



# Official Gazette

## City of Spokane, Washington

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

Volume 113

**AUGUST 2, 2023**

Issue 31



### 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)

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# Minutes

**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 9, 2023, issue of the *Official Gazette*.

**MINUTES OF SPOKANE CITY COUNCIL****Monday, July 10, 2023****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:36 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

**Roll Call**

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

Acting City Administrator Garrett Jones; Hannahlee Allers, City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

**Current Agenda Review**

The City Council reviewed the July 10, 2023, Current Agenda.

Service Level Agreement with Spokane Regional Emergency Communications (OPR 2023-0246) (Deferred from June 12, 2023, Agenda) (Council Sponsors: Council Members Cathcart and Bingle)

**Motion** by Council Member Kinnear, seconded by Council Member Stratton, **to defer** the Service Level Agreement with Spokane Regional Emergency Communications regarding emergency communications services for the dispatch of fire related emergency services to January 29, 2024, Agenda; **carried 7-0.**

Special Budget Ordinance C36412 (Council Sponsors: Council President Beggs and Council Members Cathcart and Wilkerson)

**Motion** by Council Member Bingle, seconded by Council Member Stratton, **to add** Special Budget Ordinance C36412—arising from the need to increase the interpreter costs budget—to the July 24, 2023, Agenda; **carried 7-0.**

Suspension of Council Rules to Add Special Budget Ordinances

**Motion** by Council Member Zappone, seconded by Council Member Wilkerson, **to suspend** Council Rules for the purposes of adding special budget ordinances (C36409, C36410, C36411, and C36413) to tonight's (July 10) agenda; **carried 7-0.**

Resolution 2023-0051 (Council Sponsors: Council President Beggs and Council Member Zappone)

**Motion** by Council Member Zappone, seconded by Council Member Wilkerson **to substitute** Resolution 2023-0051 (with updated version) stating the Spokane City Council's position on the appointment of the current candidate serving in an interim capacity as the Interim City Attorney. city staff serving in an interim capacity; **carried 6-1.**

Resolution 2023-0052 (Council Sponsors: Council President Beggs and Council Member Zappone)

**Motion** by Council Member Zappone, seconded by Council Member Wilkerson **to table indefinitely** Resolution 2023-0052 affirming Spokane Public Library and partnering community organizations shall incur no costs associated with traffic control when closing down Spokane Falls Boulevard for events; **carried 7-0.**

Resolution 2023-0053 (Council Sponsors: Council President Beggs and Council Member Kinnear)

**Motion** by Council Member Kinnear, seconded by Council Member Stratton, **to substitute** Resolution 2023-0053 approving the appointment of Kelly Thomas as the Manager of Sustainability Initiatives for the Spokane City Council; **carried 7-0.**

Resolution 2023-0055 (Council Sponsors: Council President Beggs and Council Member Zappone)

**Motion** by Council Member Kinnear, seconded by Council Member Zappone, **to substitute** Exhibit A, with full list of locations, to Resolution 2023-0055; **carried 7-0.**

Resolution 2023-0056 (Council Sponsors: Council President Beggs and Council Member Zappone)

**Motion** by Council Member Zappone, seconded by Council Member Kinnear, **to amend** the Budget Grant Agreement (attached to Resolution 2023-0056) to add the language that was circulated earlier that describes and makes it clear what data is requested; **carried 7-0.**

The language in the Budget Grant Agreement, as amended, is, as follows:

1. Speed-Measuring Devices

b. SPD will report quarterly to Public Safety and Community Health Committee ("PSCH"), or more frequently as may be practicable as to following information for each quarter:

- The number of occasions when deployment resulted in officers engaging drivers,
- The number of occasions when deployment resulted in issuance of warning, traffic citations or arrests,
- demographic data of individuals with final outcome of occasion (engaged, warning, cited, arrested),
- location and time of occasion of deployment.

2. Overtime Expenses

c. SPD will report quarterly to the Public Safety and Community Health Committee ("PSCH"), or more frequently as may be practicable, as to following information for each quarter:

- The number of hours overtime were used
- The dates, times, and locations of when overtime shifts were used
- The number of occasions that resulted in issuance of warning, traffic citations or arrests, and
- demographic data of individuals with final outcome of occasion (engaged, warning, cited, arrested).

Suspension of Council Rules

**Motion** by Council Member Wilkerson, seconded by Council Member Zappone, **to suspend** Council Rules for the purposes of adding Resolution 2023-0062 to tonight's (July 10) agenda; **carried 7-0.**

Resolution 2023-0062 (Council Sponsors: Council Members Wilkerson and Kinnear)

**Motion** by Council Member Wilkerson, seconded by Council Member Cathcart, **to add** Resolution 2023-0062—affirming the legislative priorities of the City of Spokane for 2023-2024 sessions of the Washington State Legislature—to tonight's agenda; **carried 7-0.**

First Reading Ordinance C36405 (Council Sponsors: Council Members Zappone and Bingle)

**Motion** by Council Member Zappone, seconded by Council Member Kinnear, **to defer** First Reading Ordinance C36405—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—to July 17, 2023; **carried 7-0.**

Final Reading Ordinance C36403 (Council Sponsors: Council President Beggs and Council Member Wilkerson)

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to amend** Ordinance C36403 making this a provisional motto until there is an officially adopted one and there would a six-month public engagement process or a public advisory vote on a ballot; **rejected 3-4.**

Final Reading Ordinance C35389—Ballot Proposition Regarding the City Council Redistricting Process and Related Resolution 2023-0043 Requesting the Spokane County Auditor to Hold a Special Election (Council Sponsors: Council Members Cathcart and Bingle)

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to substitute** Ordinance C35389 with the version that was circulated earlier today via email; **carried 7-0.**

**Motion** by Council Member Cathcart, seconded by Council Member Bingle **to defer** Special Consideration Items S1.a. (Final Reading of Ordinance C35389 submitting a ballot proposition to the voters of the City of Spokane amending the city council redistricting process by adding a new section 62 to Article VII and repealing sections 59 and 60 of the Spokane City Charter) and S1.b. (Resolution 2023-0043 requesting the Spokane County Auditor to hold a special election in conjunction with the scheduled general election on November 7, 2023) to the July 24, 2023, Legislative Agenda; **carried 7-0.**

Final Reading Ordinances C36391 and C36392 (Council Sponsors: Council President Beggs and Council Member Kinnear)

**Motion** by Council Member Kinnear, seconded by Council Member Stratton, **to substitute** Hearings Item H2 (Final Reading Ordinance C36391 relating to the regulation of short-term rentals) and Hearings Item H3 (Final Reading Ordinance C36392 relating to fees on short-term rentals and short-term rental platforms) with updated versions; **carried 7-0.**

**Action to Approve July 10, 2023, Current Agenda**

Following staff reports and Council inquiry and discussion regarding the July 10, 2023, Current Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Kinnear, seconded by Council Member Cathcart, **to approve** the July 10, 2023, Current Agenda (as amended); **carried 7-0.**

**Advance Agenda Review**

The City Council received an overview from staff on the July 17, 2023, Advance Agenda items.

