



# Official Gazette

## City of Spokane, Washington

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

Volume 112

OCTOBER 26, 2022

Issue 43



### MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BREEAN BEGGS

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# Minutes

**NOTICE  
MEETING MINUTES OF SPOKANE CITY COUNCIL  
Monday, April 9, 2019**

The minutes for the Monday, October 17, 2022, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 2, 2022, issue of the *Official Gazette*.

# Hearing Notices

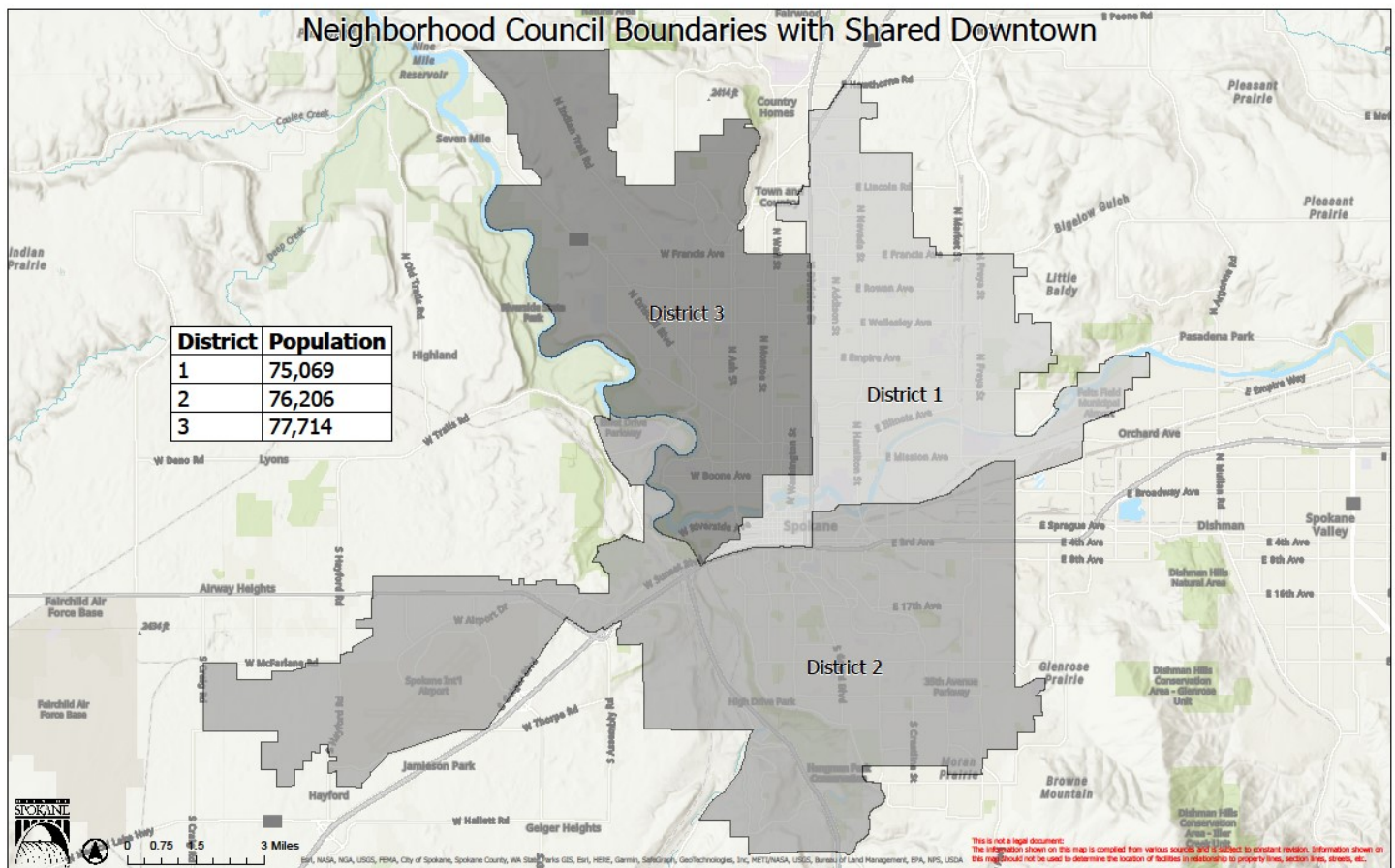
**UPDATED NOTICE OF PUBLIC HEARING  
CITY COUNCIL REDISTRICTING PLAN  
(Proposed Ordinance C-36298)**

RCW 29A.76.010 provides in part that the City is responsible to periodically redistrict its election districts based on population data from the most recent federal decennial census.

