



Official Gazette

City of Spokane, Washington

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

Volume 113

JULY 26, 2023

Issue 30



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT LORI KINNEAR

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

VACANT (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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:

clerks@spokanecity.org

INSIDE THIS ISSUE

MINUTES	738
ORDINANCES	740
JOB OPPORTUNITIES	744
NOTICES FOR BIDS	750

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, July 10, 2023**

The minutes for the Monday, July 10, 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, August 2, 2023, issue of the *Official Gazette*.

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, July 17, 2023**

The minutes for the Monday, July 17, 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, August 2, 2023, issue of the *Official Gazette*.

MEETING MINUTES**City of Spokane****City Council Study Session****July 20, 2023****Call to Order:** 11:00 a.m.Recording of the meeting may be viewed here at <https://vimeo.com/spokanecitycouncil>.Direct link: <https://vimeo.com/84710787>**Attendance:**

Committee Members Present: Council President Kinnear, Council Members Cathcart, Stratton, Bingle, and Zappone (arrived at 11:03 a.m.).

Committee Members Absent: Council Member Wilkerson

Agenda Items:1. Police and Fire Overtime Solutions: Implementation Update

- Presenter:
Craig Meidl, City of Spokane
Brian Schaeffer, City of Spokane
Shawna Ernst, City of Spokane
Justin Lundgren, City of Spokane
- Action taken:
No action taken. Presentation and discussion only.

2. Library Financial Update

- Presenter:
Andrew Chanse, Spokane Public Library
Nicole Edwards, Spokane Public Library
- Action taken:
No action taken. Presentation and discussion only.

3. CHHS Metrics and Community Dashboard Update

- Presenter:
Jenn Cerecedes, City of Spokane
- Action taken:
No action taken. Presentation and discussion only.

Executive Session:

None

Adjournment:

The meeting adjourned at 12:21 p.m.

MEETING MINUTES
City of Spokane
City Council Study Session
July 13, 2023

Call to Order: 11:01 a.m.

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

Direct link: <https://vimeo.com/84508037>

Attendance:

Committee Members Present: Council Members Kinnear, Cathcart, Wilkerson (left at 11:30 a.m.), and Bingle.

Committee Members Absent: Council President Beggs, Council Member Stratton, and Council Member Zappone

Agenda Items:

1. Discussion on draft ordinance to create a remedy for wrongful actions by city officials
 - Presenter:
Chris Wright, City of Spokane
 - Action taken:
No action taken. Presentation and discussion only.
2. Drug Recovery & Prevention Programs for Youth
 - Presenter:
Sarah McNew, West Spokane Wellness Coalition
Audrey Curtis, West Spokane Wellness Coalition
 - Action taken:
No action taken. Presentation and discussion only.
3. End of Year Financial Report
 - Presenter:
Tonya Wallace, City of Spokane
 - Action taken:
No action taken. Presentation and discussion only.

Executive Session:

Start Time: 11:01 a.m. (announced end time 11:14 a.m.)

Extension: 5min until 11:19 a.m.

End Time: 11:19 a.m.

Topic: Pending Litigation

Attorneys Present: Lynden Smithson; Mike Piccolo

Adjournment:

The meeting adjourned at 12:08 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
15th of May, 2023

I. Called to Order: 1:17 PM PST

Recording of the meeting may be viewed here on Vime.

Attendance

Committee Members Present:

Council President Breean Beggs, Council Member Lori Kinnear, Council Member Betsy Wilkerson, Council Member Michael Cathcart, Council Member Karen Stratton, Council Member Jonathan Bingle, Council Member Zack Zappone

Staff/Others Present:

Tim Szambelan, Hannahlee Allers, Chris Johnson, Jessica Stratton, Amanda Beck, Terri Stripes, Matt Boston, Jason Nechanicky, Johnnie Perkins, Spencer Gardner, Steve MacDonald, Stephanie Bishop, Kim McCollim, Elizabeth Schoedel, Jenn Cerecedes, Mark Carlos, Candi Davis, Ginny Ramos, Kelly Thomas, Chris Wright, Tonya Wallace, Emry Dinman, Abby Martin

Approval of Minutes:

- Action Taken
Council Member Bingle moved to approve, Council Member Zappone seconded. Agenda and minutes were approved unanimously.