**Action to Approve July 17, 2023, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the July 17, 2023, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Upon 7-0 Voice Vote**, the City Council **approved** the July 17, 2023, Advance Agenda.

**Council Recess/Executive Session**

The City Council adjourned at 5:31 p.m. No Executive Session was held. The City Council reconvened at 6:07 p.m. for the Legislative Session.

**LEGISLATIVE SESSION****Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Beggs.

**Roll Call**

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

Hannahlee Allers, City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

**Announcement**

Council President Beggs noted this is his last night presiding over a City Council meeting. He also noted that he joined by his long-time assistant Hannahlee Allers, and it is also her last City Council meeting.

**Poetry at the Podium**

John Browning read "In West Central."

There were no **Council and Committee Reports**.

**SPECIAL PRESENTATION****Dan Packer Award – Washington Fire Chiefs Association**

Washington Fire Chiefs Association Executive Director Steve Wright and President Steve Brooks presented Spokane Fire Chief Brian Schaeffer with the Dan Packer Award. Each year the Association selects a Washington Fire Chief of the year. The award is in honor of Chief Dan Packer who was on the Washington Fire Chiefs Association Board back in the 2003 era and who perished tragically in a wildfire incident in California in 2008.

**MAYORAL PROCLAMATION**

July 2023 *Parks & Recreation Month*

The proclamation was read by Council Member Cathcart. Jason Conley, Executive Parks Officer, accepted the proclamation.

**COUNCIL SALUTATION****"Coming to the Table"**

Council President Beggs read a salutation to the Spokane Community – "Coming to the Table." The salutation salutes the Washington State Departments of Transportation and Commerce and various organizations for the coordinated, compassionate, and momentous effort to close Camp Hope ahead of schedule on June 9, 2023.

**Saluting the Public Service of Council President Beggs**

Council Member Kinnear read a salutation saluting the public service of Council President Beggs. Breean Beggs has represented the community members of Spokane since 2016, first as a representative of District 2, then as City Council President.

Spokane Airport Board Chair Nancy Vorhees, accompanied by CEO Larry Krauter, Vice-Chair Jennifer West, and Board Member Ezra Eckhardt, extended sincere thanks to Council President Beggs for his service on the Board from January 2020 to July 2023 and extended a token of appreciation for his service.

There were no **Reports from Neighborhood Councils**.

There were no **Boards and Commissions Appointments**.

There were no **Administrative Reports**.

**OPEN FORUM**

Council President Beggs provided an overview of open forum rules. The following individual(s) spoke during the Open Forum:

- Sunshine Wigen
- Dennis Flynn
- Will Hulings
- Michael McGuire
- Cherrie Barnett
- Tonya Comstock
- Megra Flatman
- Eugene Knowles
- Katherine Corrick
- Antone Velone
- Justine Haller
- Greg Abell
- Teresa Simon

**CONSENT AGENDA**

After public testimony and an opportunity for Council commentary, the following action was taken:

**Upon 7-0 Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:**

Service Level Agreement with Spokane Regional Emergency Communications regarding emergency communications services for the dispatch of fire related emergency services beginning January 1, 2023—\$150,000 per month. (Deferred from June 12, 2023, Agenda) (OPR 2023-0246) (Council Sponsors: Council Members Cathcart and Bingle)

Five-year Value Blanket with HASA, Inc. (Saugus, CA) to supply sodium hypochlorite on an as-needed basis to the Riverside Park Water Reclamation Facility from August 1, 2023, to July 31, 2028—\$1,850,820. (OPR 2023-0664 / ITB 5903-23) (Council Sponsor: Council Member Kinnear)

Public Works Agreement with McKinstry Co. LLC (Spokane) for HVAC repairs at the Riverside Park Water Reclamation Facility from June 1, 2023, to May 31, 2024—\$164,335 (plus tax, if applicable). (Council Sponsor: Council Member Kinnear)

Pre-approval to purchase four to five used vehicles to be used by the Police Department to fill in the gap due to long lead times waiting for the new K-8 Police Interceptors—not to exceed \$160,000. (OPR 2023-0666) (Council Sponsor: Council Member Kinnear)

Acceptance of fiscal year 2022 Continuum of Care Program awards from the U.S. Department of Housing and Urban Development and approval to enter into subrecipient agreements with the awarded grantees—\$4,359,643. (OPR 2023-0667) (Council Sponsors: Council Members Kinnear and Bingle)

Recommendation to list the Alex & Fanny Ritter House, 702 W 21st Avenue, on the Spokane Register of Historic Places. (OPR 2023-0668) (Council Sponsors: Council Members Kinnear and Wilkerson)

Low Bid of Power City Electric, Inc. (Spokane) for the Division Pedestrian Hybrid Beacons project—\$1,185,725.13. An administrative reserve of \$118,572.51, which is 10% of the contract, will be set aside. (OPR 2023-0669 / ENG 2021071) (Council Sponsor: Council Member Kinnear)

Low Bid of DW Excavating Inc. (Davenport, WA) for the Northeast Force Main project—\$1,190,792 (plus tax). An administrative reserve of \$119,079.20 (plus tax), which is 10% of the contract price, will be set aside. (OPR 2023-0670 / ENG 2020080) (Council Sponsor: Council Member Kinnear)

Low Bid of Halme Construction, Inc. (Spokane) for the South Gorge Trail Connection project—\$2,529,036. An administrative reserve of \$252,903.60, which is 10% of the contract price, will be set aside. (Peaceful Valley/Riverside Neighborhoods) (OPR 2023-0671 / ENG 2018097) (Council Sponsor: Council Member Kinnear)

Low Bid of WM Winkler Company (Spokane) for the Garland Avenue Pathway Shaw Middle School project—\$1,321,359.25. An administrative reserve of \$132,135.93, which is 10% of the contract, will be set aside. (North Hill Neighborhood) (OPR 2023-0672 / ENG 2021084) (Council Sponsor: Council Member Kinnear)

Public Works Contract with Clearwater Summit Group (Spokane) for the site preparation, installation of a new irrigation system and new landscaping, and initial maintenance of such at the Indian Trail Water Tower— \$82,825.72 (\$75,296.11 plus 10% administrative reserve). (OPR 2023-0673 / IPWQ 5879-23) (Council Sponsors: Council Members Kinnear and Bingle)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through June 23, 2023, total \$5,285,759.47 (Check Nos.: 595296-595413; ACH Nos.: 117722-117992), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,050,047.63. (CPR 2023-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through June 30, 2023, total \$12,383,648.05 (Check Nos.: 595414-595570; ACH Nos.: 117993-118300), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$11,881,472.89. (CPR 2023-0002)
- c. Payroll claims of previously approved obligations through June 24, 2023: \$9,037,760.74 (Check Nos.: 568560-568852). (CPR 2023-0003)

City Council Meeting Minutes: June 12, June 26, June 29, and July 6, 2023. (CPR 2023-0013)

## LEGISLATIVE AGENDA

### SPECIAL BUDGET ORDINANCES

Public testimony was received, and Council commentary held on Special Budget Ordinances. Each of the ordinances was voted on separately as noted below.