Notice is hereby given that there will be a public hearing of the Spokane City Council on **Monday, November 7, 2022, at 6:00 p.m.** The public hearing will take place in the City Council Chambers located in the lower level of City Hall, W 808 Spokane Falls Blvd. This public hearing is for the purpose of considering a City Council Redistricting Plan as amended by City Council during their October 24, 2022, Legislative Session. A copy of the amended redistricting draft plan map is affixed to this notice. The map may be revised to incorporate formatting revisions. After the conclusion of the hearing, the City Council anticipates taking final action to adopt a Redistricting Plan. The City Council reserves the right to continue the hearing as needed to consider any further potential amendments to the plan.

Any person may appear at the hearings to submit written or oral comments on the proposed Redistricting Plan or submit written comment in advance of the second and final hearing on the matter to [citycouncil2@spokanecity.org](mailto:citycouncil2@spokanecity.org). For those individuals who wish to testify virtually at the hearing, sign up instructions will be included with the posted November 7, 2022, Current Agenda packet. Agenda packets are posted at the following link: <https://my.spokanecity.org/citycouncil/documents/>.

**Map on next page**



# General Notices

## NOTICE OF INTENT OF AWARD SOLE SOURCE

The City of Spokane intends to grant sole source funding to the **Habitat for Humanity**, 1805 E Trent Ave, Spokane, WA 99202 to provide the following:

**Habitat for Humanity  
Down payment – Shared Equity Program For COVID-19 Relief**

This project is solely funded by funds received through the United States Department of Treasury under the American Rescue Plan (ARP)/Coronavirus State and Local fiscal Recovery Fund (CSLFRF) – CFDA number 21.027. Firms who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and other questions regarding this funding should be directed to Makayla Sauve, ARPA Coordinator at: [msauve@spokanecity.org](mailto:msauve@spokanecity.org) by November 9, 2022. The City does not guarantee that organizations responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Publish: 10/19/2022 and 10/26/2022

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## NOTICE OF ELECTION TO BE HELD NOVEMBER 8, 2022 CITY OF SPOKANE – SPECIAL MUNICIPAL ELECTION

### PROPOSITION NO. 1 (on November 8, 2022, Ballot) Amendment to the City Charter Regarding the City Attorney

#### ORDINANCE NO. C36244

An ordinance submitting a ballot proposition to the voters of the City of Spokane amending the duties of, and the process for the appointment and removal of, an Independent City Attorney and other legal counsel by amending sections 24, 28, 29, 33, and 117, and repealing section 32 of the Spokane City Charter.

**WHEREAS**, pursuant to Section 125 of the City Charter, the City Council, of its own motion, may submit to popular vote for adoption or rejection at any election, proposed amendments to the City Charter; and

**WHEREAS**, in 1999, Spokane voters changed the City's form of government from the council-manager form to the mayor-council (so-called "strong mayor") form of government; and

**WHEREAS**, when that change occurred, the city charter's provisions concerning the City Attorney and other legal counsel were not updated to implement the change in government structure; and

**WHEREAS**, under the current city charter, the Mayor nominates and the City Council appoints the City Attorney, but the City Attorney can be fired by the Mayor alone for any reason or for no reason at all; and

**WHEREAS**, as a result, although the City Charter requires that the City Attorney act as the legal advisor to both the City Council and the Mayor, in practical terms the City Attorney is not structurally independent under the current form of government; and

**WHEREAS**, the initiation and settlement of litigation can have a large impact on the City's budget, which is the paramount area of the City Council's responsibility, yet the City Council does not currently have the authority to approve the initiation or settlement of litigation; and

**WHEREAS**, from time to time, the City Council and the Mayor may each require their own independent counsel to advise them on various matters which may not be held in common with the other branch of City government; and

**WHEREAS**, the City Council desires to seek approval from the voters of Spokane to amend the City Charter to ensure that the City Attorney is functionally and structurally accountable to both the Mayor and the City Council and to more fully implement the duties of the City Attorney under the City Charter within the Mayor-Council form of government by having greater independence.