Agenda Items**Discussion Items**

1. 2023 Mid-Year Financial Report & Five Year General Fund Forecast – Tonya Wallace (1 hour)
 - No Action Taken, Discussion Only
2. Short-Term Rental Amendments and Fee/Tax Updates – Amanda Beck, Spencer Gardner (10 mins)
 - No Action Taken, Discussion Only
3. Monthly Investment Report (April 2023) – Chris Johnson (5 mins)
 - No Action Taken, Discussion Only
4. April Permit Report – Steve MacDonald (5 mins)
 - No Action Taken, Discussion Only
5. CHHS YHDP Host Homes Contract – Jenn Cerecedes (5 mins)
 - No Action taken, Presentation Only
6. Teen Centers RFI Resolution – Council Member Zack Zappone (5 minutes)
 - Action taken, Council Members Kinnear and Council Member Zappone agreed to sponsor this item to move forward

No Consent Items were presented during this committee meeting

Executive session

None.

IV. Adjournment

The meeting adjourned at 2:43 PM PST, next meeting will be on the 17th of July, 2023 at 1:15 PM PST

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. C36405

AN INTERIM ZONING ORDINANCE concerning parking regulations for housing, exempting minimum parking space requirements for certain residential developments; adopting a new Chapter 17C.405 of the Spokane Municipal Code, Interim Parking Regulations for Housing; setting a public hearing; and establishing a work program.

WHEREAS, RCW 36.70A.600 encourages the City to take a number of actions in order to increase its residential building capacity and authorized the City to adopt a housing action plan; and

WHEREAS, as authorized by RCW 36.70A.600(2), Council Resolution RES 2021-0062 adopted the City of Spokane Housing Action Plan as a guide for future housing planning, policy development, and regulatory and programmatic implementation measures that increase housing options that are affordable and accessible for people and families of all

incomes in the City; including the Implementation Plan, included as Appendix A within the Housing Action Plan, which outlines several strategies and policies to remedy the current housing crisis; and

WHEREAS, the 2020 Housing Needs Assessment completed for the Housing Action Plan indicates several facts about the housing supply and need, particularly the need to accommodate for an estimated 6,000 additional housing units by 2037; and

WHEREAS, the region's housing shortage is contributing to rapidly escalating home prices and rents which is a contributing factor in the worsening homelessness crisis in Spokane and the surrounding region; and

WHEREAS, in adopting RES 2021-0062 the City Council specifically calls for the Plan Commission to consider the removal of off-street parking requirements in residential areas in Center and Corridors and within one-half mile thereof, among other incentives, in order to create more opportunities for housing; and

WHEREAS, the City Council finds that this interim zoning ordinance and the housing it will allow are compatible with the City's residential neighborhoods and is consistent with the City's Comprehensive Plan which envisions a variety of housing types in the City's residential neighborhoods; and

WHEREAS, on July 26, 2021, the Mayor of the City of Spokane proclaimed a housing emergency and directed the City to pursue actions to expand housing types, reduce overall development costs to increase development of affordable housing, and streamline municipal procedures to support the development cycle; and

WHEREAS the Mayor's July 26, 2021 proclamation also directed the City to expand the number of attached homes allowed, and to explore the use of an interim zoning ordinance to achieve immediate goals and objectives for increasing densities at transit stops and creating opportunities for a greater variety of housing; and

WHEREAS, the proposed actions will help to more fully implement the housing strategies specified in RCW 36.70A.600(1); and

WHEREAS, by virtue of the public process conducted during creation of the City of Spokane Housing Action Plan, in addition to subsequent engagement efforts, interested agencies and the public have had extensive opportunities to provide comment on housing needs and potential regulatory responses to the housing crisis; and

WHEREAS, the City has complied with RCW 36.70A.370 in the adoption of this Ordinance; and

WHEREAS, during its 2023 Regular Session, the Washington State Legislature enacted Engrossed Second Substitute House Bill 1110 (the "Act"), legislation designed to encourage the creation of more middle housing in areas traditionally dedicated to single-family housing; and

WHEREAS, the Act includes, among other provisions, a prohibition on local requirements for off-street parking as a condition of permitting development of middle housing near certain transit stops; and

WHEREAS, on June 14, 2023, the Washington State Department of Commerce and appropriate state agencies were notified of the City's intent to adopt this Ordinance consistent with RCW 36.70A.106; and

WHEREAS, that, as an emergency item, the interim ordinance is categorically exempt under the State Environmental Protection Action (SEPA) but to provide additional public notice and participation, an environmental checklist and Determination of No Significance were issued by Planning Services on June 23, 2023, and the SEPA comment period ended on July 12, 2023; and

WHEREAS, prior to the City Council public hearing on August 28, 2023, a legal notice of public hearing will be published in the *Spokesman-Review* and the notice of the proposed amendment was distributed to the City's agency/interested party list; and

WHEREAS, the City Council finds that this interim zoning ordinance is necessary for the immediate preservation of the public peace, health, or safety and for the immediate support of City government and its existing institutions; and

WHEREAS, the City Council adopts the recitals set forth herein as its findings and conclusions in support of its adoption of this ordinance.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. Interim Zoning Ordinance Adopted. An interim zoning ordinance is adopted as specified in Section 7 of this ordinance.