**Special Budget Ordinance C36406 (Council Sponsors: Council President Beggs and Council Member Wilkerson)**  
**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36406** 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 to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Various Funds to make grade and associated pay range changes for various positions (as more specifically described in the ordinance).

(This action arises from the need to adjust pay ranges to align with salary analysis.)

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

**Special Budget Ordinance C36409 (As added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Members Cathcart and Wilkerson)**

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36409** 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 to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Making changes in the appropriations of the General Fund, Public Safety & Judicial Grant Fund, Criminal Justice Assistance Fund, and the Public Safety Personnel and Crime Reduction Fund (as more specifically described in the ordinance).

(This action arises from the need to adjust the General Fund budget.)

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

**Special Budget Ordinance C36410 (As added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Members Cathcart and Wilkerson)**

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36410** 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 to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Various funds (as more specifically described in the ordinance).

(This action arises from the need to increase citywide PFML budgets for 2023 premium rates.)

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

**Special Budget Ordinance C36411 (As added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Members Cathcart and Wilkerson)**

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36411** 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 to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

**Real Estate Excise Tax Fund**

1) Decrease appropriation by \$1,100,000.

A) Of the decreased appropriation, \$1,100,000 is removed solely from interfund other professional services in the Real Estate Excise Tax First Quarter Percent Department.

2) Increase appropriation by \$1,100,000.

A) Of the increased appropriation, \$1,100,000 is provided solely for operating transfer-out in the Real Estate Excise Tax Second Quarter Percent Department.

and

**City Street Fund**

1) Increase revenue by \$4,000,000.

A) Of the increased revenue, \$2,900,000 is provided solely for operating transfer-in from the Real Estate Excise Tax Fund in the Real Estate Excise Tax First Quarter Percent Department.

B) Of the increased revenue, \$1,100,000 is provided solely for operating transfer-in from the Real Estate Excise Tax Fund in the Real Estate Excise Tax Second Quarter Percent Department.

(This action arises from the need to add omitted revenue budget authority.)

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

**For action on Special Budget Ordinance C36412, see section of minutes under 3:30 p.m. Briefing Session.**

**Special Budget Ordinance C36413 (As added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Members Cathcart and Wilkerson)**

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36413** 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 to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Asset Management Fund

1) Decrease appropriation by \$800,000.

A) Of the decreased appropriation, \$800,000 is removed solely from reserve for budget adjustment in the Capital Facilities Department.

(This action arises from the need to remove duplicative budget authority.)

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

There were no **Emergency Ordinances**.

## RESOLUTIONS

**For action on Resolution 2023-0043, see section of minutes under Special Considerations.**

**Resolution 2023-0051 (as substituted during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Member Zappone)**

Council President Beggs provided an overview of Resolution 2023-0051 and Council discussion was held. There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2023-0051**, as substituted, stating the Spokane City Council's position on city staff serving in an interim capacity.

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

**For action on Resolution 2023-0052, see section of minutes under 3:30 p.m. Briefing Session.**

**Resolution 2023-0053 (as substituted during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Member Kinnear)**

After an opportunity for public testimony, with one individual speaking, and Council commentary, the following action was taken:

**Upon 5-2 Roll Call Vote**, the City Council **adopted Resolution 2023-0053**, as substituted, approving the appointment of Kelly Thomas as the Manager of Sustainability Initiatives for the Spokane City Council.

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

**Resolution 2023-0054 (Council Sponsors: Council President Beggs and Council Member Zappone)**

After an opportunity for public testimony, with one individual speaking, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0054** establishing the Municipal Criminal Justice Coordinating Subcommittee of the Public Safety and Community Health Committee.



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

**Resolutions 2023-0055 (with Exhibit A as substituted during the 3:30 p.m. Briefing Session), 2023-0056 (with attached Budget Grant Agreement as amended during the 3:30 p.m. Briefing Session), and 2023-0057 (Council Sponsors: Council President Beggs and Council Member Zappone)**

Public testimony was received and Council commentary held, after which the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted** the following three Resolutions:

- RES 2023-0055** Approving installation of automated traffic safety cameras and other matters related thereto.
- RES 2023-0056** Regarding allocation of funds from infractions issued with automated traffic safety cameras for traffic calming measures and adopting a "Budget Grant Agreement" to govern the allocation, use and invoicing of a portion of the Traffic Calming Funds by the Spokane Police Department until such time as the dedicated additional funds are exhausted.
- RES 2023-0057** Regarding allocation of funds from infractions issued with automated traffic safety cameras for traffic calming measures. (Establishes the timing and criteria for allocation of Traffic Calming Measure Funds for the years 2022-2025.)

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

**Resolutions 2023-0058 and 2023-0059 (Council Sponsors: Council Members Kinnear and Bingle)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted** the following two Resolutions:

- RES 2023-0058** Approving the appointment of Dan Buller as the Director of Engineering Services for the City of Spokane.
- RES 2023-0059** Approving the appointment of Marcia Davis as the Director of Integrated Capital Management for the City of Spokane.

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

**Resolution 2023-0062 (as added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Wilkerson and Kinnear)**

Council President Beggs provided an overview of Resolution 2023-0062 and the City Clerk provided a full reading of the resolution. Public testimony was received from one individual, after which the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0062** affirming the legislative priorities of the City of Spokane for 2023-2024.

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

**FINAL READING ORDINANCES**

**Final Reading Ordinance C36166 (First Reading held January 24, 2022) (Council Sponsor: Council Member Wilkerson)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36166** vacating Perry Street between the north line of Hartson Avenue and the south line of Celesta Avenue.

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

**For action on Final Reading Ordinance C36389, see section of minutes under Special Considerations.**

**For action on Final Reading Ordinance C36391, see section of minutes under Hearings.**

**For action on Final Reading Ordinance C36392, see section of minutes under Hearings.**

**Final Reading Ordinance C36400 (Council Sponsors: Council Members Beggs and Wilkerson)**

After an opportunity for public testimony, with one individual speaking, and the opportunity for Council commentary, with none provided, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36400** relating to parking municipal codes amending SMC sections 08.02.083, 16A.04.100, 16A.05.060, 16A.05.220, 16A.05.280, 16A.05.310, 16A.05.460, 16A.07.040, 16A.07.080; and adding new section 16A.05.155 to chapter 16A.05 of the Spokane Municipal Code and setting an effective date.

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

**Final Reading Ordinance C36401 (Council Sponsors: Council President Beggs and Council Member Wilkerson)**

After receiving an overview of Final Reading Ordinance C36401 by Council President Beggs, public testimony was received from two individuals, and the following action was taken:

**Upon 6-1 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36401** relating to the Sales and Use Tax for Housing and Housing-Related Supportive Services; amending Spokane Municipal Code Sections 08.07C.030 and 08.07C.050.