**NOW THEREFORE**, the City of Spokane does ordain:

**Section 1.** That section 24 of the Spokane City Charter is amended to read as follows:

**Section 24: Mayor**

The mayor shall be the executive officer of the City. In addition to the powers and duties granted a chief executive and/or administrative officer under the law of the State of Washington, the mayor shall have the following powers and duties:

- A. The power to appoint and remove the administrative heads and assistant administrative heads in each department of the City government, provided the appointment of an administrative head shall be subject to the approval of the city council and, further provided, that the head or assistant head of any department shall not be deprived by any such removal of any standing under the civil service provisions of this Charter which the employee may have had before appointment as head or assistant head of a department.
- B. The power to appoint and remove a city clerk, provided such appointment shall be subject to the approval of the city council.
- C. The power to appoint and remove the city attorney, provided such appointment and removal shall be subject to the approval of the city council as described in Section 28.
- D. The power to appoint and remove, subject to the civil service provisions of this Charter, all other officers and employees of the City of Spokane or to authorize the head of a department or officer responsible to the mayor to appoint and remove subordinates in such department or office.
- E. The power to make all other appointments required to be made by the mayor by the laws of the State of Washington and in the manner provided thereby.
- F. The power to appoint and remove a chief administrative officer whose title may be determined by the mayor. The chief administrative officer shall, under general supervision of the mayor, assist the mayor in administering City government. The salary of the chief administrative officer shall be fixed in the discretion of the mayor, subject to the approval of the city council.
- G. The power to appoint and remove an executive secretary and assistants not subject to civil service, whose compensation shall be fixed by the city council.
- H. Whenever the city council shall be required to appoint any member of a board, commission, or other body, unless the appointee is a council member, it shall be the duty of the mayor to nominate a suitable person for such appointment. If the city council refuses to appoint any nominee of the mayor, then the mayor shall, within ninety days thereafter, nominate another person to fill the office, and may continue to nominate until appointment. If the mayor fails to make another such nomination within ninety days, then the city council shall select a suitable person to fill the office.
- I. The power to initiate the removal of a council appointee, other than a council member appointee to a committee of the council, by recommending such removal to the city council. The council shall consider the request. If a majority of the council is in favor, the appointee shall be removed. Upon such removal, the vacancy for the unexpired term, if any, shall be filled by appointment in the same manner as if at the beginning of the term, except as otherwise provided in this Charter.
- J. The duty to see that all laws and ordinances are faithfully enforced and that law and order are maintained in the City.
- K. The duty of the mayor annually at the second meeting of the city council in October to communicate by message to the city council a statement of the conditions and affairs of the City, and to recommend the adoption of such measures he or she may deem expedient and proper. The mayor shall make special communication to the city council from time to time as he or she may deem useful and proper, and shall submit reports on City matters when so requested by the city council.
- L. The duty to prepare and present to the city council a budget and a budget message setting forth the programs proposed for the City during the next fiscal year.
- M. The power to recommend to the city council for adoption such measures and ordinances as may be deemed expedient and to make such other recommendations to the city council concerning the affairs of the City as may seem desirable.

- N. The power to veto ordinances or parts of ordinances passed by the council and submitted to him or her as provided herein but such veto may be overridden by the vote of a majority of all council members plus one more vote.
- O. The power to make investigation into the affairs of the City.
- P. The power to make recommendations in connection with the awarding of public contracts and shall see that all contracts made by the City of Spokane are faithfully performed.
- Q. The duty to hold no employment other than that of the City.
- R. The duty to approve for payment and submit to the city council at each meeting for its allowance all claims and bills.

**Section 2.** That section 28 of the Spokane City Charter is amended to read as follows:

**Section 28: Independent City Attorney – Qualifications, Appointment, and Removal**

- A. The city attorney shall be a member of the Bar of the State of Washington, and shall have practiced law within the State of Washington not less than five years immediately preceding ((his or her))their appointment.
- B. The city council shall appoint the city attorney by resolution upon the agreement of the mayor for a term of seven years, which term may be renewed for a single additional seven-year term by resolution of the city council after there is an opportunity for input from the mayor and the public. This subsection B shall apply only to appointments to the position of city attorney after the effective date of this section.
- C. The city council, with the agreement of the mayor, may remove the city attorney prior to the expiration of a term only for just cause shown by passage of a resolution by a vote of a majority plus one of the city council. This subsection C shall apply only to appointments to the position of city attorney after the effective date of this section.