Section 2. Purpose. The purpose of this interim zoning ordinance is to assist in implementing the housing strategies specified in RCW 36.70A.600(1) and Engrossed Second Substitute House Bill 1110 in order to increase residential building capacity to help mitigate Spokane's housing shortage emergency.

Section 3. Duration of Interim Zoning Ordinance. This interim zoning ordinance shall be in effect until July 9, 2024, unless extended or cancelled at the public hearing described in Section 5 of this ordinance. It is anticipated that while this interim zoning ordinance is in effect the city will evaluate whether to make these measures permanent pursuant to the public notice and participation process set forth in chapter 17G.025 of the Spokane Municipal Code.

Section 4. Work Plan. Pursuant to RCW 36.70A.390, a work plan for studies related to this ordinance shall include continued public participation and noticing pursuant to chapter 17G.025 SMC, modifications to the Comprehensive Plan, and evaluation of the effects of this ordinance with respect to public transit usage, neighborhood impacts, displacement of at-risk communities, and success in generating new housing units.

Section 5. Public Hearing. Pursuant to RCW 35.63.200 and 36.70A.390, the City Council will hold a public hearing on this interim zoning ordinance on August 28, 2023. Immediately after the public hearing, the City Council will adopt findings of fact on the subject of this interim zoning ordinance.

Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. That there is adopted a new Chapter 17C.405 of the Spokane Municipal Code, titled Interim Parking Regulations Adopted to Implement RCW 36.70A.600(1), to read as follows:

Chapter 17C.405

Section 17C.405.010: Interim Parking Regulations for Housing

A. Purpose.

The development of off-street vehicle parking spaces can add cost to housing projects. In order to allow for less-costly housing options, the standards of this section allow property owners to choose how much residential off-street parking to provide for their needs. The standards of this section allow for greater variety of housing and increased capacity for new housing.

B. Applicability

This section applies to Residential Household Living land uses in all areas of the City. Residential Housing Living is defined in SMC 17C.190.110.

C. Expiration.

This section shall expire on July 9, 2024.

D. Adjustment to Minimum Required Parking Spaces.

Notwithstanding other provisions of Title 17C SMC, including table 17C.230-2, Residential Household Living uses located within one-half (.50) mile walking distance of transit stops shall not be required to provide off-street vehicle parking.

E. Adjustment to Fees.

Notwithstanding other provisions of Title 17C SMC, including SMC 17C.230.110(D), fees may be charged for the use of off-street vehicle parking spaces in connection with a Residential Household Living use.

Passed by City Council July 17, 2023

Delivered to Mayor July 24, 2023

ORDINANCE NO. C36407

An Ordinance concerning the use of automated traffic safety cameras, extending the termination date for authorization to use automated traffic safety cameras, expanding the use of said cameras to school walk areas, public park speed zones, and hospital speed zones, and amending sections 16A.64.220 and 16A.64.260 of the Spokane Municipal Code.

WHEREAS, RCW 46.63.170 authorizes local jurisdictions to install and operate automated traffic safety cameras as a means for enforcing traffic laws; and

WHEREAS, consistent with RCW 46.63.170, the Spokane City Council adopted Spokane Municipal Code Chapter 16A.64 which, in pertinent part, authorizes the use of automated traffic safety cameras in the City of Spokane at two-arterial intersections and school speeding zones; and

WHEREAS, in 2022 the Washington Legislature enacted Engrossed Substitute Senate Bill 5974, which expanded the permitted uses of automated traffic safety cameras under RCW 46.63.170 to include the detection of speed violations in roadways in school walk areas as defined in RCW 28A.160.160, as well as speed violations in public park speed zones and hospital speed zones; and

WHEREAS, under RCW 46.63.170, as amended, "public park speed zones" means, with respect to a given location, the area within a public park with active park use and extending 300 feet from the border of said park; and

WHEREAS, under RCW 46.63.170, as amended, "hospital speed zones" means, with respect to a given location, the area within hospital property and extending 300 feet from the border of hospital property; and