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

**Final Reading Ordinance C36402 (Council Sponsors: Council President Beggs and Council Member Stratton)**

After an overview of Final Reading Ordinance C36402 by Council President Beggs, public testimony was received, and Council commentary held. The following action was taken:

**Upon 5-2 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36402** relating to the establishment of a process to consider and act upon community members' concerns regarding City-owned property; adopting a new chapter 18.10 to Title 18 of the Spokane Municipal Code.

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

**Final Reading Ordinance C36403 (Council Sponsors: Council President Beggs and Council Member Wilkerson)**

After an overview of Final Reading Ordinance C36403 by Council President Beggs, public testimony was received, and Council commentary held. The following action was taken:

**Upon 5-2 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36403** establishing the motto of the City of Spokane and adopting a new section SMC 01.03.030.

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

**Final Reading Ordinance C36404 (Council Sponsors: Council President Beggs and Council Member Cathcart)**

After a brief overview of Final Reading Ordinance C36404 by Council President Beggs, public testimony was received from one individual, and Council commentary held. The following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36404** adopting policy standards for broadband infrastructure expansion.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone

**Nos:** None

**Abstain:** None

**Absent:** None

**For action on Final Reading Ordinance C36405, see section of minutes under 3:30 p.m. Briefing Session.**

**FIRST READING ORDINANCES**

The following Ordinance was read for the first time, with further action deferred. There was an opportunity for public testimony on the first reading ordinances, with no individuals requesting to speak.

**ORD C36407** 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. (Council Sponsors: Council President Beggs and Council Member Zappone)

**For Council action on First Reading Ordinance C36408, see section of minutes under “Hearings.”**

**SPECIAL CONSIDERATIONS**

**For action on Final Reading Ordinance C36389, see section of minutes under 3:30 p.m. Briefing Session.**

**For action on Resolution 2023-0043, see section of minutes under 3:30 p.m. Briefing Session.**

**HEARINGS****Hearing Regarding Proposed Initiative 2023-004 (LGL 2023-0027) and Accompanying First Reading Ordinance C36408**

The City Council held a hearing regarding Proposed Initiative 2023-4 petition signatures (unvalidated) filed on behalf of Brian Hansen, petition, regarding prohibiting encampments near schools, parks, playgrounds, and child care facilities. There was an opportunity for public testimony, with no individuals requesting to speak. Following commentary by Council President Beggs, the following action was taken:

**Motion** by Council Member Stratton, seconded by Council Member Wilkerson, **to direct** the City Clerk to validate signatures; **carried 7-0.**

In conjunction with the hearing, Ordinance C36408—regarding prohibiting encampments near schools, parks, playgrounds, and child care facilities—was read for the first time, with further action deferred.

**Hearing on Final Reading Ordinance C36391 (as substituted during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Member Kinnear)**

After receiving public testimony from one individual and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36391**, as substituted, relating to the regulation of short-term rentals; amending Spokane Municipal Code (SMC) Sections 17C.316.010, 17C.316.020, 17C.316.030, 17C.316.040, 17C.316.050, 17C.316.060, and 17C.316.070; and setting an effective date.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone

**Nays:** None

**Abstain:** None

**Absent:** None

**Hearing on Final Reading Ordinance C36392 (as substituted during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Member Kinnear)**

Council President Beggs referenced and read a proposed amendment by Council Member Cathcart (as distributed to City Council by Planning Director Spencer Gardner) to section 8.02.090.D of Ordinance C36392. The following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Kinnear, **to so move (to accept** the amendment to 8.02.090.D); **carried 7-0.**

Section 8.02.090.D, as amended, reads as follows:

- D. All funds collected under this section shall be spent exclusively for purposes of acquiring, rehabilitating, or constructing housing affordable to low-income and moderate-income households as defined in SMC 08.15.020. At least 90% of funds collected under this section shall be allocated to direct, non-administrative costs of programs serving the purposes of this section.

There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36392**, as substituted and amended, relating to fees on short-term rentals and short-term rental platforms; amending Spokane Municipal Code (SMC) Sections 08.02.034, 08.02.066, and 08.08.010; adopting a new section 08.02.090 to chapter 08.02 of the Spokane Municipal Code; and setting an effective date.

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

**Closing Remarks**

Council President Beggs introduced two special guests in the audience, his wife and son, and acknowledged his twin daughters who are in New York, and noted his family's support has been completely invaluable during his time in public service. He also acknowledged amazing current and past City Council staff. He further recognized Channel 5 staff, as well as the media and City Council regulars who come each week to the City Council meeting. In addition, he acknowledged City Council Members and stated he has learned three things: One, we can all learn from each other; two, we all have more in common than not; and three, people are the most important thing. He ended his comments by saying his two favorite phrases: "When Spokane leads, the rest of Washington follows" and "In Spokane, we all belong."

**ADJOURNMENT**

There being no further business to come before the City Council, the meeting adjourned at 9:12 p.m.

Referenced attachments on file in the Office of the City Clerk.

# Hearing Notices

**SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA**

**Wednesday, August 16, 2023**

**City Council Briefing Center & Webex  
808 W. Spokane Falls Blvd.**

I. Public Hearing: 3:00 P.M.

A. **Certificate of Appropriateness (per SMC 17D.100.200):**

1. Browne's Addition Historic District Contributing Property – 1925 W Pacific Avenue

Members of the general public are encouraged to join the on-line meeting using the following information:

**To participate via video**, on your computer or mobile device, follow the link: <https://bit.ly/3KMEifZ>

**To participate by phone**

Dial: 1-408-418-9388

Enter # when prompted for an attendee ID: 2485 759 6416

Password: 783EPyJQvJh

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mlowmaster@spokanecity.org](mailto:mlowmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# 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. C36389

An ordinance submitting a ballot proposition to the voters of the City of Spokane amending the city council redistricting process by adding a new section 62 to Article VII and repealing sections 59 and 60 of the Spokane City Charter.

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

**WHEREAS**, pursuant to RCW 29A.76.010 (3) (b) the City must prepare, by November 15 of each year ending in one, a plan for redistricting its districts consistent with the criteria set forth in RCW 29A.76.010 (4); and

**WHEREAS**, pursuant to Section 60 of the City Charter, a decennial districting board is established during the year of state and federal redistricting to accomplish city council redistricting; and

**WHEREAS**, the People of Spokane wish to avoid unnecessary ambiguities in the current City Charter provisions that regulate the redistricting process in the City of Spokane.

NOW, THEREFORE, the City of Spokane does ordain:

**Section 1.** That Article VII, Section 59, of the City Charter of the City of Spokane is hereby repealed.

**Section 2.** That Article VII, Section 60, of the City Charter of the City of Spokane is hereby repealed.

**Section 3.** That Article VII of the City Charter of the City of Spokane shall be amended by adding a new section to read as follows:

### Article VII, Section 62 – Citizen Led Council Redistricting

A decennial districting commission comprised of seven commissioners shall be appointed no later than May 1 in the year of county, state and federal redistricting to accomplish city council redistricting.

