



Official Gazette

City of Spokane, Washington

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

Volume 112

NOVEMBER 23, 2022

Issue 47



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)

The Official Gazette

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The Official Gazette

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, November 14, 2022**

The minutes for the Monday, November 14, 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 30, 2022, issue of the *Official Gazette*.

CITY OF SPOKANE**STANDING COMMITTEE MINUTES****City of Spokane Urban Experience Committee October 10, 2022****Call to Order:** 1:18 pm.Recording of the meeting may be viewed here: <https://my.spokanecity.org/citycable5/live/>**Attendance**

Committee Members Present: CM Stratton (Chair), CP Beggs, CM Kinnear, CM Cathcart, CM Wilkerson, CM Bingle. Committee Members Absent: CM Zappone (Co-Chair).

Staff/Others Present: Steve MacDonald, Danielle Norman, Amanda Beck, Tirrell Black, Tami Palmquist, Megan Duvall, Kevin Freibott, Hannahlee Allers, Mark Carlos, Giacobbe Byrd, Kelly Thomas.

Approval of Minutes◇ **Action taken**

CM Bingle moved to approve the minutes of the September 12, 2022 meeting. The motion was seconded by CM Wilkerson. The minutes were approved by a vote of 6-0.

Agenda Items**Discussion items**

1. Development Services Center Presentation - Steve MacDonald (10 Minutes)
 - ◇ **Action taken:**
Presentation and discussion only, no action taken.
2. Building Opportunities and Choice for All Interim Ordinance Minor Amendment – Tirrell Black (5 Minutes)
 - ◇ **Action taken:**
CMs Kinnear and Stratton agreed to sponsor this item to move forward for formal Council consideration.
3. Cannon Streetcar Suburb Historic District Update – Megan Duvall and Ian White (virtual) (10 minutes)
 - ◇ **Action taken:**
Presentation and discussion only, no action taken.
4. Historic Preservation Nominations – Megan Duvall (5 minutes)
 - ◇ **Action taken:**
CM Kinnear agreed to sponsor this item to move forward for formal Council consideration.
5. Ordinance Establishing the City of Spokane as Zone Free of Nuclear Weapons – Council President Beggs (10 Minutes)
 - ◇ **Action taken:**
CP Beggs and CM Stratton agreed to sponsor this item to move forward for formal Council consideration.

Consent items

1. Drone Resolution (Communications)
2. SNAP Home Repair Programs - Contract Renewal (Community, Housing, and Human Services)
3. Plan Commission Work Program 2022/2023 (Planning Services)
4. Agreement with WSDOT for Ralph St. Traffic Calming Improvements, WSDOT - NSC Construction (Integrated Capital Management Department - Public Works Division)

5. Clean Energy Contract Renewal (Fleet Services)
6. Contract Amendment for Link Utilities Strategy for Water (Integrated Capital Management- Public Works Division)
7. Division Connects Phase 2 Resolution (Community and Economic Development- Planning Services)
8. EPA Community-wide Assessment Grant Acceptance & Implementation Contract Amendment (Planning and Economic Development)
9. Backflow Prevention Assemblies Value Blanket (Water & Hydroelectric Services)
10. Seven (7) Multi-Family Tax Exemption (MFTE) Conditional Agreement(s) (Planning and Economic Development)
 - a. Dakota – Oldivai Modular Townhomes
 - b. Mission Ave. Apartments
 - c. Macklemore Building
 - d. Magnesium Village
 - e. 2801 E 5th Ave - Triplex with Internal ADU
 - f. E. 31st - Oldivai Modular Apartments
 - g. Rose Fourplex

Executive Session

None.

Adjournment

The meeting adjourned at 2:16 p.m.

General Notices

PROPOSED FRANCHISE ORDINANCE C36308**SUMMARY FOR PUBLICATION**

Franchise to Intermountain Infrastructure Group LLC, a Delaware Limited Liability Company whose home office is 533 Airport Blvd., Suite 400, Burlingame, CA 30324, to use the public right of way to provide noncable telecommunications service within its legal authority. Franchise term: 10 years. For more information contact Jeff Yount (970) 444-9943: email: jeff.yount@intermountainig.com. (Final Reading of Ordinance C36308 is anticipated to be held before Spokane City Council on December 12, 2022.)

BUILDING OFFICIAL HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 3618 E 9th AVE, SPOKANE, WASHINGTON, 99202, PARCEL NUMBER 35224.2003, LEGAL DESCRIPTION PALISADE PK L3 B20, in compliance with the Spokane Municipal Code stating that a hearing on this matter will be held before the Building Official on December 13th, 2022 at 1:30 p.m. These hearings are typically held in the Council Briefing Room, Lower Level, City Hall, however due to the COVID-19 pandemic this meeting will occur remotely. Participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

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

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

Jason Ruffing
Code Enforcement, City of Spokane
808 West Spokane Falls Blvd.
Spokane, WA 99201-3333
509-625-6529
jruffing@spokanecity.org

BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 2636 E 37th AVE, SPOKANE, WASHINGTON, 99223, PARCEL NUMBER 35334.0348, LEGAL DESCRIPTION GARDEN PARK FIELDS SUB B5 LT 3 EXC E30' & ALL LT 4 BLK 1, in compliance with the Spokane Municipal Code stating that a hearing on this matter will be held before the Building Official on December 13th, 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:

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Notice of Funding

Down Payment Assistance – City of Spokane – ARPA/SLFRF

Description: The City of Spokane is soliciting electronic Proposals for organizations offering Down Payment Assistance for citizens within the City of Spokane. 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).

Application Deadline

Applications will be available beginning Tuesday, November 22 on the City of Spokane's ARPA website under "Current Funding Opportunities" American Rescue Plan Act (ARPA) - City of Spokane, Washington ([spokanecity.org](https://my.spokanecity.org)).

Last day to submit questions is Tuesday, December 6 at 5:00 PM

Application submission deadline is Wednesday, December 21 at 5:00 PM

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

Complete applications will be submitted electronically (via email) to accountinggrantsadmin@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 Wednesday, December 21. at 5:00 PM.**

APPLICATION REVIEW AND RATING PROCESS

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

- 1) Part I – Project Proposal Evaluations
 - a. Members of the NOFA Committee
 - i) Score, rank, and make funding recommendations
 - Does the presented proposal follow ARPA guidelines and is it in line 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) Applications and recommendations are presented and reviewed to Council/Director
 - iii) Applications are approved by Council/Director

2) Part II – Notice to Applicants

- a. Notice to Applicants on funding authorized by Council/Director on or before January 6
- b. Appeal Procedure
 - i) Applicants wishing to appeal a funding decision must make their appeal to the ARPA Coordinator at accountinggrantsadmin@spokanecity.org.

