



Official Gazette

City of Spokane, Washington

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

Volume 113

AUGUST 23, 2023

Issue 34



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT LORI KINNEAR

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

VACANT (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

The Official Gazette

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The Official Gazette

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, August 14, 2023**

The Monday, August 14, 2023, regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

MINUTES OF SPOKANE CITY COUNCIL**Monday, July 31, 2023****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:33 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 Kinnear and Council Members Cathcart, Stratton, and Wilkerson were present. Council Members Bingle and Zappone were absent.

Acting City Administrator Garrett Jones; Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Laurie Farnsworth were also present for the meeting.

Regional Homeless Initiative

Communications and Marketing Director Brian Coddington addressed Council's questions and concerns regarding the Regional Homeless Initiative that City leaders have been working on.

Current Agenda Review

The City Council reviewed the July 31, 2023, Current Agenda.

Suspension of Council Rules

Motion by Council Member Cathcart, seconded by Council Member Wilkerson, **to suspend** Council Rules (for the purpose of adding items to tonight's Legislative Agenda); **carried 4-0.**

Agreement Amendment B with the Salvation Army for Operation of the Trent Resource and Assistance Center (OPR 2023-0017) (Council Sponsor: Council President Kinnear)

Motion by Council member Cathcart, seconded by Council Member Wilkerson, **to defer** Consent Agenda Item No. 14—Agreement Amendment B with the Salvation Army for operation of the Trent Resource and Assistance Center—to August 21; **carried 4-0.**

Addition of Items to the Current Consent Agenda (OPR 2023-0731 through OPR 2023-0733 and OPR 2023-0372)

Motion by Council Member Cathcart, seconded by Council Member Stratton, **to add** the following items to the July 31, 2023, Consent Agenda; **carried 4-0.**

- Items 12.a., 12.b., and 12.c.—Community, Housing, and Human Services Department formula grant agreements with U.S. Department of Housing and Urban Development for: Program Year 2023 CDBG (OPR 2023-0731), Program Year 2022 ESG (OPR 2023-0732), and HOME Investment Partnerships (OPR 2023-0733)
- Item 13.—Agreement Amendment A with Housing Navigators (Spokane) disbursing Washington State Department of Commerce funding for services for ROW households from July 1, 2023, to June 30, 2025 (OPR 2023-0372)

Contract with Key Code Media, Inc. (OPR 2023-0722) (Relates to Special Budget Ordinance C36419) (Council Sponsors: Council President Kinnear and Council Members Wilkerson and Zappone)

Motion by Council Member Wilkerson, seconded by Council Member Cathcart, to **defer** Consent Agenda Item No. 7—Contract with Key Code Media, Inc. (Kent, WA) for audio video system upgrades to City Council Chambers and the City Council Briefing Center—to August 21, 2023, Agenda; **carried 4-0**.

Special Budget Ordinance C36418 (Council Sponsors: Council Members Wilkerson, Zappone, and Bingle) and Special Budget Ordinance C36419 (Council Sponsors: Council Members Wilkerson and Zappone)

Motion by Council Member Cathcart, seconded by Council Member Wilkerson, to **defer** Special Budget Ordinance C36418 (arising from the need to accept the Washington State budget allocation for Spokane Police Academy expansion) and Special Budget Ordinance C36419 (arising from the need to provide appropriation authority for funding critical service and accessibilities to the community)—to the August 21, 2023, Agenda; **carried 4-0**.

Resolution 2023-0068 (Council Sponsors: Council President Kinnear and Council Member Bingle)

Motion by Council Member Stratton, seconded by Council Member Wilkerson, to **defer** Resolution 2023-0068—of Spokane County, City of Spokane, City of Spokane Valley and Cities of Medical Lake, Airway Heights, Cheney, and Liberty Lake in support of providing leadership and staff support (for the Spokane Regional Collaborative)—to August 28, 2023, Agenda; **carried 4-0**.

