



Official Gazette

City of Spokane, Washington

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

Volume 113

FEBRUARY 1, 2023

Issue 5



MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BREEAN BEGGS

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The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:
<https://my.spokanecity.org/gazettes/>

To receive the Official Gazette by e-mail, send your request to:

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The Official Gazette

USPS 403-480

0% Advertising

Periodical postage paid at
Spokane, WA**POSTMASTER:**

Send address changes to:

Official Gazette

Office of the Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

Subscription Rates:

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made
payable to:**

City Treasurer

Address Change:

Official Gazette

Office of Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, January 23, 2023**

The minutes for the Monday, January 23, 2023, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, February 8, 2023, issue of the *Official Gazette*.

MEETING MINUTES**City of Spokane****City Council Study Session****January 26, 2023****Call to Order:** 11:06 a.m.Recording of the meeting may be viewed here at <https://vimeo.com/spokanecitycouncil>.Direct link: <https://vimeo.com/79312751>**Attendance:**

Committee Members Present: Council President Breean Beggs, Council Members Kinnear, Stratton, Cathcart, Wilkerson, Zappone and Bingle

Committee Members Absent:

Agenda Items:1. TOD Update• Presenters:

Maren Murphy, City of Spokane; Tirrell Black, City of Spokane; Bob Bengford, Makers Architecture & Urban Design; Ian Crozier, Makers Architecture & Urban Design

• Action taken:

No action taken. Presentation and discussion only.

2. 6-Year Streets Program Update• Presenters:

Kevin Picanco, City of Spokane

• Action taken:

No action taken. Presentation and discussion only.

Executive Session:

None

Adjournment:

The meeting adjourned at 12:50 p.m.

Ordinances

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

ORDINANCE NO. C36350

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Miscellaneous 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 Miscellaneous Grants Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$13,000.
 - A) Of the increased revenue, \$13,000 is provided by the Smith-Barbieri Progressive Fund for both the Veterans and Community Courts.
- 2) Increase appropriation by \$13,000.
 - A) Of the increased appropriation, \$1,600 is provided solely for travel to assist court participants' participation.
 - B) Of the increased appropriation, \$11,400 is provided solely for procurement of basic needs.

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 the Smith-Barbieri Progressive Fund court grants, 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 January 23, 2023
Delivered to Mayor January 27, 2023**

ORDINANCE NO. C36351

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Miscellaneous 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 Miscellaneous Grants Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$50,000.
 - A) Of the increased revenue, \$50,000 is provided by the Washington Traffic Safety Commission as part of the Impaired Driving Strategic Plan.

- 2) Increase appropriation by \$50,000.
- A) Of the increased appropriation, \$50,000 is provided solely for procurement of drug tests.

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 the Washington Traffic Safety Commission's DUI court grant, 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 January 23, 2023
Delivered to Mayor January 27, 2023

ORDINANCE NO. C36352

An ordinance amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Miscellaneous 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 Miscellaneous Grants Fund and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$714,818.
 - A) Of the increased revenue, \$714,818 is provided by the Administrative Office of the Courts for the Domestic Violence Intervention Therapeutic Court.
- 2) Increase appropriation by \$714,818.
 - A) Of the increased appropriation, \$290,018 is provided solely for personnel salaries and benefits.
 - B) Of the increased appropriation, \$18,000 is provided solely for staff equipment and training.
 - C) Of the increased appropriation, \$345,000 is provided solely for treatment services and compliance monitoring.
 - D) Of the increased appropriation, \$61,800 is provided solely for other participant services.

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 the Administrative Office of the Courts DVITC grant, 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 January 23, 2023
Delivered to Mayor January 27, 2023

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.

UTILITIES ACCOUNT SERVICES SPECIALIST SPN 021 PROMOTIONAL

DATE OPEN: Monday, January 30, 2023

DATE CLOSED: Monday, February 13, 2023 at 4:00 p.m.

SALARY: \$42,407.28 annual salary, payable bi-weekly, to a maximum of \$66,461.04

DESCRIPTION:

Performs a variety of specialized utility billing, accounting, collections, and customer service duties related to customer accounts for water, sewer, and solid waste services.