**Section 3.** That section 29 of the Spokane City Charter is amended to read as follows:

**Section 29: Independent City Attorney – Duties**

- A. The city attorney shall ((be the))provide legal ((advisor))advice ((of)) to the mayor, city council, and all departments of the City((officers)); shall conduct all cases in court and all other actions and proceedings not in charge of special or independent counsel, to which the City may be a party or in which it may be interested; shall provide legal advice to all boards, commissions, and other agencies of the City; shall issue written legal opinions upon the request of the mayor, city administrator, board or commission, or member of the city council; shall approve as to form all contracts entered into in the name of the City before the same are executed; and shall perform such other duties as may be required by the city council. The city attorney shall keep a docket and record of all cases and of the proceedings therein, shall keep copies of all official written communications, and shall deliver the same to any successor in office.
- B. The city attorney may commence significant civil litigation on behalf of the City only upon the prior approval by the city council and the mayor, and shall not settle or dismiss any significant civil litigation brought on behalf of the City nor settle any such civil litigation brought against the City unless receiving prior authorization to do so by the city council and the mayor. The city attorney, through the city prosecutor, shall be responsible for all prosecution originating in the City of Spokane Municipal Court. The City Council shall establish, by ordinance, implementing regulations concerning the method of approval, and the types of cases and amounts in controversy to which this section applies.
- C. The city attorney shall have the power to appoint, remove, and discipline all assistant city attorneys, including the city prosecutor and assistant city prosecutors. The city attorney shall also have the power to appoint, remove, and discipline all other employees and subordinates in their office subject at all times to the requirements of Article VI of this charter, pertaining to the civil service.

**Section 4.** That section 32 of the Spokane City Charter (City Attorney – Assistants) is repealed in its entirety.

**Section 5.** That section 33 of the Spokane City Charter is amended to read as follows:

**Section 33: Special and Independent Counsel**

- A. The mayor, at any time, at the mayor's sole discretion and upon written notice to the city council, may employ ((other or)) special counsel to take charge of special matters or to assist the city attorney.
- B. The mayor, at any time, at the mayor's sole discretion and upon written notice to the city council, may employ legal counsel independent of the city attorney to advise the mayor in the performance of the mayor's official

duties, and to represent the mayor in their official capacity in matters in which the mayor may be a party or in matters in which he or she may be interested, provided that, the duties of such independent counsel shall not conflict with or supersede the duties of the city attorney as set forth in section 29 of this charter.

C. The city council, at any time, at its sole discretion, and upon written notice to the mayor and city attorney, may employ legal counsel independent of the city attorney to advise the city council and the members thereof in the performance of their official duties, and to represent the city council and the members thereof in their official capacities in matters to which the City Council or the members thereof may be a party(ies) or in which it or they may be interested, provided that, the duties of such independent counsel shall not conflict with or supersede the duties of the city attorney as set forth in section 29 of this charter.

**Section 6.** That section 117 of the Spokane City Charter is amended to read as follows:

#### **Section 117: Power to Subpoena Witnesses**

The council and the city attorney shall each have the power to enforce the attendance of witnesses and the production of all books, papers, documents, and files, and to administer oaths in all matters relating to the administration of City affairs or business.

**Section 7.** This ordinance shall be submitted to the voters of the City of Spokane for their approval or rejection at the special election to be held on November 8, 2022 in conjunction with the scheduled primary election, as the following proposition:

#### **CITY OF SPOKANE**

#### **PROPOSITION NO 1.**

#### **Amendment to the City Charter Regarding the City Attorney**

This proposition will amend sections 24, 28, 29, and 33 and repeal section 32 of the Spokane City Charter to amend the requirements and process for the appointment, duties, and powers of the City Attorney and other legal counsel, as set forth in Ordinance C - 36244.

Shall this measure be enacted into law?

Yes .....☐

No .....☐

#### **Section 8. Effective Date.**

This ordinance, if approved by the voters at the special election to be held on Tuesday, November 8, 2022, shall take effect and shall be in full force upon the issuance of the certification of election by the Spokane County Auditor's Office.