#### A. Membership Appointments

The City, through the Community Assembly, shall seek candidates for the districting commission. The Community Assembly shall confirm that interested candidates are qualified for membership on the districting commission as described in Section B and not otherwise prohibited from serving as members under Section C.

The Community Assembly shall deliver a list of qualified candidates to the Mayor and City Council, including in the list are the City Council districts in which each candidate lives and information confirming qualification for membership. All Community Assembly proceedings regarding interested candidates shall be open to the public and must meet the requirements of Section E2.

1. From the pool of qualified candidates, the Mayor shall select and appoint three (3) commissioners, one from each City Council district. These appointments shall not be subject to City Council approval.
2. From the pool of qualified candidates, the City Council, by majority vote, shall select and appoint three (3) commissioners, one from each City Council district. These appointments shall not be subject to Mayoral veto.
3. No later than 30 days following the final appointment to the districting commission, the six (6) appointed members shall select by affirmative majority plus one vote, a seventh non-voting member who will act as chairperson and preside over meetings of the districting commission.
4. If no chairperson is selected within 30 days, the Community Assembly, by majority vote, shall appoint the non-voting chairperson.
5. A vacancy on the districting commission shall be filled by the authority who made the initial appointment, or their successor, from the pool of qualified applicants within fifteen days after the vacancy occurs.

**B. Membership Qualifications**

1. Candidates must be a current resident of the City of Spokane and have maintained that primary residence for a minimum of two consecutive years.
2. Candidates must be registered to vote.

**C. Membership Prohibitions**

1. Candidates cannot have been a registered lobbyist in the State of Washington within two years prior to selection or one year following the end of membership.
2. Candidates cannot hold or be within two years removed of holding any elective office other than Precinct Committee Officer.
3. Candidates cannot campaign for any elective office other than Precinct Committee Officer, or actively participate in, contribute to, or fundraise for any political campaign of any candidate for local, state, or federal office while a member of the districting commission.
4. Candidates may not seek election or appointment to a City Council position for two years after the effective date of the districting plan.

**D. Redistricting consistent with Washington State Law**

1. The redistricting plan shall be consistent with RCW 29A.76.010(4), as may be amended from time to time, pertaining to the criteria for redistricting city council district boundaries
2. The districting commission shall utilize the most recent available census information and guidelines for districting as established in RCW 44.05.090, as applicable.

**E. Redistricting Procedures**

1. The districting commission shall convene a minimum of five public hearings throughout the City, including at least one meeting within each existing Council District to receive written and oral comments and to accept proposed districting plans from the public. The districting commission shall only consider those plans which are submitted by individual city residents.
2. The meetings and materials of the districting commission and all related proceedings of the Community Assembly shall be transparent and publicly accessible including online video streaming and archiving for the broadest possible public access. The commission shall prepare and publicize its minutes within 21 days of any meeting.
3. The City Council shall by ordinance appropriate such funds as may be reasonably needed for the Community Assembly and districting commission to conduct their business under this Article. The commission may employ within its budget authority any necessary experts, consultants, and attorneys not employed by the City to carry out its duties as established in this Charter.

4. No later than August 1, the districting commission shall select five preliminary districting plans for a final public review and comment. The Commission shall allow a period of at least 30 days for public review and comment of preliminary districting plans.

#### F. Final Plan Adoption

1. No later than October 1st, the districting commission shall adopt by affirmative majority plus one vote a final districting plan from the five districting plans selected for public review and comment, which will be transferred to the City Council along with a published report that will minimally include, (a) population for every district; (b) an explanation of the criteria used in developing the plan with (1) a justification for any deviation in a district from the average district population or (2) a justification for any fracturing of an existing neighborhood council boundary between multiple council districts; (c) a map of all the districts.
2. Upon receipt of the Commission of its proposed redistricting plan, the City Council shall consider whether to adopt the proposed districting plan. Any approval of the proposed districting plan must be approved by four affirmative votes of the City Council. The City Council may not revise the proposed districting plan or adopt any plan not previously prepared by the Commission.
3. Upon adoption by the city council, the proposed districting plan shall be submitted to the clerk of the city council who shall forward the district plan to the Spokane County Auditor. The districting plan shall become effective upon filing and the districting commission shall be relieved of any further duties and disbanded.
4. If the districting commission's proposed plan is not approved by a four affirmative votes from the City Council, the proposed districting plan shall be remanded back to the districting commission to consider changes as expeditiously as possible.
5. A final plan must be adopted by the City Council by November 15 in the year of county, state and federal redistricting to accomplish city council redistricting or as otherwise provided for by state law.
6. In the event that no plan is adopted by the date established in this charter, the previously adopted districting plan shall remain in effect, so long as such existing districting plan complies with state law.

#### G. Modified Districting

1. A modified council districting plan may be established only within the fifth year of the decennial districting cycle. Should the City Council determine by five affirmative votes that consideration of a modified districting plan is warranted, including for population adjustment, a districting commission shall be established pursuant to the provisions of this charter section. The districting commission shall follow the same process for a modified redistricting plan as it would follow for the decennial redistricting plan.
2. The City shall also establish a districting commission within the fifth year of decennial districting cycle upon submission of a valid citizens petition that conforms to all requirements of the SMC and is signed by registered and qualified electors of the City equal to five percent of the number of votes cast at the last preceding general municipal election.
3. Land that is annexed to the City subsequent to modifications of district boundaries pursuant to a district plan shall be assigned to the city council district that is most contiguous with the annexed land. At its discretion, the city council may take legislative action to assign annexed land to a district in the event the annexed land is contiguous to more than one council district.

#### H. Oath of Office

Before serving on the commission every person shall take and subscribe an oath to faithfully perform the duties of that office.

#### I. Challenges to plan

After the plan has been adopted by the city council, any registered voter residing with the City of Spokane may file a petition with Superior Court challenging the plan. After a modification to the redistricting plan has been adopted by the city council, any registered voter may file a petition with Superior Court challenging the amended plan. The petition to Superior Court shall comply with the requirements of state law regarding judicial review of redistricting plans.

**Section 4.** That this ordinance be submitted to the voters of the City of Spokane for their approval or rejection at a special election to be held November 7, 2023, in conjunction with the scheduled general election, as the following proposition:

**CITY OF SPOKANE PROPOSITION NO. 1****Amendment to the City Charter Regarding City Council Redistricting Process**

This proposition will amending the city council redistricting process by adding a new section 62 and repealing sections 59 and 60 of the City Charter as set forth in Ordinance No. C-36389.

Shall this measure be enacted into law?

Yes ☐

No ☐

**Section 5. Severability**

If any provision of this charter amendment or its application to any person or circumstance is held invalid, the remainder of the amendment or the application of the provision to other persons or circumstances is not affected.

**Section 6. Effective Date**

This ordinance, if approved by the voters at the general election to be held on Tuesday, November 7, 2023, shall take effect and be in full force upon the issuance of the certificate of election by the Spokane County Auditor's Office.