WHEREAS, under RCW 46.63.170, as amended, "public park speed zones" and hospital speed zones" must have signs posted alerting drivers to the location of said zones and to the use of automated traffic safety cameras; and

WHEREAS, it is necessary to amend SMC 16A.64.220 to conform to RCW 46.63.170, as recently amended, and to authorize the use of automated traffic safety cameras in school walk areas, public park speed zones, and hospital speed zones; and

WHEREAS, the current authorization to operated automated traffic safety cameras under Chapter 16A.64 of the Spokane Municipal Code expires on November 12, 2023, and the City Council, when renewing the authorization by ordinance, historically has extended the authorization in five-year increments; and

WHEREAS, the City Council intends to extend the current authorization to use automated traffic safety cameras for an additional five years.

NOW, THEREFORE, the City of Spokane does hereby ordain as follows:

Section 1. Section 16A.64.220 of Chapter 16A.64 of the Spokane Municipal Code is amended as follows:

Section 16A.64.220 Procedures of Use of Automated Traffic Safety Cameras

The use of automated traffic safety cameras is authorized for issuance of notices of infraction for violations regarding obedience to traffic control devices for stoplights at two-arterial intersection and school speeding zones and is subject to the following requirements:

A. Use of automated traffic safety cameras is restricted to the following locations:

1. two-arterial intersections, ~~((and))~~
 2. school speeding zones, ~~((only-))~~
 3. School walk areas, as defined in RCW 28A.160.160,
 4. Public park speed zones, as defined in RCW 46.63.170, and
 5. Hospital speed zones, as defined in RCW 46.63.170.
- B. Automated traffic safety cameras may only take pictures of the vehicle and vehicle license plate and only while an infraction is occurring. The picture must not reveal the face of the driver or of passengers in the vehicle.
- C. A notice of infraction must be mailed to the registered owner of the vehicle within fourteen days of the violation, or to the renter of a vehicle within fourteen days of establishing the renter's name and address under SMC 16A.64.240 (B). The law enforcement officer issuing the notice of infraction shall include with it a certificate or facsimile thereof, based upon inspection of photographs, microphotographs, or electronic images produced by an automated traffic safety camera, stating the facts supporting the notice of infraction. This certificate or facsimile is prima facie evidence of the facts contained in it and is admissible in a proceeding charging a violation under this chapter. The photographs, microphotographs or electronic images evidencing the violation must be available for inspection and admission into evidence in a proceeding to adjudicate the liability for the infraction. A person receiving a notice of infraction based on evidence detected by an automated traffic safety camera may respond to the notice by mail.
- D. The registered owner of a vehicle is responsible for an infraction under SMC 16A.64.270(A) unless the registered owner overcomes the presumption in SMC 16A.64.270(B), or, in the case of a rental car business, satisfies the conditions under SMC 16A.64.240(B). If appropriate under the circumstances, a renter identified under SMC 16A.64.240(B)(1) is responsible for an infraction.

- E. Pursuant to RCW 46.63.170(1)(f), notwithstanding any other provision of law, all photographs, microphotographs, or electronic images prepared under this section are for the exclusive use of law enforcement in the discharge of duties under this section and are not open to the public and may not be used in a court in a pending action or proceeding unless the action or proceeding relates to a violation under this section. No photograph, microphotograph or electronic image may be used for any purpose other than enforcement of violations under this section nor retained longer than necessary to enforce this section.
- F. All locations where an automated traffic safety camera is used must be clearly marked by placing signs in locations that clearly indicate to a driver that he is entering a zone where traffic laws are enforced by an automated traffic safety camera. Signage in public park speed zones and hospital speed zones shall conform to the requirements in RCW 46.63.170.

Section 2. Section 16A.64.260 of Chapter 16A.64 of the Spokane Municipal Code is amended as follows:

Section 16A.64.260 Termination of Authorization for Use of Automated Traffic Safety Cameras

The authorization granted in SMC 16A.64.220 to use automated traffic safety cameras for issuance of notices of infraction for violations regarding obedience to traffic control devices shall expire on ~~((November 12, 2023))~~ July 31, 2028, unless the city council takes legislative action to extend the authorization.

Section 3. Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

Section 4. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Passed by City Council July 17, 2023
Delivered to Mayor July 24, 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.