3) Part III – Contracting

- a. Contract Executions

GENERAL INFORMATION**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, addenda will be posted on the Community, Housing and Human Services Department 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 Contractor 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.

Notice of Funding
Assistance to Impacted Nonprofit Organizations
City of Spokane – ARPA/SLFRF

Description: The City of Spokane is soliciting electronic Applications from Nonprofit organizations that have been disproportionately impacted and need help in post-pandemic recovery. 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 organizations impacted by COVID-19.

Application Deadline

Applications will be available beginning Tuesday, November 22nd 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 Tuesday, December 6th at 5:00 PM

Application submission deadline is Wednesday, December 21st at 5:00 PM

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

All applications shall be submitted electronically through the City of Spokane Neighborly portal. 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 document 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 Wednesday, December 21st at 5:00 PM.**

APPLICATION INFORMATION

Grants of up to \$45,000 will be awarded to nonprofits who can show operating expenses from March 2020 till now. This funding is retrospective reimbursement for expenses already paid. Your organization will be required to provide information in the narrative section to show how it has been disproportionately impacted.

This Notice of Funding Availability will be the first of two rounds of recovery funding. Organizations applying for funding may or may not be eligible for funding in the second round. This first round of funding is open for 30 days, awards will be given in the order of applications received or until funding is exhausted.

GENERAL INFORMATION

PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this 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."

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Notice of Funding

Assistance to Impacted Small Business Organizations
City of Spokane – ARPA/SLFRF

Description: The City of Spokane is soliciting electronic Applications from Small Business organizations that have been disproportionately impacted and need help in post-pandemic recovery. This grant award is solely funded by the 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 organizations impacted by COVID-19.

Application Deadline

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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 Wednesday, December 21st at 5:00 PM.**

APPLICATION INFORMATION

Grants of up to \$45,000 will be awarded to small businesses who can show a decline in revenue (Product Sales, Fees for goods/services, Other Income) from March 2020 till now. This funding is retrospective reimbursement for expenses already paid.

This Notice of Funding Availability will be the first of two rounds of recovery funding. Organizations applying for funding may or may not be eligible for funding in the second round. This first round of funding is open for 30 days, awards will be given in the order of applications received or until funding is exhausted.

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Ordinances

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

MAYORAL VETO MESSAGE REGARDING ORD C36307

**RECEIVED**

NOV 18 2022

Mayor Nadine Woodward

CITY CLERK'S OFFICE

Dear City Council Members,

I am vetoing your vote to raise the City's property tax by 1% for the same reasons I did not include the automatic raise in my proposed budget. I decided to not include the tax increase to give families a break during an economic climate that has seen prices rise dramatically due to inflation and brought on fears of a recession going into next year. According to the County Assessor's office, property owners could pay as much as 9% more in taxes next year, and I do not want to add to that burden no matter how small. As our citizens tighten their budgets, now is not the time to ask more of them.

Regards,

Nadine Woodward

A handwritten signature in blue ink, reading "Nadine Woodward", is written over the printed name.

Mayor,

City of Spokane

ORDINANCE NO. C36307

An ordinance updating the annual City of Spokane property tax levy for 2023.

WHEREAS, the Spokane City Council, the governing body of the City of Spokane, a taxing district ("District" or "City") of the State of Washington, has met and considered its budget for the calendar year 2023, holding public hearings thereon; and

WHEREAS, the District's actual regular levy amount from the previous year (2022) was \$64,852,478.47 exclusive of administrative refunds; and

WHEREAS, the City Council, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Spokane requires a regular levy as provided hereafter, as well as an EMS levy as provided hereafter, both of which include an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, and authorized refunds, in order to discharge the expected expenses and obligations of the City and in its best interest; and

WHEREAS, the District population is more than 10,000; Now, Therefore,

The City of Spokane does ordain:

Section 1. Regular Levy.

- A. An increase in the regular annual property tax levy is hereby authorized for the levy to be collected in the 2023 tax year, said increase to be in the amount of \$648,524.78, which is a percentage increase of 1% from the previous year's actual levy, prior to the inclusion of administrative refunds.
- B. This increase is exclusive of additional revenue in 2023 resulting from new construction, improvements to property, newly constructed wind turbines, increases in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law.
- C. Resolution No. 2014-0085 concerning a levy lid lift for improved and integrated streets, passed by the Spokane City Council on July 28, 2014, and approved by the voters in the election of November 4, 2014, replaces the existing \$0.57 property tax assessment for repayment of the 2004 street bond beginning in 2015. The voter approved Measure authorizes a levy lid lift of up to \$0.57 per \$1,000 of assessed valuation, in the first year, resulting in no net increase in the 2015 tax rate. This voter approved levy will remain in effect for 20 years.
- D. Resolution No. 2016-0093 concerning a levy for library services, passed by the Spokane City Council on November 14, 2016 and approved by the voters in the election of April 25, 2017, provides for an increase in the regular property tax levy in excess of state law beginning in 2018. The voter approved Measure authorizes an increase in the regular property tax levy of up to \$0.07 per \$1,000 of assessed valuation. This voter approved levy will remain in effect for a period of seven years.
- E. The total regular property tax levy for 2023, including amounts estimated for new construction, annexations, refunds, any other add-ons, and the voter approved levy for library services, is estimated at \$66,600,000 and is a percentage increase of 2.69% from the previous year's actual levy prior to the inclusion of 2022 administrative refunds. Inclusive of 2022 administrative refunds, the 2023 levy represents a 2.24% increase.

Section 2. Public Safety Levy Lid Lift (Regular Levy).

- A. Resolution No. 2018-0103 concerning a levy for police and fire personnel and funding crime reduction programs, passed by the Spokane City Council on December 10, 2018 and approved by the voters in the election of February 12, 2019, provides for an increase in the regular property tax levy in excess of state law beginning in 2020. The voter approved Measure authorizes an increase in the regular property tax levy of up to \$0.30 per \$1,000 of assessed valuation. This voter approved levy will remain in effect in perpetuity.
- B. As stated in Resolution No. 2018-0103, this levy lid lift is a Permanent Single Year Levy Lid Lift. Pursuant to RCW 85.55.050(1), the dollar amount collected in 2020 shall be used for the purpose of computing the limitations of the Public Safety lid lift for subsequent levies in 2021 and each subsequent year thereafter.
- C. An increase in the Public Safety Levy Lid Lift property tax levy is hereby authorized for the levy to be collected in the 2023 tax year, said increase to be in the amount of \$66,078.78, which is a percentage increase of 1% from the previous year's actual levy, prior to the inclusion of administrative refunds.
- D. This increase is exclusive of additional revenue in 2023 resulting from new construction, improvements to property, newly constructed wind turbines, increase in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law. The total Public Safety Levy Lid Lift levy for 2023, including amounts we have estimated for new construction, annexations, refunds, and other add-ons, is estimated at \$6,792,000 and is a percentage increase of 2.78% from the previous year levy of \$6,607,878.