Final Reading Ordinance C36417 (As substituted on July 24, 2023) (Council Sponsors: Council Members Bingle and Cathcart)

Motion by Council Member Cathcart, seconded by Council Member Stratton, to **defer** Final Reading Ordinance C36417—relating to Regulations of Residential Rental Housing; adopting a new section 10.57.115 to chapter 10.57 SMC; and repealing SMC 18.08.010, 18.08.020, 18.08.030, 18.08.040, 18.08.050, 18.08.060, 18.08.070, 18.08.080, 18.08.090, 18.08.100, 18.08.110, 18.08.120, 18.08.130, 18.08.140, 18.08.150, and 18.08.160 to chapter 18 of the Spokane Municipal Code; setting an effective date, and declaring an emergency—to the August 21, 2023, Agenda (under Emergency Ordinances); **carried 4-0**.

Advance Agenda Review

There was no Advance Agenda review as the August 7, 2023, City Council Meeting was canceled.

Council Recess/Executive Session

The City Council adjourned at 4:00 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Kinnear.

Roll Call

On roll call, Council President Kinnear and Council Members Cathcart, Stratton, and Wilkerson were present. Council Members Bingle and Zappone were absent.

Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

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

There were no **Proclamations and Salutations**.

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

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

There were no **Administrative Reports**.

OPEN FORUM

The following individual(s) spoke during the Open Forum:

- Tanya Comstock
- Ron Walker
- Dennis Flyn
- John Alder
- Sunshine Wigen
- Justice Forral
- Ian Robertson
- Brian Speed
- Will Hulings
- Crystal Burgett
- Steve Corker
- Darin Watkins
- Patrick Blum
- Luke McDonald
- Terri Anderson
- Devin Biviano

CONSENT AGENDA

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

Motion by Council Member Wilkerson, seconded by Council Member Stratton, the City Council **approved Staff Recommendations** for the following items: **carried 4-0:**

Five-year Master Value Blankets for the purchase of new and recycled aggregate materials, to include the recycling of, on an as-needed basis, with:

- a. William Winkler Company (Newman Lake, WA) —\$800,000 (plus tax). (OPR 2023-0716)
- b. Action Materials (Cheney, WA)—\$800,000 (plus tax). (OPR 2023-0717)
(Council Sponsor: Council Member Stratton)

Contract with Northeast Community Center Association (Spokane) from July 1, 2023, through June 30, 2024, for the Northeast Community Center Association Triplex Project, and a request to change the funding source from Community Development Block Grant funds to 1590 funds—\$300,000. (OPR 2023-0718) (Council Sponsor: Council Member Stratton)

Consultant Agreement with KPFF Consulting Engineers, Inc. (Spokane) for Latah Bridge Inspection and Load Rating from August 1, 2023, through December 31, 2023—\$157,000 (plus tax, if applicable). (OPR 2023-0719 / ENG 2023103 / RFQU 5902-23) (Council Sponsor: Council President Kinnear)

Contract with EA Engineering, Science and Technology, Inc., PBC (Hunt Valley, MD) to conduct asset management strategy and program development for the Water and Wastewater Department utilities —\$329,203.73. (OPR 2023-0720 / ENG 2022094 / RFQU 5822-23) (Council Sponsor: Council President Kinnear)

Contract Amendment and Extension with J.R. Swigart Co., Inc. (Pasco, WA) for roof replacement of areas B, C, and D at the Combined Communications Building from August 31, 2023, through November 30, 2023—not to exceed \$315,277.05 (incl. tax, if applicable). (OPR 2022-0411 / PW ITB 5589-22) (Council Sponsors: Council President Kinnear and Council Member Cathcart)

Low Bid of Combined Construction, Inc. (Mukilteo, WA) for the Maple Street Bridge Deck Rehabilitation project—\$4,704,397. An administrative reserve of \$470,439.70, which is 10% of the contract price, will be set aside. (West Central/Peaceful Valley Neighborhood) (OPR 2023-0721 / ENG 2021089) (Council Sponsor: Council Member Kinnear)

Permission to disburse the new eviction prevention funds from the Washington State Department of Commerce as part of the Consolidated Homeless Grant for Eviction Prevention activities per the RFP committee recommendations—\$2,336,200. (OPR 2023-0723) (Council Sponsor: Council Member Wilkerson)