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.

- Performs assignments from the full range of duties related to utilities customer support, including opening and closing accounts, researching account financial detail, production and proofing of bills, processing payments, approving payment arrangements, and reconciling transactions; determines accounts eligible for water shut off and coordinates the collection action with the Water Dept.
- Responds in person, by telephone, or electronically to customer inquiries, complaints, and requests for payment plans; provides information regarding water consumption, rate calculations, service fees, or billing issues.
- Facilitates problem resolution of unusual billing and customer service issues by conducting appropriate research, reviewing findings, making appropriate recommendations to management, and processing billing adjustments if applicable.
- Prepares notices, service tags, investigation work orders, collection letters and reports, and outreach to past due customers; prepares and maintains a variety of reports and the current status of a variety of miscellaneous accounts such as deposits and refunds.
- Operates and enters data into billing system; prepares, audits, and sends water, sewer, and solid waste bills; sets up new accounts; and calculates and issues credits to accounts as necessary.
- Reviews and analyzes reports of daily meter read books and usage reports; evaluates meter readings outside normal parameters; requests field tests of meter accuracy and usage and initiates adjustment recommendations on accounts.
- Researches and posts rejected payments; updates billing system database on account problems and resolution.
- Processes non-collectible final bills, deceased creditor claims, bankruptcy proof of claims, and returned mail, and determines the action to be taken or refers to supervisor; processes refund request forms.
- Handles administrative requirements to issue construction meters and temporary water service requirements; tracks water tap and meter permits from initial stages to the certificate of occupancy.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

- Experience: Two years as a Clerk III or equivalent/higher level clerical classification.

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 and a performance evaluation, with weights assigned as follows:

- Multiple Choice 60%
- Short Answer 20%
- Performance Evaluation 20%.

EXAMINATION DETAILS:

Testing Date: Thursday, February 16, 2023

- Testing Time: 10:00 a.m. or 1:00 p.m.
- Location: City Hall, Civil Service - 4th Floor Test Room, 808 W Spokane Falls Blvd.
- The approximate duration of the multiple-choice test is 2 hours.

The test may include the following subjects.

- Computer Skills
- Interpersonal & Customer Service
- Mathematical Reasoning
- Oral & Written Communication
- Organizational Awareness
- Attention to Detail

PROMOTIONAL EVALUATION DETAILS

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

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

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 26th day of January 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

LEAD BRIDGE INSPECTOR

SPN 192

(Announcement of 10/24/2022)

The above titled announcement is hereby amended to read:

Closing Date: February 13, 2023, at 4:00 PM

Examination Details:

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

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

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

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

TRAINING & EXPERIENCE EVALUATION (T&E) DETAILS

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

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

STRUCTURED ORAL INTERVIEWS

Applicants that apply and meet the minimum qualifications between Monday, October 24, 2022, and Monday, February 13, 2023, will receive an email notification to sign-up for a 25-minute oral telephone examination.

BUILDING ENGINEER SPN 419
OPEN ENTRY**DATE OPEN:** Monday, January 30, 2023**DATE CLOSED:** Monday, February 13, 2023 at 4:00 p.m.**SALARY:** \$41,446.80 annual salary, payable bi-weekly, to a maximum of \$65,124.72**DESCRIPTION:**

Performs semi-skilled work in the operation and routine maintenance of Heating, Ventilation, and Air Conditioning (HVAC) systems, as well as custodial and routine building maintenance tasks in and around a public building.

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.