Section 3. Existing GO Bonds.

In the case of the tax levied to raise \$10,000,064 for Principal and Interest on the City of Spokane's outstanding General Obligation Bonds, the County Assessor, in spreading the tax upon the rolls shall determine the dollar rate required.

Section 4. EMS Levy.

Ordinance C-36175 concerning a levy for emergency medical services (EMS), passed by the Spokane City Council on February 14, 2022 and approved by the voters in the election of April 26, 2022, provides for a levy for six consecutive years beginning in 2023, with the rate in the first year being 50 cents per \$1,000 of assessed valuation. This will provide for a levy amount estimated at \$16,867,000 in 2023.

Section 5. Certification; Filing.

The City Council certifies all information as stated herein. Appropriate City staff is directed to transmit all required information required to the Clerk of Spokane County Board of County Commissioners and County Assessor, including budget estimates of amounts to be raised by taxation on assessed value of property (RCW 84.55.020), estimated beginning and ending cash balances (RCW 84.52.025), and the amount of taxes levied on assessed value within the City (RCW 84.52.070). Pursuant to Section 19 of the City Charter, this measure takes effect immediately on first reading and passage.

Passed by City Council November 14, 2022

Delivered to Mayor November 17, 2022

Mayoral Veto November 18, 2022

ORDINANCE NO. C36309

AN ORDINANCE OF THE CITY OF SPOKANE, WASHINGTON, ADOPTING A SIX-YEAR CITYWIDE CAPITAL IMPROVEMENT PROGRAM FOR THE YEARS 2023 THROUGH 2028. AND AMENDING THE CITYWIDE CAPITAL IMPROVEMENT PROGRAM (CIP) AS REFERENCED IN APPENDIX C OF THE CITY OF SPOKANE COMPREHENSIVE PLAN.

WHEREAS, in accordance with the Growth Management Act ("GMA"), the City of Spokane previously adopted a Comprehensive Plan that includes a Capital Facilities Plan ("CFP") that includes an inventory, analysis, and a six-year financing plan for needed capital facilities otherwise referred to as the Six-Year Capital Improvement Program; and

WHEREAS, the City formed a Capital Facilities Technical Team which has assembled proposed amendments to the CIP, which amendments consist of an updated six-year plan (years 2023 through 2028) identifying the proposed locations and capacities of expanded or new capital facilities and a plan to finance such capital facilities within projected funding capacities (the "Six-Year Citywide Capital Improvement Program" or "CIP"); and

WHEREAS, the City previously adopted the Six-Year Street Program (RCW 35.77.010) on June 27, 2022 by Council Resolution 2022-0056, and that program is incorporated into the CIP; and

WHEREAS, GMA provides that proposed amendments to a comprehensive plan may be considered by the governing body of a city no more frequently than once per year, but further provides that amendments to the capital facilities element of a comprehensive plan may be considered outside of this annual process where the amendment is considered concurrently with the adoption or amendment of a city budget; and

WHEREAS, on September 14, 2022, the City's responsible official issued a Determination of Non-Significance for the CIP; and

WHEREAS, the Spokane City Plan Commission conducted a public workshop regarding the CIP on September 14, 2022; and

WHEREAS, after providing appropriate public notices, on October 12, 2022, the Spokane City Plan Commission, conducted a public hearing to take testimony on the CIP, and at the close of the hearing, and after considering public input, the SEPA determination, and required decision criteria, found that the CIP is consistent with the Comprehensive Plan and voted unanimously to recommend that the City Council approve the CIP.

Now, Therefore,

The City of Spokane does ordain:

Section 1. Amendment. The City of Spokane Comprehensive Plan and its capital facilities element are hereby amended to reflect a six-year plan for capital improvement projects (2023-2028), as set forth in the attached Citywide Capital Improvement Program (2023-2028).

- A. Any vehicle procurement must comply with Spokane Municipal Code 07.06.175A regarding the procurement of clean fuel vehicles.

Section 2. City Council Amendment. City Council amends the 2023-2028 Capital Improvement Program to reflect the following:

Add new project for 2023:

Title: TRAC Purchase of Building and Addition of Restrooms and Sleeping Pods

Department Owner: Community Housing and Human Services

Purpose of Project: Provide temporary housing to houseless community members, especially those currently living within public right-of-way.

Estimated Cost: \$4 million

Sources of funds: ARPA (\$3.5 million) and Criminal Justice Assistance Fund (\$500,000).

Comprehensive Plan: SH 2.2 Special Needs Temporary Housing

Region: District 1

Amend 0560-100 Municipal Court Integrated Justice Center

Project Number: MUN-2014-1569

Amend expenditure to 2023 and total cost reduced to \$13 million funded with \$5 million from ARPA, and \$8 million from SIP loan, repayment of which will come from future Criminal Justice Assistance funds and the sale of two buildings.

Amend 0680 Police Facilities Gardner Remodel

Project Number: SPD-2022-1545

Amend to remove this project as this building is intended to be sold and vacated.

Section 3. Authorization to Seek Funding. City staff are authorized to apply for state and federal grants and low-interest loans in support of the projects identified in the Citywide Capital Improvement Program (2023-2028).

Section 4. Effective Date. This ordinance shall take effect and be in force on _____.

Passed by City Council November 14, 2022

Delivered to Mayor November 17, 2022

ORDINANCE NO C36318

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 Public Safety & Judicial Grants 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 Public Safety & Judicial Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$60,000.
 - A) Of the increased revenue, \$60,000 is from the Washington Association of Sheriffs & Police Chiefs, through Spokane County, as funding for the Registered Sex Offender (RSO) FY22 grant program.
- 2) Increase appropriation by \$60,000
 - A) Of the increased appropriation, \$57,000 will be used toward salary & benefits of one detective position.
 - B) Of the increased appropriation, \$3,000 will be used toward travel and training related expenses.

