traffic signal retrofit, communication conduit, traffic control, and other related items.

The City of Spokane will receive bids until 1:00 p.m. May 9, 2022 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of city hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packets shall be labeled on the outside of the sealed envelope to read "Attn: Purchasing – Bid Documents Enclosed, XXX Project", where XXX is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

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

The City of Spokane, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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

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

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

Note regarding new specifications: The City of Spokane is using WSDOT's 2022 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2022 Standard Specifications prior to bidding the project.

Note regarding new apprentice program requirements: Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

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

Time is of the essence due to the length of the construction window and/or the time of year in which the project is being constructed. Please note that various award phase steps have shorter than normal time frames as detailed in section 1-03.3, 1-08.4, and 1-08.5.

Publish: April 20, 27 & May 4, 2022

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS CAPITAL FACILITIES PLAN CONSULTANT City of Spokane Fire Department

RFP # 5624-22

Description: The City of Spokane is soliciting electronic Proposals for a Capital Facilities Plan Consultant.

All Proposal responses shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, JUNE 6, 2022**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening meeting via **Microsoft Teams** on **MONDAY, JUNE 6, 2022**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department website: <https://my.spokanecity.org/administrative/purchasing/> then click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

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

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for

Addenda or other additional information that may be posted regarding this Request for Proposals.

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

The right is reserved to reject any and all Proposals and to waive any informalities.

Thea Prince
City of Spokane Purchasing

Publish: April 6, 13 & 20, 2022

MISCELLANEOUS PIPE & FITTINGS
Engineering Services

ITB #5633-22

Description: The City of Spokane is seeking electronic bids for miscellaneous pipe & fittings to be used by the Engineering Services Department.

Bid Opening: Sealed electronic bids will be accepted until **Monday, May 2, 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.procureware.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.procureware.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

Publish: April 20 & 27, 2022

Anhydrous Ammonia
City of Spokane Solid Waste Disposal

BID #ITB 5634-22

Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, MAY 2, 2022**, for **Anhydrous Ammonia** for the City of Spokane Solid Waste Disposal Department. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing/> and then click on the "join meeting" link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

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

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

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

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, MAY 2, 2022**. Hard copy and/or late submittals will not be accepted. Bids must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

The right is reserved to reject any and all Bids and to waive any informalities.

Rick Rinderle

City of Spokane Purchasing

Publish: April 20 & 27, 2022

2022 Ford K8 Police Interceptors
Fleet Services

ITB #5635-22

Description: The City of Spokane is seeking electronic bids for 2022 Ford K8 Police Interceptors for the Fleet Services Department.

Bid Opening: Sealed electronic bids will be accepted until **Monday, May 9, 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

Publish: April 20 & 27, 2022