- Assists in developing program operations budget, long-term planning, and in determining the quantity and type of supplies required.
- Monitors and performs routine maintenance on HVAC and auxiliary equipment on an assigned shift. Checks pressure, temperature, daily logs, etc., as required. Changes filters, greases motors, etc., as required.
- Monitors and tests building backup generator and elevators. Notifies the supervisor of alerts or other performance issues.
- Coordinates and participates in moving, assembling, setup, and arrangement of furniture as well as office equipment.
- Participates in cleaning floors, walls, woodwork, offices, and restrooms; removes rubbish and wastepaper. Unlocks doors, sweeps walks, and removes snow and other hazards to ensure building accessibility; polices building and surrounding areas.
- Paints small areas, repairs furniture, replaces windowpanes, light bulbs, and tubes.
- Serves as point of contact with vendors and contractors, and makes arrangements as authorized, including those for annual inspections of fire protection systems.
- Coordinates the maintenance of the building's plumbing.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Open-Entry Requirements:

- Education: High school diploma or equivalent, and
- Experience: Two years of experience in custodial and building maintenance work, including six months in the operation and routine maintenance of commercial or industrial HVAC equipment.

Licenses and Certifications:

- Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.
- A Low Pressure Boiler Operator's license as issued by the City of Spokane must be obtained prior to appointment and be maintained throughout employment.

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 an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 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 Building Engineer examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, February 16, 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, February 16, until 4:00 p.m. Pacific time the following Tuesday, February 21, 2023.

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

The examination may include such subjects as:

- General Building Knowledge
- Heating and Cooling
- Safety
- Interpersonal Relations

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 26th day of January 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

BUILDING ENGINEER SPN 419
PROMOTIONAL

DATE OPEN: Monday, January 30, 2023 **DATE CLOSED: Monday, February 13, 2023 at 4:00 p.m.**
SALARY: \$41,446.80 annual salary, payable bi-weekly, to a maximum of \$65,124.72

DESCRIPTION:

Performs semi-skilled work in the operation and routine maintenance of Heating, Ventilation, and Air Conditioning (HVAC) systems, as well as custodial and routine building maintenance tasks in and around a public building.

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.

- Assists in developing program operations budget, long-term planning, and in determining the quantity and type of supplies required.
- Monitors and performs routine maintenance on HVAC and auxiliary equipment on an assigned shift. Checks pressure, temperature, daily logs, etc., as required. Changes filters, greases motors, etc., as required.
- Monitors and tests building backup generator and elevators. Notifies the supervisor of alerts or other performance issues.
- Coordinates and participates in moving, assembling, setup, and arrangement of furniture as well as office equipment.
- Participates in cleaning floors, walls, woodwork, offices, and restrooms; removes rubbish and wastepaper. Unlocks doors, sweeps walks, and removes snow and other hazards to ensure building accessibility; polices building and surrounding areas.
- Paints small areas, repairs furniture, replaces windowpanes, light bulbs, and tubes.
- Serves as point of contact with vendors and contractors, and makes arrangements as authorized, including those for annual inspections of fire protection systems.
- Coordinates the maintenance of the building's plumbing.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Promotional Requirements:

- Experience: One year of experience with the City in the classification of Custodian I (SPN 414) or higher laboring classification and meet the open-entry requirements.

Open-Entry Requirements:

- Education: High school diploma or equivalent, and
- Experience: Two years of experience in custodial and building maintenance work, including six months in the operation and routine maintenance of commercial or industrial HVAC equipment.

Licenses and Certifications:

- Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.
- A Low Pressure Boiler Operator's license as issued by the City of Spokane must be obtained prior to appointment and be maintained throughout employment.

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%

WRITTEN TEST DETAILS:

Testing will be conducted Wednesday, February 15, 2023, at 1:00 PM in the Civil Service Test Room (808 W. Spokane Falls Blvd 4th Floor). The approximate duration of the test is 2 hours.

The multiple-choice exam may include such subjects as:

- General Building Knowledge
- Heating and Cooling
- Safety
- Interpersonal Relations

PERFORMANCE 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 26th day of January 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

WTE MAINTENANCE SPECIALIST SPN 578
OPEN ENTRY

DATE OPEN: Monday, January 30, 2023

DATE CLOSED: Monday, February 13, 2023 at 4:00 p.m.

SALARY: \$49,903.20 annual salary, payable bi-weekly, to a maximum of \$78,362.64

DESCRIPTION:

Performs skilled journey level work in the installation, maintenance, and repair of waste to energy plant mechanical equipment.