**Passed by City Council July 24, 2023**

**Delivered to Mayor July 28, 2023**

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**ORDINANCE NO. C36412**

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 Criminal Justice Assistance Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore, The City of Spokane does ordain:

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

- 1) Decrease appropriation by \$30,000.
  - A) Of the decreased appropriation, \$20,000 is removed solely from base wages in the Municipal Court program.
  - B) Of the decreased appropriation, \$10,000 is removed solely from various employee benefit types in the Municipal Court program.
- 2) Increase appropriation by \$30,000.
  - A) Of the increased appropriation, \$30,000 is provided solely for interpreter costs in the Municipal Court program.
  - B) There is no increase in the appropriation of the Criminal Justice Assistance fund.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to increase the interpreter costs budget, 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 July 24, 2023**

**Delivered to Mayor July 28, 2023**

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# Policies and Procedures

**CITY OF SPOKANE  
ADMINISTRATIVE POLICY**

**ADMIN 0620-23-055  
LGL 2005-0059**

**TITLE: EMAIL ACCEPTABLE USE  
EFFECTIVE DATE: FEBRUARY 1, 2002  
REVISION EFFECTIVE DATE: OCTOBER 18, 2005; JULY 11, 2023**

## 1.0 GENERAL

1.1 The purpose of this policy is to ensure the proper use of the City of Spokane's email system and make users aware of what the City of Spokane deems as acceptable and unacceptable use. This policy outlines the minimum requirements for use of email within the City of Spokane's networks, including the restriction of personal email usage.

## 1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 RESPONSIBILITIES
- 7.0 APPENDICES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

Applicable to all departments and divisions.

## 3.0 REFERENCES

Center for Internet Security - Critical Security Controls for Effective Cyber Defense Guidelines  
City of Spokane's Information Security Policy – ADMIN 6300-17-06  
City of Spokane's Public Records Requests Policy – ADMIN 0260-17-03  
National Institute of Standards and Technology (NIST) Cybersecurity Framework Guideline - Version 1.1  
Payment Card Industry - Data Security Standards (PCI-DSS)  
RCW 19.255.010 - Disclosure, notice  
RCW 19.255.020 Liability of Processor, businesses, and vendors  
RCW 42.56.420 Security  
RCW 42.56.590 Personal Information – Notice of security breaches  
The Health Insurance Portability and Accountability Act of 1996. Pub. L. 104-191. Stat. 1936. Web. 11 Aug. 2014.

CIS Critical Security Control Section 9: Email and Web Browser Protections

Chapter 40.14 RCW – Preservation and Destruction of Public Records

Chapter 42.56 RCW – Public Records Act

## 4.0 DEFINITIONS

- 4.1 "Email" is a system for sending and receiving messages distributed by electronic means from one computer user to one or more recipients via a computer network.
- 4.2 "Information Technology Resources" or IT Resources means hardware, software, and communications equipment including, but not limited to, personal computers, email, internet, mainframes, wide and local area networks, servers, mobile or portable computers, peripheral equipment, telephones, wireless communications, public safety radio services, facsimile machines. Also included are the following: technology facilities (including but not limited to: data centers, dedicated training facilities, and switching facilities), and other relevant hardware and software items, as well as personnel, tasked with the planning, implementation, and support of technology.

- 4.3 "Webmail or web-based email" is an email client that is implemented as a web application running on a web server. Examples of webmail software are Microsoft Outlook (Live Mail and Hotmail), Yahoo! Mail, Gmail, etc.

## 5.0 POLICY

### 5.1 Statement of Policy

- 5.1.1 It is the policy of the City of Spokane to encourage use of electronic communications, including email, as a means of improving the quality of service to the citizens of Spokane, the productivity of the City workforce, and the overall cost effectiveness of City operations.
- 5.1.2 All records, including email messages, may be public records under Washington State's Public Disclosure Act (RCW 42.56) and the law governing preservation and destruction of public records (RCW 40.14).

### 5.2 Access Requirements

- 5.2.1 All users with a City of Spokane issued email address must use extreme caution when opening email attachments received from unknown senders, which may contain malware.
- 5.2.2 Those who use the City of Spokane electronic communications services are expected to do so responsibly, with professional courtesy and conduct, and to comply with State and Federal laws.
- 5.2.3 Users are prohibited from using third-party email services and storage servers such as Google, Yahoo, and MSN Hotmail, etc., to conduct City of Spokane business, to create or memorialize any binding transactions, or to store or retain email on behalf of the City of Spokane.
- 5.2.4 Employees should check their email regularly, respond to those messages that need to be responded to, move messages to email folders for retention if required, and delete those messages that have been read and are no longer pertinent.
- 5.2.5 The City of Spokane reserves the right to monitor email messages and to access employee email.

### 5.3 Public Records Requests

- 5.3.1 Electronic records, including email messages, related to the conduct of City business or transaction of public business are public records under Washington State's Public Disclosure Act (RCW 42.56) and the law governing preservation and destruction of public records (RCW 40.14).
- 5.3.2 The information contained in the City of Spokane's email system is the property of the City of Spokane and should be considered as information that is available to the public. Consequently, information may be "opened," "read," or "inspected" by the City of Spokane without notice and without employee permission.
- 5.3.3 Under the state public records law, electronic data is treated the same as paper data. Such electronic data is considered public and is nearly always subject to inspection by members of the public. Exceptions to the law, however, apply to electronic communications under the same conditions as paper data. At the time that the City of Spokane is in receipt of a valid request for individual email messages, the system administrator will provide access to requested files to the City's public records officer or designees for review and any required redactions, including meta data, prior to release. If a public records request is received specifically seeking a current employee's emails, the public records officer will, if possible, provide a courtesy notification to the affected employee.

### 5.4 Confidentiality of Information

- 5.4.1 Email is not confidential and is nearly always a public record, absent an applicable exemption.
- 5.4.2 City of Spokane email containing confidential, sensitive or regulated data shall not be forwarded to personal email accounts.

- 5.5 Because email is a business communications tool, all email messages should be businesslike, professional in tone, and content. Obscene, offensive, illegal or unprofessional communication through email shall be prohibited. This includes but not limited to the following:

- 5.5.1 Under no circumstances will employees be permitted to use city equipment and email systems for illegal activities, profit-making ventures or political endeavors.

- 5.5.2 Statement(s) of a political nature.
- 5.5.3 Obscene, profane, abusive, or threatening language or graphic representations.
- 5.5.4 Statements or graphic representations may be constructed as harassing, discriminatory, or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected status.
- 5.5.5 The reference to or discussion of any sexual acts, sexual relationships, dates, dating, personal relationships, or sexually related graphics.
- 5.5.6 Communications that violate the personal privacy of individuals or is disrespectful.
- 5.5.7 Communications in furtherance of any illegal activity, including but not limited to, football pools and other forms of gambling.
- 5.5.8 Conducting business transactions of any non-City enterprise, either profit or non-profit, or promulgating electronic literature from these activities.