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 accept newly awarded RSO grant funds, 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 November 14, 2022

Delivered to Mayor November 17, 2022

ORDINANCE NO C36319

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 Fleet Services 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 Fleet Services Fund, and the budget annexed thereto with reference to the Fleet Services Fund, the following changes be made:

- 1) Increase revenue by \$1,298,180.
- 2) Of the increased revenue, \$1,298,180 is provided solely for interfund fuel sales.
- 3) Increase appropriation by \$1,298,180.
- 4) Of the increased appropriation, \$1,298,180 is provided solely for vendor fuel.
- (A) This is an increase to the overall appropriation level in the Fleet Services 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 inflationary cost increase in fuel, 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 November 14, 2022
Delivered to Mayor November 17, 2022

ORDINANCE NO C36320

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 American Rescue Plan 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 Hotel/Motel Tax Fund, and the budget annexed thereto with reference to the Hotel/Motel Tax Fund, the following changes be made:

- 1) Increase in Hotel/Motel Lodging and Tax revenue by \$1,500,000
- (A) \$1,500,000 of the increase in revenue is provided solely from the increase in Hotel/Motel Tax collected.
- 2) Increase appropriation by \$1,500,000, funded from the increase in Hotel/Motel Tax collected.
- (B) \$1,500,000 of the increase in appropriation is provided solely for the pass through payment of the increase in Hotel/Motel tax to the Spokane Public Facilities District.

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 provide appropriation to the Hotel/Motel Tax Fund and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council November 14, 2022
Delivered to Mayor November 17, 2022

ORDINANCE NO C36321

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 various funds, 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 Fund, the following changes be made:

- 1) Increase the appropriation by 848,230.
- A) Of the increased appropriation, \$740,747 is provided solely for the retroactive wages related to the recently approved M&P labor agreement.
- B) Of the increased appropriation, \$107,483 is provided solely for an operating transfer-out to the Fire/EMS fund for the cost of retroactive wages related to the recently approved M&P labor agreement.
- C) The increased appropriation is funded by the General Fund's unappropriated fund balance.

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

- 1) Increase the appropriation by \$464,054.
- A) Of the increased appropriation, \$464,054 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Street Fund's unappropriated fund balance.

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

- 1) Increase the appropriation by \$76,161.
- A) Of the increased appropriation, \$76,161 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Code Enforcement Fund's unappropriated fund balance.

Section 4. That in the budget of the Parks and Recreation Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$282,396.
- A) Of the increased appropriation, \$282,396 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Parks and Recreation Fund's unappropriated fund balance.

Section 5. That in the budget of the Parking Meter Revenue Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$57,729.
- A) Of the increased appropriation, \$57,729 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Parking Meter Revenue Fund's unappropriated fund balance.

Section 6. That in the budget of the Public Safety Personnel and Crime Reduction Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$14,783.
- A) Of the increased appropriation, \$14,783 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Public Safety Personnel and Crime Reduction Fund's unappropriated fund balance.

Section 7. That in the budget of the Community Development/Human Services Operations Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$10,736.
- A) Of the increased appropriation, \$10,736 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Community Development/Human Services Operations Fund's unappropriated fund balance.

Section 8. That in the budget of the Fire/EMS Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$50,158.
- A) Of the increased revenue, \$50,158 is provided solely as an operating transfer-in from the General Fund.
- 2) Increase the appropriation by \$50,158.
- A) Of the increased appropriation, \$50,158 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.

Section 9. That in the budget of the Water Division Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$793,853.
- A) Of the increased appropriation, \$793,853 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Water Division Fund's unappropriated fund balance.

Section 10. That in the budget of the Integrated Capital Management Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$6,206.
- A) Of the increased appropriation, \$6,206 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Integrated Capital Management Fund's unappropriated fund balance.

Section 11. That in the budget of the Sewer Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$878,799.
- A) Of the increased appropriation, \$878,799 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Sewer Fund's unappropriated fund balance.

Section 12. That in the budget of the Solid Waste Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$1,034,856.
- A) Of the increased appropriation, \$1,034,856 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Solid Waste Fund's unappropriated fund balance.

Section 13. That in the budget of the Golf Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$51,876.
- A) Of the increased appropriation, \$51,876 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Golf Fund's unappropriated fund balance.

Section 14. That in the budget of the Development Services Center Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$184,292.
- A) Of the increased appropriation, \$184,292 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Development Services Center Fund's unappropriated fund balance.

Section 15. That in the budget of the Fleet Services Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$192,691.
- A) Of the increased appropriation, \$192,691 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Fleet Services Fund's unappropriated fund balance.

Section 16. That in the budget of the Public Works and Utilities Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$77,920.
- A) Of the increased appropriation, \$77,920 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Public Works and Utilities Fund's unappropriated fund balance.

Section 17. That in the budget of the Innovation Technology Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$59,776.
- A) Of the increased appropriation, \$59,776 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Innovation Technology Fund's unappropriated fund balance.

Section 18. That in the budget of the Reprographics Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$16,409.
- A) Of the increased appropriation, \$16,409 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Reprographics Fund's unappropriated fund balance.

Section 19. That in the budget of the Accounting Services Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$61,995.
- A) Of the increased appropriation, \$61,995 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Accounting Services Fund's unappropriated fund balance.

Section 20. That in the budget of the My Spokane Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$42,030.
- A) Of the increased appropriation, \$42,030 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the My Spokane Fund's unappropriated fund balance.

Section 21. That in the budget of the Workers' Compensation Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$8,413.
- A) Of the increased appropriation, \$8,413 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Workers' Compensation Fund's unappropriated fund balance.

Section 22. That in the budget of the Facilities Management Operations Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$47,094.
- A) Of the increased appropriation, \$47,094 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Facilities Management Operations Fund's unappropriated fund balance.

Section 23. That in the budget of the Employees' Retirement Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase the appropriation by \$5,069.
- A) Of the increased appropriation, \$5,069 is provided solely for the retroactive wages related to the recently approved 270 labor agreement.
- B) The increased appropriation is funded by the Employees' Retirement Fund's unappropriated fund balance.

Section 24. 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 budget for prior year costs related to the recently approved Local 270 labor agreement, 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 November 14, 2022
Delivered to Mayor November 17, 2022

ORDINANCE NO C36328

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 CD/HS Operations 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 CD/HS Operations Fund, and the budget annexed thereto with reference to the CD/HS Operations Fund, the following changes be made:

- 1) Add one classified Program Specialist position (from 2 to 3) and increase the associated appropriation for salary and benefits by \$25,594.
- 2) Add one classified Program Professional position (from 4 to 5) and increase the associated appropriation for salary and benefits by \$31,281.
- A) This is not an increase to the overall appropriation level in the CD/HS Operations 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 increase staffing in the CHHS department, 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 November 14, 2022
Delivered to Mayor November 17, 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.