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. Performs journey level inspections, preventive maintenance, and repair of plant equipment on a scheduled basis.

- Performs welding and steel fabrication throughout the plant.
- Installs and maintains various types of fasteners and retaining rings, piping, tubing, and hose-type fluid and air transfer systems.
- Troubleshoots, installs, maintains, and repairs the following: chain drive systems, belt drive systems, hydraulic/pneumatic systems, couplings, bearings, pumps, motors, conveyors, and valves.
- Performs minor tasks requiring rigging and machinist skills.
- Follows standard safety procedures, and reports safety and environmental hazards to the shift supervisor. Reads, understands, and applies information such as lockout/tagout procedures, safety rules, job hazard analyses, operating and maintenance instructions, and procedure manuals.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open-Entry Requirements:

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

- Experience: Three years in the installation, maintenance, and repair of industrial mechanical equipment, such as pumps, motors, conveyors, fans, and hydraulic/pneumatic systems.
- Substitution: Training in the maintenance and repair of industrial mechanical equipment from an accredited post-secondary academic, trade, technical institution, or apprenticeship, may substitute for experience on a year-for-year basis.

Licenses and Certifications:

- A valid driver's license is required, to be maintained throughout employment.

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 an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 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 WTE Maintenance Specialist examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, February 16, 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, February 16, 2023, until 4:00 p.m. Pacific time the following Tuesday, February 21, 2023.

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

The examination may include such subjects as:

- Mechanical Concepts
- General Welding Knowledge
- Blueprint Reading & Schematics
- Motors & Pumps
- Valves
- Bearings & Seals
- Tools
- Safety & First Aid

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 26th day of January 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

SENIOR COMMUNITY JUSTICE COUNSELOR SPN 955
PROMOTIONAL

DATE OPEN: Monday, January 30, 2023

DATE CLOSED: Monday, February 13, 2023 at 4:00 p.m.

SALARY: \$57,879.36 annual salary, payable bi-weekly, to a maximum of \$95,233.68

DESCRIPTION:

Supervises Community Justice Counselors and carries out the most difficult or complex case work with misdemeanor defendants and probationers involved with the Spokane Municipal Court system.

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.

- Supervises, trains, and evaluates subordinate professional and administrative employees. Establishes performance requirements, completes annual performance reviews, and recommends discipline as necessary.
- Coordinates, facilitates, and plans the work of subordinates to ensure that assigned work is carried out.
- Coaches the team in the selection and application of problem-solving methods and techniques. Provides advice on work methods and assists coworkers in identifying viable solutions to problems encountered.
- Identifies improvements related to training, resources, and supplies, or to the improvement of operations between the court and department, and relays needs and requests to supervisor.
- Conducts assessments and investigations of misdemeanor clients from pre-trial through post-sentence stages. Gathers and evaluates facts obtained through interviews and research for inclusion in client reports.
- Performs social investigations and interviews of clients, relatives, employers, members of social agencies and others.
- Identifies client needs in areas such as behavioral health services, housing, and employment. Assesses availability and relevance of community and state resources. Develops individual case plans for implementation.

- Completes electronic monitoring intake duties for individuals as ordered by the court, including but not limited to explaining responsibilities to defendants, obtaining signatures for agreements, testing for drug and alcohol, collecting data, and installing related equipment.
- Testifies and recommends in administrative and judicial hearings regarding resource and treatment options for defendants, community safety concerns, and incarceration decisions.
- Develops work sites for community service referrals. Contacts community programs and maintains relationships for client placement.
- Monitors and maintains records of placement and attendance for those ordered by the court to participate in treatment, community service, and other specialized programs such as electronic home monitoring and day reporting as an alternative to incarceration.
- Maintains case records, prepares reports, and conducts correspondence related to assignments.
- Performs related work as required.

MINIMUM QUALIFICATIONS:***Promotional Requirements:***

- Experience: Two years with the City in the classification of Community Justice Counselor (SPN 954) or Probation Field Services Officer (SPN 953).