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#### **Notice of Funding Availability (NOFA)**

Employment Support in the Arts  
City of Spokane – ARPA/SLFRF

**Description:** The City of Spokane is soliciting electronic Proposals for organizations offering Employment Support in the Arts. This grant award is solely funded by United States Department of Treasury under the American Rescue Plan (ARP)/ Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) – (CFDA 21.027). Funds shall be used to assist artists and art oriented creative businesses/organizations impacted by COVID-19.

#### **Application Deadline**

Applications will be available beginning Wednesday, October 26 on the City of Spokane's ARPA website under "Current Funding Opportunities" American Rescue Plan Act (ARPA) - City of Spokane, Washington (spokanecity.org)

Last day to submit questions is Monday, November 7 at 5:00 PM

**Application submission deadline is Monday, November 14 at 5:00 PM**

Applications submitted after this deadline **WILL NOT** be considered for funding

Complete applications will be submitted electronically (via email) to [arpaproposals@spokanecity.org](mailto:arpaproposals@spokanecity.org). The City of Spokane will not accept hard copies of the application. Applications that do not contain the required attachments will be considered incomplete and not eligible for funding consideration. In some instances, the required attachments may require multiple email submissions.

It is the responsibility of the applicants to be sure the proposals are submitted with the required documents on time. **Applicants are encouraged to submit proposals in advance of Monday, November 14 at 5:00 PM**

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## APPLICATION REVIEW AND RATING PROCESS

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All applications will go through the following evaluations and review process:

- 1) Part I – Project Proposal Evaluations
  - a. Members of the ARPA NOFA Committee
    - i) Score, rank, and make funding recommendations
      - Does the presented proposal follow ARPA guidelines and is it inline with the objective of the proposal?
      - Is the scope of work clear and well thought out?
      - Has the applicant clearly tied their proposal to a funding priority and target population?
      - Do the performance measures fit the with the proposal scope? Are they reasonable and attainable outcomes?
      - Overall rating of the proposal application
    - ii) Recommendations are presented and reviewed to City Council
    - iii) Recommendations are approved by City Council
- 2) Part II – Notice to Applicants
  - a. Notice to Applicants on funding authorized by City Council on or before November 31, 2022
  - b. Appeal Procedure
    - i) Applicants wishing to appeal a funding decision must make their appeal to the ARPA Coordinator at [arpaproposals@spokanecity.org](mailto:arpaproposals@spokanecity.org) .
- 3) Part III – Contracting
  - a. Contract Executions

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## GENERAL INFORMATION

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### PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this competitive process shall become the property of the City.

All applications received shall remain confidential until the award of contract recommendation has been filed with the City Clerk for City Council action. Thereafter, the Applications shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

Any information in the application that the applicant desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire application exempt from disclosure will not be honored.

The City will consider an applicant's request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the application, it will not be made available until the affected applicant has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for information should be directed to the NOFA Coordinator

### REVISIONS TO THE NOFA

In the event it becomes necessary to revise any part of this NOFA, an addenda will be posted on the Spokane ARPA website. Applicants are encouraged to monitor the website for any changes and/or notifications. The City also reserves the right to cancel or to reissue the NOFA in whole or in part, prior to final award of a contract.

### RESPONSIVENESS

All applications will be reviewed by the NOFA Coordinator or designee to determine compliance with administrative requirements and instructions specified in this NOFA. The applicant is specifically notified that failure to comply with any part of the NOFA may result in rejection of the application as non-responsive. The City reserves the right at its sole discretion to waive minor administrative irregularities



## MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

The City encourages participation in all of its contracts by firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE). Applicants may contact OMWBE at 360/753-9693 to obtain information on certified firms

## MOST FAVORABLE TERMS

The City reserves the right to make an award without further discussion of the application submitted. Therefore, the application should be submitted initially on the most favorable terms which the Applicant can propose. There will be no best and final offer procedure. The City does reserve the right to contact an applicant for clarification of its application.

## COSTS TO MAKE APPLICATION

The City will not be liable for any costs incurred by the Applicant in preparation of an application submitted in response to this NOFA, in conduct of a presentation, or any other activities related to responding to this NOFA.

## NO OBLIGATION TO CONTRACT

This NOFA does not obligate the City to contract for services specified herein.