HUMAN RESOURCES ANALYST II SPN 041 OPEN ENTRY

DATE OPEN: Monday, November 21, 2022

DATE CLOSED: Monday, March 27, 2023

SALARY: \$72,578.88 annual salary, payable bi-weekly, to a maximum of \$102,834.00

DESCRIPTION:

Performs a variety of professional and analytical work related to the administration of human resources management programs.

DUTIES:

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

- Coordinates employee recruitment, selection and placement program of non-classified positions exempt from Civil Service as defined by City Charter; develops and revises non-classified job descriptions, prepares job announcements, advertises job opportunities, reviews applications, and determines, recommends, and coordinates interview strategies with department heads and hiring managers.
- Prepares notices and participates in pre-disciplinary hearings; advises department heads as to the appropriateness and level of disciplinary action; drafts disciplinary letters, work improvement plans and last chance agreements.
- Conducts investigations on matters relating to equal employment opportunity (EEO), discrimination and harassment complaints. Gathers and analyzes information, prepares reports, recommendations, and correspondence on findings.
- Participates in employee and labor relations activities, with an emphasis on investigations of grievances, and the interpretation and administration of negotiated union contracts.
- Conducts or coordinates human resources related training classes for various departments.
- Provides guidance to employees and department representatives in administering the Family Medical Leave Act (FMLA) and evaluates reasonable accommodation requests in accordance with the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination.
- Assists in the development of human resources policies and procedures and maintenance of the compensation plan.
- Assists in the administration of employee programs relating to employee development and training, FMLA, ADA and EEO compliance.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

(Must be met at time of application.)

- *Education:* Graduation from an accredited four-year college or university with a degree in Personnel/Human Resources, Public Administration, Industrial Relations, or a related field of study; **AND**
- *Experience:* Four years of experience in various phases of human resources administration.
- *License:* Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.

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, 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), with scoring weight assigned as follows:

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS

- 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.

EXAMINATION DETAILS:

You will receive a link to the Human Resources Analyst II T&E via email, prior to 9:00 a.m. Pacific Time on the start dates, and will expire at 4:00 p.m. on the due dates as listed below. Please note that this email will be sent from FastTest (noreply@fasttestweb.com).

- Applicants who apply and meet the minimum qualifications between Monday, November 21, 2022 and Monday, January 2, 2023 will test Thursday, January 5, 2023 through Tuesday, January 10, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday, January 3, 2023 and Monday, February 13, 2023 will test Thursday, February 16, 2023 through Tuesday, February 21, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday, February 14, 2023 and Monday, March 27, 2023 will test Thursday, March 30, 2023 through Tuesday, April 4, 2023.

All examination results will be merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

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 21st day of November 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

SENIOR HUMAN RESOURCES ANALYST SPN 042 OPEN ENTRY

DATE OPEN: Monday, November 21, 2022

DATE CLOSED: Monday, March 27, 2023

SALARY: \$79,406.64 annual salary, payable bi-weekly, to a maximum of \$112,856.40

DESCRIPTION:

Performs complex professional and administrative work related to labor relations and other human resources management programs and supervises human resources analysts.

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.

- Investigates, analyzes, and develops recommendations on a wide range of employee and labor relations; serves as a resource to City supervisors and managers; monitors and analyzes laws, pending legislation, and court decisions which impact City operations.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Serves as primary human resources analyst for the police and fire departments. Assists in contract negotiations, including development of memoranda of understanding and supplemental agreements.
- Coordinates and administers a variety of City-wide special projects and programs. Responsible for the ongoing maintenance and administration of the equal employment opportunity and Section 504/ADA plans. Ensures compliance with applicable laws, regulations and ordinances.
- Prepares notices and participates in pre-disciplinary hearings; advises department heads as to the appropriateness and level of disciplinary action; drafts disciplinary letters, work improvement plans and last chance agreements. Ensures consistency of disciplinary action among departments.
- Conducts investigations on matters relating to equal employment opportunity (EEO), discrimination and harassment complaints. Gathers and analyzes information, prepares reports, recommendations, and correspondence on findings.
- Participates in employee and labor relations activities, with an emphasis on the most complex personnel issues.
- Provides guidance to employees and department representatives in administering the Family Medical Leave Act (FMLA) and evaluates reasonable accommodation requests in accordance with the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination.
- Develops policies and procedures for review. Provides information and interpretations of policy and labor law to various City departments, employees, job applicants and the general public.
- Evaluates, develops, and administers employee training and development programs, such as new employee orientations, supervisory leadership, and harassment training.
- Responsible for wage and salary administration. Develops salary data, analyzes, and prepares such data in connection with annual salary studies for the maintenance of the compensation plan.
- Assists in the preparation and presentation of human resources related matters before the Civil Service Commission.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open-Entry Requirements:

- *Education:* Graduation from an accredited four-year college or university with a degree in Human Resources, Public Administration, Business Administration, Industrial Relations, or a related field of study.
- *Experience:* Five years of increasingly responsible experience in various phases of human resources administration.
- *License:* Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.
- *Substitution:* A master's degree in Human Resources, Public Administration, Business Administration, Industrial Relations, or a related field of study may substitute for two years of required experience.

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 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), with scoring weight assigned as follows:

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS

- 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.

EXAMINATION DETAILS:

You will receive a link to the Senior Human Resources Analyst T&E via email, prior to 9:00 a.m. Pacific Time on the start dates, and will expire at 4:00 p.m. on the due dates as listed below. Please note that this email will be sent from FastTest (noreply@fasttestweb.com).

- Applicants who apply and meet the minimum qualifications between Monday, November 21, 2022 and Monday, January 2, 2023 will test Thursday, January 5, 2023 through Tuesday, January 10, 2023
- Applicants who apply and meet the minimum qualifications between Tuesday, January 3, 2023 and Monday, February 13, 2023 will test Thursday, February 16, 2023 through Tuesday, February 21, 2023
- Applicants who apply and meet the minimum qualifications between Tuesday, February 14, 2023 and Monday, March 27, 2023 will test Thursday, March 30, 2023 through Tuesday, April 4, 2023

All examination results will be merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations

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 21st day of November 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

SAFETY COORDINATOR SPN 050
OPEN ENTRY

DATE OPEN: Monday, November 21, 2022 **DATE CLOSED:** Monday, January 9, 2023 at 4:00 p.m.
SALARY: \$67,442.40 annual salary, payable bi-weekly, to a maximum of \$95,672.16

DESCRIPTION:

Performs responsible professional work and training to coordinate and carry out the City's safety and loss control programs and policies in accordance with federal/state laws and City requirements.

Experience in safety program planning and administration within the construction or public works fields is desirable for this recruitment.