## 5.6 Retention of Data

- 5.6.1 All email, with exception of legal department employees and elected officials, is retained for six (6) years. Email for a legal department employee is retained for seven (7) years. Email for an elected official is retained in perpetuity.

## 5.7 Server Implementation Requirements

- 5.7.1 To lower the chance of spoofed or modified emails from valid domains, the following shall be implemented by the City's Innovation and Technology Division:
  - a. Domain-based Message Authentication, Reporting and Conformance (DMARC) policy, and verification, starting by implementing the
  - b. Sender Policy Framework (SPF) and the
  - c. DomainKeys Identified Mail (DKIM) standards.

## 5.8 Personal Web-Based Email on City-Owned Devices

- 5.8.1 Malicious individuals often use email when trying to acquire City of Spokane customer data, non-public information and data, or compromise City of Spokane technology assets. Due to the significant risk email can pose to the City of Spokane, keeping personal and work email separate is essential.
- 5.8.2 Accessing personal email on any City of Spokane's network, computers/laptop or mobile devices shall not be permitted. Emergency exceptions allowed with supervisor approval.

## 5.9 Exceptions

- 5.9.1 Some job responsibilities within the City of Spokane may require access to the internet and the use of other email service providers. Exceptions shall be reviewed and approved by their Division Director and submitted to the IT Security Office for monitoring purposes.
- 5.9.2 Exceptions to section 5.5 for Spokane Police, Prosecutor's Office, Public Defenders and Muni Court staff conducting investigations as part of the job duties may require access to material that includes sexual or offensive references.
- 5.9.3 Promulgation of non-profit literature that benefits city staff is allowed under this policy.

## 6.0 RESPONSIBILITIES

- 6.1 The Innovation & Technology Services Division, in cooperation with the Information Security Office, shall be responsible for administering this policy.
- 6.2 Division Directors
  - 6.2.1 All Division Directors are responsible to ensure that their staff are aware of this policy.

### 6.3 Enterprise Administrators and the IT Security Office

- 6.3.1 Inspection and monitoring may occur of electronic communications as necessary to comply with state and federal law and City of Spokane policies and compliance requirements.

## 7.0 APPENDICES

### 7.1 Information Security Policy

- 7.1.1 <https://my.spokanecity.org/opendata/documents/administrative/>

# 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.

## SENIOR ENGINEER SPN 233 OPEN ENTRY

**DATE OPEN:** Monday, July 31, 2023

**DATE CLOSED:** Monday, August 14, 2023

**SALARY:** \$88,092.72 annual salary, payable bi-weekly, to a maximum of \$125,342.64

### DESCRIPTION:

Performs work in planning, preliminary engineering, design, and construction of several concurrent Public Works projects and systems, normally as a team leader.

### DUTIES:

- Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major public works or utility project or in a total project of moderate scope.
- Supervises and gives technical advice, guidance, and direction to a project team concerning engineering feasibility, design, or construction of a project.
- Coordinates and participates in the preparation of technical reports.
- Reviews plans, design drawings, and specifications of consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.
- May conduct or participate in hearings, public meetings, and conferences which concern Public Works projects, policies, or regulations. Prepares and presents written or oral project status reports to supervisors and City management.
- Operates an automobile, drafting equipment, telephone, computer, reprographic equipment, and calculator.
- Performs related work as required.

### HYDRAULIC AND HYDROLOGIC ANALYSIS (designated positions)

- Performs complex analysis for combined and separated sewer systems, and water systems.
- Develops and calibrates the analysis procedures for hydrologic/hydraulic investigation to determine sizing of conveyance pipes, tanks, combined sewer overflow facilities.
- Develops and documents water and wastewater flow projections to assess future facility needs.

### MINIMUM QUALIFICATIONS:

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

### Open Entry Requirements:

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

- **Education:** Possession of a Professional Engineering certificate as a Civil Engineer. (Applicants from other states must possess P.E. certification as a Civil Engineer and obtain Washington certification within six months from time of employment.)
- **Experience:** Four years of Public Works type planning, design, or construction engineering experience; and two additional years of applicable supervisory experience.

- *Substitution:* A master's degree in Engineering may substitute for one year of experience.
- *License:* Possession of a valid driver's license or evidence of equivalent mobility.

**NOTE:**

- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Recruiting for Engineers other than Civil will be conducted as needed.
- Individual selected for position in the Solid Waste Management Department must obtain certification as a Manager of Landfill Operations within one year of appointment

**EXAMINATION DETAILS:**

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

Upon request, at time of application, 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, with weights assigned as follows:

- T&E 100%

**T&E EVALUATION DETAILS**

- All applicants must submit both the City of Spokane online employment application and the separate T&E form in order to be considered.
- Download the T&E form at the following link: **Senior Engineer SPN 233**
- You may attach the T&E to your online profile at the time of application. Alternately, you may return the T&E form via e-mail or physical mail per the instructions on the form.
- **You must return the T&E form before the end of the recruiting period (August 14, 2023, at 4:00 p.m.) in order to be considered.**

**T&E COMPLETION GUIDELINES**

- 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 will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.

**TO APPLY:**

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 26<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**SENIOR ENGINEER SPN 233  
PROMOTIONAL**

**DATE OPEN:** Monday, July 31, 2023

**DATE CLOSED:** Monday, August 14, 2023

**SALARY:** \$88,092.72 annual salary, payable bi-weekly, to a maximum of \$125,342.64

**DESCRIPTION:**

Performs work in planning, preliminary engineering, design, and construction of several concurrent Public Works projects and systems, normally as a team leader.

**DUTIES:**

- Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major public works or utility project or in a total project of moderate scope.
- Supervises and gives technical advice, guidance, and direction to a project team concerning engineering feasibility, design, or construction of a project.
- Coordinates and participates in the preparation of technical reports.
- Reviews plans, design drawings, and specifications of consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.
- May conduct or participate in hearings, public meetings, and conferences which concern Public Works projects, policies, or regulations. Prepares and presents written or oral project status reports to supervisors and City management.
- Operates an automobile, drafting equipment, telephone, computer, reprographic equipment, and calculator.
- Performs related work as required.

**HYDRAULIC AND HYDROLOGIC ANALYSIS (designated positions)**

- Performs complex analysis for combined and separated sewer systems, and water systems.
- Develops and calibrates the analysis procedures for hydrologic/hydraulic investigation to determine sizing of conveyance pipes, tanks, combined sewer overflow facilities.
- Develops and documents water and wastewater flow projections to assess future facility needs.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

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

- *Experience:* Two years of experience with the City in the classification of an Associate Engineer (SPN: 232).
- *Education:* Must possess a certificate of registration as a Professional Engineer in the State of Washington.
- *License:* Possession of a valid driver's license or evidence of equivalent mobility.