COMMUNITY JUSTICE SPECIALIST SPN 029 OPEN ENTRY

DATE OPEN: Monday, July 24, 2023

DATE CLOSED: Continuous

SALARY: \$43,534.80 annual salary, payable bi-weekly, to a maximum of \$68,382.00

DESCRIPTION:

Performs specialized support functions for the Community Justice Services Department, including facilitation of probation casework and conduct of pre-trial interviews, other defendant contacts, and intake procedures.

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 Community Justice Counselors in managing caseloads. Reviews cases, schedules appointments, and enters data in case files.
- Conducts pre-trial interviews of defendants to determine indigence and social service needs. Assists Community Justice Counselors in determining pre-trial release and post-sentence recommendations to the Court.
- Assists with intake interviews and risk/needs assessments; assists in developing case plans by assessing community and state resources; reviews criminal history records; requests criminal records such as police reports and conducts office visits when needed.
- Notifies defendants of their obligations regarding court conditions and supervision terms, and the implementation of general and special court conditions of release.

- Assists in monitoring attendance and participation in court-ordered treatment and other alternatives to incarceration. Maintains appropriate participation and treatment records and compiles statistical data.
- Administers portable breath tests.
- Facilitates evidence-based group and individual cognitive-based programming.
- 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:* Equivalent to an associate degree from an accredited college or university with major coursework in criminal justice, social work, psychology, or related field; **and**
- *Experience:* One year of experience as a caseworker, detention/correction officer, law enforcement officer, or a closely related professional position.
- *License:* Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.

Background Check:

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

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 Training and Experience examination with instructions will be emailed out via a link from City of Spokane (info@governmentjobs.com) upon review of the applicant's minimum qualifications. **Once you receive the link, the testing window is Thursday to the following Tuesday at 4:00pm.**

- 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 6th day of April 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

**EXAMINATION AND CLASSIFICATION ANALYST II SPN 046
PROMOTIONAL**

DATE OPEN: Monday, July 24, 2023

DATE CLOSED: Monday, August 7, 2023

SALARY: \$67,567.68 annual salary, payable bi-weekly, to a maximum of \$95,693.04

DESCRIPTION:

Performs responsible professional and technical work in the administration of a public personnel merit 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.

- Under supervision, researches and promotes procedures and techniques in job analysis, classification, test construction and administration, recruiting, and related fields. Develops new methods as required.
- Coordinates recruiting and placement programs. Plans, constructs, and administers timely examinations. Conducts test research.
- Reviews applications and interviews applicants to determine their eligibility for examination.
- Conducts research and surveys in order to keep abreast of manpower needs, current trends and new developments in Civil Service systems which adhere to the merit principle.
- Conducts job surveys and desk audits, and assists in the maintenance of a City-wide classification plan.
- Assists in the development of career fields and lines of progression for all positions in the classified service.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirement:

Completion of one year with the City in the classification of Personnel Analyst I (SPN 045).

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).

Open Entry Requirement

Graduation from an accredited four-year college or university with a degree in Public or Business Administration, Personnel Management, Psychology, Sociology, or a related field; AND, two years experience in responsible positions related to test development or job analysis. Experience in other phases of personnel administration; such as recruiting, placement, and classification, is also 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, 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 test, with weights assigned as follows:

- Multiple-choice Test 80%
- PAR 20%

MULTIPLE CHOICE EXAMINATION DETAILS:

- Test Date: Thursday, August 10, 2023
- Test Time: 9:00 a.m.
- Test Location: Civil Service Test Room
- Approximate Duration of Exam: 1.5 Hours

The examination may include such subjects as:

- Employee Selection
- Job Classification
- Mathematical Reasoning
- Merit System Administration
- Research and Survey Techniques
- Written Communication
- Interpersonal Skills
- Recruitment

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

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 8th day of June 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

SENIOR SYSTEMS ADMINISTRATOR SPN 142 OPEN ENTRY

DATE OPEN: Monday, July 24, 2023

DATE CLOSED: Monday, August 7, 2023

SALARY: \$78,112.08 annual salary, payable bi-weekly, to a maximum of \$110,455.20

DESCRIPTION:

Are you looking for a position in local government that offers long term professional growth and personal achievement? Do you want a career with interesting and challenging projects? Do you want to be part of the team that develops and monitors a major metropolitan enterprise infrastructure? If you are searching for an opportunity to forge a better system infrastructure, consider joining City of Spokane's Innovation and Technology Services Division (ITSD) as a Senior Systems Administrator.

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.