DUTIES:

- Consults, advises, and conducts training on loss control, safety, and environmental programs to prevent or minimize losses associated with accidents, injuries, work stoppages, fines or penalties for noncompliance from State and Federal organizations, and to minimize losses associated with unauthorized access, natural disasters or other incidents.
- Assists operating departments in establishing safety rules and regulations and interpreting state law with respect to safety.
- Recommends loss control activities based upon State and Federal requirements as well as internal loss information.
- Manages safety promotions.
- Coordinates industrial hygiene programs for a variety of occupational exposures.
- Conducts and/or coordinates field sampling and investigation to accurately assess employee exposure.
- Consults on compliance with recommended exposure levels to both physical and airborne contaminants.
- Inspects heavy and light machinery and industrial processes and consults on compliance with safety engineering codes and regulations.

- Inspects facilities and activities of City departments to minimize losses and ensure compliance with City requirements including Risk Management Programs, and Federal/State laws.
- Provides accident investigation for Workers Compensation liability incidents and claims under the City's Self-Insured/Self-Administered programs.
- Implements safety programs including but not limited to lockout/tagout, confined space, commercial driver's license, and safe driving.
- Assists City departments with inspections from the Department of Labor and Industries and self-insurance audits for the City's program.
- Assists with administrative appeals of Department of Labor and Industries citations.
- Maintains safety manual and records pertaining to employee safety training and testing.
- Assists in returning employees back to work in a safe manner.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

(Open-entry applicants must meet all requirements in one of the following paths at the time of application.)

Bachelor's Degree Path:

- *Education:* Graduation from an accredited four-year college or university with major course work in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health; **AND**
- *Experience:* Two years of professional experience in safety planning, programming, coordination or administration.
- *Licenses:* Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations as required.

Associate's Degree Path:

- *Education:* Graduation from an accredited two-year college or university with major course work in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health; **AND**
- *Experience:* Five years of professional experience in safety planning, programming, coordination or administration.
- *Licenses:* Valid driver's license or otherwise demonstrated 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 Safety Coordinator T&E with instructions will be emailed prior to 4:00 p.m. Pacific time on Thursday, January 12, 2023, 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, January 12, 2023, until 4:00 p.m. Pacific time the following Tuesday, January 17, 2023.

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 17th day of November 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**LABORER II SPN 502
PROMOTIONAL**

DATE OPEN: Monday, November 21, 2022 DATE CLOSED: Monday, December 5, 2022 at 4:00 p.m.
SALARY: \$41,342.40 annual salary, payable bi-weekly, to a maximum of \$64,519.20

DESCRIPTION:

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job.

DUTIES:

- Work performed varies with department to which assigned.
- May supervise small labor crew. Participate in loading, unloading and similar operations. Assists in setting up and dismantling playground equipment.
- Receives calls, investigates and dispatches night crews to remedy routine complaints, reports major complaints to supervisor. Checks excavations for compliance with safety regulations.
- Acts as helper or assigned as apprentice to Craft Specialist and skilled trade workers in maintenance and repair of assigned buildings. May assist in minor maintenance of an assigned heating plant.
- Performs various tasks in support of solid waste disposal operations including, but not limited to, attending household hazardous waste and recycling facility, removing refrigerants from appliances, and directing the public.
- Operates compressors, jack hammers, cement mixers, brush chippers, chain saws, post-hole diggers, sewer augers and other similar power-driven equipment related to the job.
- Drives various trucks, operates rubber-wheeled tractors with attachments, front-end loaders and fork lifts. May be required to operate equipment of the next higher class on occasion. Assists in snow removal operations. Mounts sander boxes and tanks. Performs minor maintenance on street cleaning equipment.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Prepares necessary reports.
- Assists in installation, repair and disconnection of water mains, hydrants and valves. Operates pipe and leak locating equipment or performs other operations peculiar to the assigned job.
- Assists in maintenance and construction of sanitary sewer and storm water infrastructure.
- Supervises crew engaged in installation, repair and maintenance of traffic signs and markers. Operates lane and crosswalk painting machines and fabricates traffic signs using silk screens.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements:

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

- *Experience:* Six months of work experience with the City in a lower laboring type classification. Specialized experience within a department may be required for assignment to certain positions.
- *License:* Possession of a valid driver's license. Must obtain a Class B Commercial Driver's License (CDL) with air brake endorsement, within six months of appointment.

EXAMINATION DETAILS:

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

Upon request, at time of application, 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.

This exam will consist of a multiple-choice examination and performance evaluation (PAR), with scoring weights assigned as follows:

- Multiple-Choice Examination: 80%
- PAR: 20%.

MULTIPLE CHOICE EXAMINATION DETAILS:

- Test Date: Thursday, December 15, 2022
- Test Time: 1:00 p.m.
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 1 hour and 30 minutes

The written test may include such subjects as:

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

PROMOTIONAL EVALUATION DETAILS:

The PAR should be administered by the employee's supervisor within the past year.

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 17th day of November 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

STREET MAINTENANCE OPERATOR II SPN 562
PROMOTIONAL

DATE OPEN: Monday, November 21, 2022 **DATE CLOSED:** Monday, December 5, 2022 at 4:00 p.m.
SALARY: \$46,270.08 annual salary, payable bi-weekly, to a maximum of \$72,370.08

DESCRIPTION:

Performs skilled manual or minor supervisory street maintenance work which requires previous experience and special knowledge acquired on the job.

DUTIES:

- Assigned to and works on one of the following street maintenance crews; however, employee is expected to work on other crews, perform specialized or unskilled manual work, or perform other duties as conditions require.
 - Asphalt Crew: Serves as lead worker to all or a portion of the crew; leads the forward team preparing road surfaces for patching, repair or resurfacing; may operate several types of asphalt pavers, 10 ton rollers, asphalt milling machine and other related paving equipment.
 - Street Cleaning and Maintenance Crew: Operates independently or as lead worker on a team, sweeper, grader with attachments, belt or auger loader, ditching machine or power shovel over 1/4 yard capacity, backhoe, excavator, front-end loader, boom truck, thirty thousand pound truck-trailer or lo-boy or other equipment.
- Services equipment to which assigned, makes minor field repairs, reports major repairs needed, prepares necessary reports.
- Employee is usually assigned to one type of equipment, but is required to operate other types of equipment depending on the job assigned, performs manual laboring tasks, answers calls and performs such duties as necessary during emergency winter operations.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

- Experience: Current service in the Street Department and completion of one year of experience with the City in the classification of Street Maintenance Operator I or Asphalt Raker; OR, three years of experience in the classification of Bridge Maintainer I, Bridge Maintainer II, or a combination thereof.