## REJECTION OF APPLICATIONS

The City reserves the right at its sole discretion to reject any and all Applications received without penalty and to not issue a contract or grant agreement as a result of this NOFA.

# 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. C36294

An ordinance amending Ordinance No. C-36161, 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. C-36161, 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) Decrease the appropriation for a Community Court Coordinator in the Municipal Court department by \$71,300.
- 2) Increase the appropriation for registration/schooling by \$5,000.
- 3) Increase the appropriation for professional services by \$55,000.
- 4) Increase the appropriation for advertising by \$2,200.
- 5) Increase the appropriation for office supplies by \$1,100.
- 6) Increase the appropriation for operating supplies by \$8,000.
- 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 appropriately fund the Court's therapeutic court program as provided in SMC 05A.18.030, 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 October 17, 2022**  
**Delivered to Mayor October 20, 2022**

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### ORDINANCE NO C36295

An ordinance amending Ordinance No. C-36161, 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. C-36161, 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) Increase the appropriation in ammunition by \$200,000.
- A) Of the increased appropriation, \$200,000 is to be used solely for the procurement of 2023 department ammunition.
- B) This is an increase to the overall appropriation level in the General Fund and will be funded by General Fund unappropriated reserves.

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 order next year ammunition now in order to avoid significant price increases, 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 October 17, 2022**  
**Delivered to Mayor October 20, 2022**

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### ORDINANCE NO C36302

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. C-36161, as above entitled, and which passed the City Council December 13, 2021, it is necessary to make changes in the appropriations of the Criminal Justice Assistance fund and the Community, Housing, and Human Services Administration 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 Criminal Justice Assistance Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase appropriation by \$1,570,211
- A) Of the increased appropriations, \$1,570,211 is provided solely as a transfer-out to the Community, Housing, and Human Services Administration department.

Section 2. That in the budget of the Community, Housing, and Human Services Administration Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$1,570,211
- A) Of the increase revenue, \$1,570,211 is provided solely as a transfer out of the Criminal Justice Assistance Fund.

2) Increase appropriation by \$1,570,211

A) Of the increased appropriation, \$1,570,211 is provided solely for contractual services for the Trent Resource and Administration Center.

Section 3. 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 fund the wrap-around services for the residents of the Trent Resource and Administration Center, 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 October 17, 2022**

**Delivered to Mayor October 20, 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.**

## **COURT CLERK I SPN 012 OPEN ENTRY**

**DATE OPEN: Monday, October 24, 2022**

**DATE CLOSED: Monday, November 7, 2022**

**SALARY: \$39,672.00 annual salary, payable bi-weekly, to a maximum of \$61,533.36**

### **DESCRIPTION:**

Performs a variety of specialized clerical and/or cash handling duties in support of the operations and services of Spokane Municipal Court, Prosecutor or Public Defender offices.

### **DUTIES:**

*Performs duties and responsibilities commensurate with assigned functional area (such as clerical or cash handling) within Municipal Court, Prosecutor or Public Defender offices, which may include, but is not limited to, any combination of the following tasks:*

- Answers inquiries and assists the general public regarding court or office procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, or payment of fines and fees.
- Enters citations filed with the court, schedules court hearings, maintains case and person records in multiple case management systems, prepares appeal records and monitors appeal progress for disposition.
- Interacts with the public via written correspondence, by telephone or in person to provide a full range of customer service-related support activities.
- Performs various clerical tasks, such as: answering telephone calls; data entry; mail processing; filing; scanning, indexing, downloading and quality control of court documents in electronic imaging or case management systems.
- Collects, posts, receipts, and reconciles monetary transactions and cash deposits daily, using a cash register, adding machine, and various reports.
- Maintains accounting activity including creation of accounts receivables, adjustments, and payables. Processes documents and data related to court financial transactions, such as tickets, bonds, refunds, direct deposits, payment plans, bankruptcies, etc.
- Operates a variety of office equipment to correspond with customers, and transmits information and documents using a desktop computer, document scanner, facsimile machine, or postal mail.
- Performs record-keeping activities, requiring use of various software applications. Tasks include, but are not limited to, the following:
  - o scan and index court or legal documents
  - o prepare dockets or calendars of cases
  - o manage files in the case management system
  - o document details of customer interactions, including any actions taken, and
  - o retrieve, research, and review information in connection with municipal court proceedings.