Licenses and Certifications:

- Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.
- Completion of the Washington State Misdemeanant Probation Counselor Academy within twelve months of appointment.

Background Investigation:

- All applicants are subject to a thorough background investigation, including criminal history. A criminal history that affects a person's ability to be certified for access to federal, state, and local criminal justice databases constitutes a bar to employment as a Senior Community Justice Counselor.

EXAMINATION DETAILS:

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

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

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

- T&E 80%
- PAR 20%

TRAINING AND EXPERIENCE EVALUATION DETAILS

Qualified applicants will receive a link to the Senior Community Justice Counselor T&E, via email, prior to 4:00 p.m. Pacific Time on Thursday, February 16, 2023. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in until 4:00 p.m. Pacific time on Tuesday, February 21, 2023.

- Copies of your college or university transcripts (unofficial transcripts are accepted) are 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.

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 26th day of January 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

**Cochran Basin Stormwater Control Vault
Engineering Services File No. 2019148**

This project consists of the construction of a below grade concrete cast in place flow control structure, modifications to add flow controls to an existing underground concrete structure (Cochran Pit), a below grade cast in place 40 cfs capacity stormwater pump station, with electrical facilities, including four submersible stormwater pumps, motor controls, and force main piping, approximately 5,900 cubic yards of excavation and embankment, shoring, 695 linear feet of storm sewer and force main, drainage structures, curb, gutter, sidewalk, 2,575 square yards of HMA pavement, concrete panel removal and repair, communication and electrical conduit installation, electrical and controls installations within the existing I03 electrical room and at Downriver Golf Course stormwater treatment Pond F, landscaping and irrigation work, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 20, 2023, 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 non-mandatory prebid conference will be held at the office of Spokane City Hall in the Council Briefing Center at 808 W. Spokane Falls Boulevard starting at 9:00 a.m. on February 8, 2023.

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.

*****It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to any contract or any subcontract resulting from this solicitation for bids.*****

Published: February 1, 8, & 15, 2023

Notice for Bids

Supplies, Equipment, Maintenance, etc.

Part 12D Comprehensive Assessment and Report for Upriver Dam Hydroelectric Project

City of Spokane Integrated Capital Management department

RFQu #5820-23

Description: The City of Spokane is soliciting electronic Qualification Proposals for Part 12D Comprehensive Assessment and Report for Upriver Dam Hydroelectric Project.

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on MONDAY, FEBRUARY 13, 2023**. Hard copy and/or late submittals will not be accepted. The City of Spokane is not responsible for Proposals submitted late.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening meeting via **Microsoft Teams** on **MONDAY, FEBRUARY 13, 2023**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department website: <https://my.spokanecity.org/administrative/purchasing/> and then click on the "join meeting" link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

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

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

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

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

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

Publish: January 18, 25 & February 1, 2023

LIBERTY PARK PLAYGROUND AND RESTROOM RENOVATION
City of Spokane

PW ITB #5829-23

Description: The City of Spokane Parks Department is soliciting electronic bids for the Liberty Park Playground and Restroom Renovation Project

Pre-Bid Conference: Thursday, February 9, 2023 at 1:00 pm City Hall – City Council Briefing Center – Lower Level, 808 W Spokane Falls Blvd., Spokane WA

Bid Opening: Sealed electronic bids will be accepted until **Monday, February 27, 2023 at 1:00 pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, February 27, 2023**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Thea Prince
City of Spokane Purchasing

Publish: February 1 & 8, 2023

REQUEST FOR PROPOSALS #5831-23
Human Resources and Personnel Complaint Investigatory Services
City of Spokane Human Resources

The City of Spokane is soliciting electronic Proposals for the above titled Request for Proposals.

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, FEBRUARY 13, 2023**. Hard copies, emails, and late submittals will not be accepted.

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

Questions will be accepted through the procurement system in the “Clarifications” tab of the applicable solicitation number.

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

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

Public Bid Opening: Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, FEBRUARY 13, 2023**. For the link to attend virtually and the number to attend by telephone, visit the City’s Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>.

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

Publish: February 1 & 8, 2023