Shortage Promotional Requirements:

- **Experience: Current service in the Street Department and completion of six months of experience with the City in the classification of Street Maintenance Operator I or Asphalt Raker; OR, three years of experience in the classification of Bridge Maintainer I, Bridge Maintainer II, or a combination thereof.**

License and Certifications:

(Employees in this job class must meet these requirements.)

- Licenses: Applicants must possess a valid Class "A" Commercial Driver's License (CDL) with a tank vehicle endorsement; OR, possess a valid Class "B" CDL and must obtain a Class "A" CDL with a tank vehicle endorsement within six months of appointment.

EXAMINATION DETAILS:

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane.

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

Upon request, at time of application, 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 written test and a performance evaluation, with weights assigned as follows:

- Written Test: 40%
- Performance Examination: 40%
- Performance Evaluation: 20%

EXAMINATION DETAILS

- Testing Date: Wednesday, December 7, 2022
- Testing Time: 9:00 a.m. or 1:00 p.m.
- Location: Streets Department - 901 N. Nelson
- The approximate duration of the multiple-choice test is 2 hours.

The examination may include such subjects as:

- Interpersonal Relations
- Mathematical Reasoning
- Road Work and Pavement
- Safety
- Supervision

PERFORMANCE EXAM DETAILS:

The performance test will be conducted Mid December 2022, weather permitting. Qualified candidates will be notified when to appear for the performance test.

PROMOTIONAL EVALUATION DETAILS

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

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 17th day of November 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

BRIDGE MAINTAINER II SPN 566
PROMOTIONAL

DATE OPEN: Monday, November 21, 2022 **DATE CLOSED:** Monday, December 5, 2022 at 4:00 p.m.
SALARY: \$48,295.44 annual salary, payable bi-weekly, to a maximum of \$75,293.28

DESCRIPTION:

Performs skilled and minor supervisory work in preventive maintenance, reconstruction, and repair of municipal bridges, trestles, retaining walls, guard rails and related structures.

DUTIES:

- Assists in the training of subordinates; acts for the foreperson in his/her absence.
- Assists foreperson in planning maintenance and repair work.
- Estimates material and equipment needs; repairs and maintains beams, decks, steel and concrete work; repairs or builds guard rails; paints and does related work at various heights over the water.
- Performs such other building and structure repair and construction as directed, such as divider island curbing, sidewalks, retaining walls, etc.
- Uses hand, mechanical and power equipment including automotive vehicles incidental to the work being performed.
- Performs related work as required and assists in snow removal operations.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

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

- *Experience:* Two years of experience with the City in the classification of Bridge Maintainer I (SPN 565).

Open Entry Requirements:

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

- *Education:* Graduation from high school, trade school, or equivalent.
- *Experience:* Three years of experience in structural construction performing carpentry, concrete, and steel work.

*Current, non-probationary, City employees within the line of progression may apply for this promotional recruitment if you meet either the open or promotional requirements (Rule VI Section 5 of the Civil Service Rules).

Shortage Promotional Requirements:

- *Experience:* Completion of one year of experience with the City in the classification of Bridge Maintainer I.(SPN 565)

License and Certifications:

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

- Possession of a valid Class A Commercial Driver's License (CDL) with tank vehicle endorsement.
- Bridge Maintainers must obtain NCCCO certifications in Articulating Boom and Articulating Boom Crane with Winch within six months of appointment. Employees must maintain these certifications while they hold this job class.

EXAMINATION DETAILS:

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane.

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

Upon request, at time of application, 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 written test and a performance evaluation, with weights assigned as follows:

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

EXAMINATION DETAILS

Testing will be conducted on December 8, 2022, at 9:00 am at Civil Service (4th Floor City Hall). The approximate duration of the test is 2 hours.

The examination may include such subjects as:

- Municipal Bridges, Guard Rails, and Equipment
- Human Relations and Supervision
- Construction Methods and Materials
- Applied Mathematics
- Driving, Safety, First Aid

PROMOTIONAL EVALUATION DETAILS

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

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 17th day of November 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

PARTS TECHNICIAN SPN 623
OPEN ENTRY

DATE OPEN: Monday, November 21, 2022

DATE CLOSED: Monday, January 2, 2023

SALARY: \$43,367.76 annual salary, payable bi-weekly, to a maximum of \$68,110.56

DESCRIPTION:

If you are a detail-oriented automotive or industrial inventory professional, the City of Spokane Fleet Services division wants to meet you. We are looking for new a Parts Technician that wants to push their professional growth and join our award winning team.

Our Fleet Services division is an EnviroStar forerunner, in automotive maintenance and management. As a City of Spokane Parts Technician, you will be responsible for the requisition, purchase, issuance and storage of automotive and heavy equipment parts and supplies, for our Fleet facility. You will need to use personal judgment and have considerable knowledge of diesel and gasoline powered equipment and operations.

Ideal candidates have:

- Excellent interpersonal and communication skills, with strong analytical, problem solving, and decision-making abilities.
- Two years of experience as a parts technician in a dealership, parts supply business or similar environment.
- A parts merchandising associate's degree is a plus!

City of Spokane Parts Technicians have professional development opportunities, annual pay step increases, a flexible working environment and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at governmentjobs.com/careers/spokanecity, for the full job specification and compensation details.

DUTIES:

- Orders, receives, stores, and issues spare and replacement automotive and heavy equipment parts and supplies; picks up and delivers parts and supplies as required.
- For non-contract items, surveys vendors to determine best source for cost, quality, and availability; exercises independent judgment to initiate the purchase of required items.
- Supervises and participates in routine maintenance work in and around the parts room.
- Maintains the storeroom in an orderly manner, stocks shelves, etc.
- Supervises and participates in periodic inventories. Performs detailed record keeping and maintenance of the perpetual inventory.
- Determines stock requirements. Consults with the supervisor as to adjustments in inventory levels. Inspects items received and approves invoices for payment.
- Salvages used parts and equipment.
- Operates a calculator, personal computer, remote terminal, and other office equipment. Operates a pickup truck, forklift. Maintains inventories using a computerized Fleet Management Information System.
- Maintains records of fuel transactions, reconciles fuel inventories and produces required reports for accounting and federal requirements.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

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

- *Education:* High school diploma or equivalent.
- *Experience:* Two years of experience as a parts technician in an industrial truck, car, or light duty truck sales dealership, automotive parts supplier, or similar business.
- *Licenses:* Valid driver's license.

Substitution: A college degree or professional certification in vehicle parts marketing/merchandising or a closely related field, will substitute for one year of experience.

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.