- o logging, archiving, and destruction of records
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

## Open Entry Requirements:

- *Education:* High school diploma or equivalent, **AND**
- *Experience:* one year of work experience in direct customer service, which includes cash handling or cashiering experience, and/or clerical support in a court or criminal justice environment.

**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 Court Clerk I examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, November 10, 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, November 10, 2022, until 4:00 p.m. Pacific time the following Tuesday, November 15, 2022.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 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
- Customer Service
- Computer Skills
- Oral & Written Communication
- Cashiering
- Interpersonal Skills
- Reading

**TO APPLY:**

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 24th day of March 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**CONTINUOUS IMPROVEMENT ANALYST SPN 036**  
OPEN ENTRY

**DATE OPEN: Monday, October 24, 2022**

**DATE CLOSED: Monday, November 7, 2022 at 4:00 p.m.**

**SALARY: \$62,640.00 annual salary, payable bi-weekly, to a maximum of \$88,886.16**

**DESCRIPTION:**

Develops, implements, and monitors continuous improvement initiatives to reduce waste and streamline processes across all City departments.

**DUTIES:**

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

- *Consults with management to define areas for process improvements, recommend work plans, and explain steps. Conducts process workshops with project teams and ensures appropriate participation and support.*
- *Identifies data sources, gathers data, and solicits feedback and personal insights. Interviews staff, conducts surveys and site visits, and evaluates business process documents.*
- *Analyzes workflows and processes within and across City functional areas. Maps current states, pinpoints waste and root causes, identifies opportunities to improve business operations, and sets measurable goals for improvement.*
- *Develops potential solutions and determines business and technical requirements for process changes. Creates future-state process maps and implements metrics and tools to measure and document project outcomes.*
- *Gathers, analyzes, translates, and distributes performance measurement data to elected officials, department heads, or the public-facing website. Facilitates regular performance review meetings.*
- *Coordinates with software vendors on new product implementation and facilitates system testing.*
- *Assists in the preparation and presentation of trainings for City personnel.*
- *Assists in developing and executing plans and scripts to test system capabilities. Builds database queries and exports data for analysis or presentation.*
- *Writes project charters, including identifying stakeholders, establishing timeframes, and setting benchmarks. Documents process improvements. Prepares and submits related reports.*
- *Performs related work as required.*

**MINIMUM QUALIFICATIONS:**

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

**Open-Entry Requirements:**

(Must be met at time of application.)

- *Education:* Bachelor's degree in Business Administration, Public Administration, Industrial Engineering, or a related field; **AND**
- *Experience:* Two years of continuous improvement or quality assurance experience.

**Licenses and Certifications:**

- Incumbents must possess a valid driver's license, to be maintained throughout employment, or otherwise demonstrate ability to get to and from multiple work locations as required.

**EXAMINATION DETAILS:**

All 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.

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 Continuous Improvement Analyst T&E with instructions will be emailed out prior to 4:00 p.m. Pacific time on Thursday November 10, 2022, via a link from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, November 10, 2022, until 4:00 p.m. Pacific time the following Tuesday, November 15, 2022.

- 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.

**TO APPLY:**

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

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 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 20th day of October 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**LEAD BRIDGE INSPECTOR SPN 192**  
OPEN ENTRY

**DATE OPEN:** Monday, October 24, 2022      **DATE CLOSED:** Monday, November 7, 2022 at 4:00 p.m.  
**SALARY:** \$53,724.24 annual salary, payable bi-weekly, to a maximum of \$88,447.68

**DESCRIPTION:**

Under general supervision, performs comprehensive inspections of bridge repair work and assists in oversight of bridge crews and private contractors in the construction and maintenance of bridges and related structures including box culverts, guard rails, retaining walls and various structures and concrete slabs; analyzes facts to determine the proper course of action within accepted construction practices; and is responsible for ensuring the quality and safety of bridge construction and maintenance work..