- Coordinates and leads activities pertaining to the planning, implementation and development of various components and/or segments of the City's enterprise data network; incumbent assigned to data center operations serves as a lead worker over subordinate professional, technical and other staff by assigning, directing and monitoring their work on a regular or project basis.
- Provides advanced system administration of virtual and physical servers; directs and performs program testing analyzes, monitors, troubleshoots and resolves system performance, integrity, security, availability and other issues.

- Coordinates and leads activities pertaining to data center operations and storage area network administration; monitors disk space and server logs; installs patches and upgrades to operating system and other enterprise software; analyzes system performance and performs capacity planning; recommends and implements optimizing technologies to enhance system performance.
- Plans, installs, upgrades, configures, monitors and administers e-mail and related communication servers.
- Plans, implements and monitors system security; installs and administers firewalls and virus protection as appropriate; maintains access lists; utilizes access point detection, intrusion detection, vulnerability scanning and other tools; designs and administers backup and recovery procedures.
- Provides advanced professional technical support for users regarding complex network/systems-related issues; resolves difficult technical problems; communicates with department managers and staff regarding technology issues; develops recommendations for selection, acquisition, deployment and upgrading of network/systems-related technology tools as assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Open Entry Requirement

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

- *Education:* Bachelor's degree in computer science, information systems or a related field.
- *Experience:* Five years of experience in the development, maintenance and administration of enterprise-level computer environments that includes applications, database and operation servers and core applications (i.e., Exchange, storage management, Active Directory, monitoring systems), including two years at a lead level.

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 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 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 Systems Administrator T&E via email, prior to 4:00 p.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 City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, July 24, 2023, and Monday, August 7, 2023, will test Thursday, August 10, 2023, through Tuesday, August 15, 2023.

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 8th day of June 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

CUSTODIAL FOREPERSON SPN 416
OPEN ENTRY

DATE OPEN: Monday, July 24, 2023

DATE CLOSED: Continuous

SALARY: \$50,717.52 annual salary, payable bi-weekly, to a maximum of \$79,072.56

DESCRIPTION:

Performs supervisory work in the cleaning, disinfecting, and custodial care of City-owned facilities.

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.

- Reviews the custodial schedule tasking daily. Plans, assigns, and supervises semi-skilled employees engaged in the cleaning and custodial care of City-owned facilities.
- Schedules and adjusts as needed, the number of employees required to perform custodial work based upon the number, type, and size of scheduled activities.
- Schedules work and provides training to permanent and temporary/seasonal employees in the proper use of equipment and supplies, the occupational hazards of the work, and the necessary safety precautions.
- Coordinates cleaning and tasking in cooperation with other staff involved in setup/changeover activities. Supplements setup/changeover staff and supervises as necessary to ensure work is accomplished on schedule and according to plans.
- Obtains bids from contractors on large custodial contracts. Checks the work being performed for quality and to ensure timeliness.
- Responds to custodial requests and concerns from all other City departments.
- Determines the best equipment and supplies available for the tasks within the different facilities such as the fabrics and materials used in these facilities; orders and maintains an inventory of such equipment and supplies.
- Plans annual, semi-annual, and seasonal custodial projects.
- Participates in the hiring process for permanent custodial employees. Hires and terminates temporary/seasonal employees as needed.
- Assists in the preparation of the budget as to equipment, supplies, and the need for part-time/seasonal custodial help.
- 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: Four years of work supervising custodial crews involved in the cleaning and comprehensive custodial care of large buildings or complexes.
- Licenses: 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, 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

The T&E examination with instructions will be emailed out via a link from City of Spokane (info@governmentjobs.com) upon review of the applicant's minimum qualifications. **Once you receive the link, the testing window is Thursday to the following Tuesday at 4:00 PM.**

- 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 8th day of June 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

WASTEWATER BUILDING OFFICE EXPANSION
City of Spokane

PW ITB #5931-23

Description: The City of Spokane Facilities Department is soliciting electronic bids for the Wastewater Building Office Expansion.

Pre-Bid Meeting: A MANDATORY pre-bid meeting will be held on Thursday, July 27, 2022 at 10:00 am at 909 E Sprague Avenue, Spokane, WA.

Bid Opening: Sealed electronic bids will be accepted until **Monday, August 7, 2023 at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

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, August 7, 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: July 19 & 26, 2023

CORBIN PARK SPORT COURT RENOVATION - REBID

City of Spokane

PW ITB #5947-23

Description: The City of Spokane Parks Department is soliciting electronic bids for the Renovation of the Corbin Park Sport Court.

Bid Opening: Sealed electronic bids will be accepted until **Monday, August 7, 2023 at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

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, August 7, 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: July 19 & 26, 2023