*Current, non-probationary City employees within the line of progression may apply for this promotional recruitment if you meet the Open requirements below, pursuant to Rule VI Section 5 of the Civil Service Rules.*

**Open Entry Requirements:**

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

- *Education:* Possession of a Professional Engineering certificate as a Civil Engineer. (Applicants from other states must possess P.E. certification as a Civil Engineer and obtain Washington certification within six months from time of employment.)
- *Experience:* Four years of Public Works type planning, design, or construction engineering experience; and two years of applicable supervisory experience.
- *Substitution:* A master's degree in Engineering may substitute for one year of experience.
- *License:* Possession of a valid driver's license or evidence of equivalent mobility.

**NOTE:**

- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Recruiting for Engineers other than Civil will be conducted as needed.
- Individual selected for position in the Solid Waste Management Department must obtain certification as a Manager of Landfill Operations within one year of appointment

**EXAMINATION DETAILS:**

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

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

*The examination will consist of a training and experience evaluation (T&E) and a performance evaluation (PAR) with scoring weight assigned as follows:*

- T&E: 80%
- PAR: 20%

**T&E EVALUATION DETAILS**

- All applicants must submit both the City of Spokane online employment application and the separate T&E form in order to be considered.
- Download the T&E form at the following link: **Senior Engineer SPN 233**
- You may attach the T&E to your online profile at the time of application. Alternately, you may return the T&E form via e-mail, physical mail, or FAX per the instructions on the form.
- **You must return the T&E form before the end of the recruiting period (August 14, 2023, at 4:00 p.m.) in order to be considered.**

**T&E COMPLETION GUIDELINES**

- 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 will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 26<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**PRINCIPAL ENGINEER SPN 234  
PROMOTIONAL**

**DATE OPEN: Monday, July 31, 2023****DATE CLOSED: Monday, August 14, 2023****SALARY: \$97,948.08 annual salary, payable bi-weekly, to a maximum of \$139,561.92****DESCRIPTION:**

Applies intense and diversified knowledge of engineering and managerial principles and practices. Makes decisions on engineering problems and methods; represents the department in conferences and public meetings; resolves important questions; and plans and coordinates work and Public Works policy.

**DUTIES:**

- In a supervisory capacity, plans, develops, conducts, and coordinates Public Works and Utility projects.
- Supervises the development and evaluation of plans and criteria for a variety of projects and activities to be carried out by others. Monitors funding sources for Public Works activities, and develops programs, schedules, and funding applications. Assesses the feasibility and soundness of the project as defined by technical reports and environmental studies.
- Audits meetings involved with defining or developing policies pertaining to Public Works project activities. Acts as a liaison for the City with developers, and with County, State, and Federal agencies involved in Public Works activities.
- Responsible for the development, preparation, and schedule of the entire design effort of the Department. Authorizes design changes within established procedures.
- Responsible for the administration of all Public Works construction management activities. Directs the collection of field data. Coordinates field construction and inspection activities.
- Directs and coordinates the activities of consultants and contractors in the planning, design, or construction management of Public Works projects.
- Directs and coordinates the street operation and maintenance division.
- Operates an automobile, drafting equipment, personal computer, computer terminal, reprographic equipment, and calculator.
- Performs related work as required.

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

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

- *Experience:* Two years of experience with City of Spokane, in the classification of Senior Engineer (SPN 233), Senior Traffic Engineer (SPN 255), or Fire Protection Engineer (SPN 334).
- *Licenses:*
  - Licensure as a Professional Engineer in the state of Washington, to be maintained throughout employment.
  - Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations is required.

**Note:** Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI, Section 5.

**Open Entry Requirements:**

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

- *Experience:* Eight years of professional engineering experience in planning, design, or construction, two years of which must be directly supervising professional engineering staff.
- *Substitution:* A Master's Degree in Engineering may be substituted for one year of experience.
- *Licenses:*
  - Licensure as a Professional Engineer in the state of Washington, to be maintained throughout employment.
  - Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations is required.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

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

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



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

- T&E 80%
- PAR 20%

#### 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 Principal Engineer 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](mailto:info@governmentjobs.com)).

- Applicants who apply and meet the minimum qualifications between Monday, July 31, 2023 and Monday, August 14, 2023 will test Thursday, August 17, 2023 through Tuesday, August 22, 2023

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 26<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**AMENDMENT****AMENDMENT****AMENDMENT****BUILDING ENGINEER**

SPN 419

(Announcement of 04/17/2023)

The above titled announcement is hereby amended to read:

**Closing Date: August 7, 2023, at 4:00PM PST.**

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**PLUMBER SPN 611**  
**OPEN ENTRY****DATE OPEN: Monday, July 31, 2023****DATE CLOSED: Monday, August 28, 2023****SALARY: \$52,408.80 annual salary, payable bi-weekly, to a maximum of \$82,288.08****DESCRIPTION:**

Performs journey-level skilled work in plumbing installation, maintenance and repair. Duties require the application of some independent judgment.

**DUTIES:**

- Assembles pipe sections, tubing or fittings using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing, or welding equipment.
- Installs pipe sections, fitting, valves, appliances or fixtures such as sinks, urinals, and toilets using hand or power tools.
- Follows specifications and plumbing codes.
- Inspects, repairs, or replaces pumps, valves and boiler systems, including swimming pool pumps.
- Replaces defective equipment, mends broken pipes, and opens clogged drains.
- Reads blueprints, plans, specifications, and building codes.
- Monitors air and water pressure gauges to detect and locate leaks.
- Assesses damage and deterioration to determine maintenance or repair needs.
- Selects work materials based on desired outcomes and price considerations.
- Organizes, cleans and maintains shop and storage areas.
- Changes replaceable tool attachments or equipment as needed.
- Operates automotive vehicles; power and hand tools including but not limited to pipe threaders, welders, wrenches and saws; electrical and mechanical testing devices; and lift trucks and ladders.
- Maintains records of job time and materials used.
- Requests and may purchase tools and materials for work activities.
- Performs related work or assists at less than skilled journey level in other trades as required.

**MINIMUM QUALIFICATIONS:****Open Entry Requirements:**

- *License:* Possession of a journey-level plumber's license (PL01) as issues by the State of Washington AND a valid driver's license.

**Note:** Employees in the Plumber classification may be compensated for additional duties as negotiated by labor and management.

**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**

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

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

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

**TO APPLY:**

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 26<sup>th</sup> day of July 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**AMENDMENT**

**AMENDMENT**

**AMENDMENT**

**HEAVY EQUIPMENT MECHANIC**

SPN 636

(Announcement of 04/10/2023)

The above titled announcement is hereby amended to read:

**Closing Date: August 7, 2023, at 4:00PM PST.**

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### 2023 Residential Chip Seal Engineering Services File No. 2023043

This project consists of the construction of approximately 83,000 square yards of chip seal, including associated crack sealing, pavement repair, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. August 21, 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 2023 Standard Specifications.

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

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

Publish: August 2, 9 and 16, 2023

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### Facility System & Structure Condition Assessments

#### City of Spokane Facilities Department

#### RFQu #5945-23

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, AUGUST 21, 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 Addenda posting or other communication via email. Registration is free.

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 Qualifications.

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, AUGUST 21, 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 & Contracts

Publish: August 2 & 9, 2023

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