**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:*

- Performs comprehensive inspections upon bridges and different types of structures.
- Assists in training subordinate inspectors and bridge maintenance crews.
- Writes reports and prepares presentations on deterioration, malfunctions and potential hazards; and makes repair recommendations.
- Coordinates and/or participates in the technical aspects of construction, maintenance and repair work performed by bridge crews or by private contractors under City permit; ensures that all requirements and compliance regulations are met and work is being accomplished in accordance with current construction practices.
- Coordinates with the Development Services Center to assist contractors with obtaining necessary work permits when required.
- Maintains all computerized master bridge inventory files, scour reports, and related records.
- Assists the street maintenance division in snow removal during the winter season.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:****Shortage Requirements:**

- **Education:** Bachelor's degree in engineering from a college or university accredited by the Accreditation Board for Engineering and Technology; **And**
- **Certification:** Passed any Fundamentals of Engineering (FE) examination offered by the National Council of Examiners for Engineering and Surveying (NCEES).

**Education and Experience:**

Successful completion of a Federal Highway Administration (FHWA) approved comprehensive bridge inspection training course such as the Washington State Department of Transportation (WSDOT) *Bridge Condition Inspection Training (BCIT)* course or the National Highway Institute (NHI) *Safety Inspection of In-Service Bridges* course.

In addition to the above training requirement, all applicants must meet the National Bridge Inspection Standards (NBIS) minimum qualifications for team leaders as defined in 23 CFR 650, Subpart C below:



1. Meet one of the following Program Manager qualifications:
  1. Be a registered professional engineer, **OR**
  2. Have ten years of bridge inspection experience, **OR**
2. Have five years of bridge inspection experience, **OR**
3. Be certified by National Certification in Engineering Technologies (NICET) as a Level III or IV Bridge Safety Inspector, or
4. Have all of the following:
  1. A bachelor's degree in engineering from a college or university accredited by the Accreditation Board for Engineering and Technology (ABET), **And**
  2. Successful passed the National Council of Examiners for Engineering and Surveying (NCEES) Fundamentals of Engineering examination, **And**
  3. Have two years of bridge inspection experience, or
5. Have all of the following:
  1. An associate degree in engineering or engineering technology from a college or university accredited by ABET, and
  2. Four years of bridge inspection experience.

**Promotional Requirements:** Current employees in the classification of Bridge Inspector (SPN 190) who meet the minimum training, education, and experience requirements above may apply on a promotional basis.

**Licenses and Certifications:**

- A valid driver's license.

**EXAMINATION DETAILS:**

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

The examination will consist of a Training and Experience Evaluation (T&E) in the form of supplemental questions within the application process, and a Structured Oral Interview. Scoring weights are assigned as follows:

- T&E - 50%
- Structured Interview - 50%

**TRAINING & EXPERIENCE EVALUATION (T&E) DETAILS**

The T&E supplemental questions are located online under the tab marked "**QUESTIONS**" on the job announcement page. **The T&E must be submitted online at the time of application, by 4:00 p.m. on the filing cut-off date.**

- Copies of your college 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 in the job announcements.
- 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.

**STRUCTURED ORAL INTERVIEWS**

**The structured oral interviews will take place on November 16-17, 2022. Qualified candidates will receive an email notification to sign-up for a 25-minute oral telephone examination.**

**TO APPLY:**

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 20th day of October 2022.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### SIA T-MAIN I90 CROSSING & MARSHALL ROAD PIPE & FITTINGS

Engineering Services

ITB #5753-22

**Description:** The City of Spokane is seeking electronic bids for SIA T-Main I90 Crossing & Marshall Road pipe & fittings to be used by the Engineering Services Department.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, November 14, 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: October 26 & November 2, 2022

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**Vulnerability Assessment for Yellowstone Pipeline  
City of Spokane Integrated Capital Management Department  
RFQu #5684-22**

**Description:** The City of Spokane is soliciting electronic Qualification Proposals for a Vulnerability Assessment for Yellowstone Pipeline.

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on MONDAY, NOVEMBER 14, 2022**. Hard copy and/or late submittals will not be accepted. 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, NOVEMBER 14, 2022**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department 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 Request for Qualifications document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

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

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.

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

Publish: 10/19/2022 & 10/26/2022

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**EMPLOYEE ASSISTANCE PROGRAM**  
**City of Spokane Human Resources**  
**RFP #5755-22**

**Description: The City of Spokane is soliciting electronic Proposals for an EMPLOYEE ASSISTANCE PROGRAM**

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, OCTOBER 31, 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, OCTOBER 31, 2022, 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.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

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

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

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

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

Publish: 10/19/2022 & 10/26/2022