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

- Multiple-Choice Examination 100%

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 Parts Technician examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, January 5, 2023. 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, January 5, 2023, until 4:00 p.m. Pacific time the following Tuesday, January 10, 2023.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours minutes to complete the examination. You may take the exam only once during the open recruitment period.

WRITTEN TEST DETAILS

The approximate duration of the test is 2 hours. Additional test sessions may be made available, depending on the number of applicants.

The written test may include such subjects as:

- Inventory Management
- Storekeeping
- Automotive Parks Knowledge
- Attention to Detail
- Communication Skills
- Computer Skills & Record Keeping
- Business Math

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 21st day of November 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**PARTS TECHNICIAN SPN 623
PROMOTIONAL**

DATE OPEN: Monday, November 21, 2022

DATE CLOSED: Monday, January 2, 2023 at 4:00 p.m.

SALARY: \$43,367.76 annual salary, payable bi-weekly, to a maximum of \$68,110.56

DESCRIPTION:

If you are a detail-oriented automotive or industrial inventory professional, the City of Spokane Fleet Services division wants to meet you. We are looking for new a Parts Technician that wants to push their professional growth and join our award winning team.

Our Fleet Services division is an EnviroStar forerunner, in automotive maintenance and management. As a City of Spokane Parts Technician, you will be responsible for the requisition, purchase, issuance and storage of automotive and

heavy equipment parts and supplies, for our Fleet facility. You will need to use personal judgment and have considerable knowledge of diesel and gasoline powered equipment and operations.

Ideal candidates have:

- Excellent interpersonal and communication skills, with strong analytical, problem solving, and decision-making abilities.
- Two years of experience as a parts technician in a dealership, parts supply business or similar environment.
- A parts merchandising associate's degree is a plus!

City of Spokane Parts Technicians have professional development opportunities, annual pay step increases, a flexible working environment and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at governmentjobs.com/careers/spokanecity, for the full job specification and compensation details.

DUTIES:

- Orders, receives, stores, and issues spare and replacement automotive and heavy equipment parts and supplies; picks up and delivers parts and supplies as required.
- For non-contract items, surveys vendors to determine best source for cost, quality, and availability; exercises independent judgment to initiate the purchase of required items.
- Supervises and participates in routine maintenance work in and around the parts room.
- Maintains the storeroom in an orderly manner, stocks shelves, etc.
- Supervises and participates in periodic inventories. Performs detailed record keeping and maintenance of the perpetual inventory.
- Determines stock requirements. Consults with the supervisor as to adjustments in inventory levels. Inspects items received and approves invoices for payment.
- Salvages used parts and equipment.
- Operates a calculator, personal computer, remote terminal and other office equipment. Operates a pickup truck, forklift. Maintains inventories using a computerized Fleet Management Information System.
- Maintains records of fuel transactions, reconciles fuel inventories and produces required reports for accounting and federal requirements.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements

Experience: Completion of two years of service with the City in the classification of Equipment Servicer (SPN: 626) **OR** completion of one year of service with the City and meets the Open Entry Requirements.

License: All candidates must possess and maintain a valid driver's license.

Open Entry Requirements

Education: High school diploma or equivalent and two years of experience as a parts technician in an industrial truck, car, or light duty truck sales dealership, automotive parts supplier, or similar business.

Substitution: A college degree or professional certification in vehicle parts marketing/merchandising, or a closely related field will substitute for one year of experience.

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. 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 written test with weights assigned as follows:

- Written Test 80%
- PAR 20%

EXAMINATION DETAILS:

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane.

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

Upon request, at time of application, 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 written test and a performance evaluation, with weights assigned as follows:

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

EXAMINATION DETAILS:

Testing will be conducted on Thursday, January 5, 2023 at 9:00 a.m. in the Civil Service Test Room (4th Floor City Hall). The approximate duration of the test is 2 hours.

The examination may include such subjects as:

- Inventory Management
- Storekeeping
- Automotive Parks Knowledge
- Attention to Detail
- Communication Skills
- Computer Skills & Record Keeping
- Business Math

PROMOTIONAL EVALUATION DETAILS

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

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 21st day of November 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Greene & Carlisle Pedestrian Hybrid Beacon Engineering Services File No. 2021087

This project consists of the construction of approximately 2,000 square yard of sidewalk, 1,100 linear feet of curb or curb and gutter, 500 square yards of HMA pavement repair, 1 Pedestrian Hybrid Beacon system, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. December 5, 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 packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY 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 #.

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 TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

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

Note regarding new specifications: The City of Spokane is using WSDOT's 2022 Standard Specifications.

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.

Publish: November 16, 23, and 30, 2022

**2022 Residential Grind and Overlay
Engineering Services File No. 2022044**

This project consists of the construction of approximately 36,600 square yards of 2-inch thick HMA pavement, 1,000 square yards of pavement repair, 36,600 square yards of grinding, 160 linear feet of storm sewer, 4 new drainage structures and 23 retrofits, and 750 square yards of sidewalk, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. December 12, 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 packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY 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 #.

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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 TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

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

Note regarding new specifications: The City of Spokane is using WSDOT's 2022 Standard Specifications.

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.

Publish: November 23, 30 and December 7, 2022

**Upriver Dam Powerhouse #1 - Generator #2 Maintenance and Repair
Engineering Services File No. 2022080**

This project consists of the disassembly, inspection, and repair of a 2 MW Kaplan generator unit within Powerhouse # 1 at the Upriver Dam which is located at 2701 N. Waterworks St., Spokane, WA, 99212. Work shall include nondestructive testing of parts to determine fitness of use, repairing or replacing parts as necessary, documenting and recording detailed disassembly and reassembly of the generator, blasting and coating of parts, work plans, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. December 12, 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 packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY 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 #.

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 TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

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

Note regarding new specifications: The City of Spokane is using WSDOT's 2022 Standard Specifications.

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.

A Mandatory prebid conference will be held at 2701 N. Waterworks St., Spokane, WA, 99212 at 1:30 p.m. on Thursday December 1, 2022.

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.

******Critical time limits exist this for project and are as follows:**

The contractor shall only be permitted to perform work on the turbine generators, components, and all related appurtenances during the Spokane River low flow season, which is between the following dates, July 15th through October 1st. No work shall be allowed outside of these dates.****

Publish: November 23, 30, and December 7, 2022

Notice for Bids

Supplies, Equipment, Maintenance, etc.

EMPLOYEE ASSISTANCE PROGRAM -REBID

City of Spokane Human Resources
RFP #5780-22

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, DECEMBER 12, 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, DECEMBER 12, 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: 11/23/2022 & 11/30/2022