Not-for-profit Assistance Awards, Round 2, in accordance with the approved Tranche 3 of ARPA Allocations, to 82 local not-for-profit entities—\$2,684,039.36. (OPR 2023-0727) (Council Sponsors: Council Members Wilkerson and Stratton)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through July 21, 2023, total \$10,510,253.13 (Check Nos.: 595832-596010; ACH Nos.: 118681-119030), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,949,527.13. (CPR 2023-0002)
- b. Payroll claims of previously approved obligations through July 22, 2023: \$10,344,984.66 (Check Nos.: 569140-569421). (CPR 2023-0003)

City Council Meeting Minutes: July 20 and July 27, 2023. (CPR 2023-0013)

Community, Housing, and Human Services Department formula grant agreements with U.S. Department of Housing and Urban Development for:

- a. Program Year 2023 CDBG—\$3,126,340 revenue. (OPR 2023-0731)
- b. Program Year 2023 ESG—\$277,996 revenue. (OPR 2023-0732)
- c. HOME Investment Partnerships—\$1,409,280 revenue. (OPR 2023-0733)
(Council Sponsor: Council President Kinnear)

Agreement Amendment A with Housing Navigators (Spokane) disbursing Washington State Department of Commerce funding for services for ROW households from July 1, 2023, to June 30, 2025—\$694,650. (OPR 2023-0372) (Council Sponsor: Council President Kinnear)

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

For action on Special Budget Ordinances C36418 and C36419, see section of minutes under 3:30 p.m. Briefing Session.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2023-0063 (as substituted on July 24, 2023) (Council Sponsors: Council President Kinnear and Council Members Cathcart and Zappone)

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

Upon 4-0 Roll Call Vote, the City Council **adopted Resolution 2023-0063** regarding the approval of year 2024 traffic calming applications and projects to be paid through the Traffic Calming Measures Fund.

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

Resolution 2023-0064 (Council Sponsors: Council President Kinnear and Council Members Zappone and Cathcart)

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

Upon 4-0 Roll Call Vote, the City Council **adopted Resolution 2023-0064** adopting the revised allocations and project prioritization from the 2024-2025 Two Year Residential Street Maintenance Program utilizing Transportation Benefit District Funding.

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

For action on Resolution 2023-0067, see section of minutes under Hearings.

For action on Resolution 2023-0068, see section of minutes under 3:30 p.m. Briefing Session.

FINAL READING ORDINANCES

For action on Final Reading Ordinance C36408, see section of minutes under Hearings.

For action on Final Reading Ordinance C36414, see section of minutes under Hearings.

Final Reading Ordinance C36415 (Council Sponsors: Council Members Stratton and Wilkerson)

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

Upon 4-0 Roll Call Vote, the City Council passed Final Reading Ordinance C36415 relating to revenue from cannabis sales, creating a special revenue fund in Article II of Chapter 07.08 of the Spokane Municipal Code, and enacting new section 07.08.159 of the Spokane Municipal Code.

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

Final Reading Ordinance C36416 (Council Sponsors: Council Members Bingle and Zappone)

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

Upon 4-0 Roll Call Vote, the City Council passed Final Reading Ordinance C36416 renaming a portion of West Dean Avenue from Howard Street to Washington Street to "Joe Albi Way."

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

For action on Final Reading Ordinance C36417, 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. Public testimony was received on the ordinance.

ORD C36420 Relating to Parks; amending Section 12.06A.040 of the Spokane Municipal Code concerning park rules and regulations, and adding a new section 12.06A.055 to Chapter 12.06A of the Spokane Municipal Code. (Council Sponsors: Council Members Stratton, Cathcart, and Bingle)

For action on First Reading Ordinance C36421, see section of minutes under Hearings.

For action on First Reading Ordinance C36422, see section of minutes under Hearings.

There were no **Special Considerations**.

HEARINGS

Hearing on Vacation of Conklin Street South of 8th Avenue (as requested by the Spokane Housing Authority) and Related First Reading Ordinance C36421 (Council Sponsors: Council President Kinnear and Council Member Wilkerson)

The Spokane City Council held a hearing on the vacation of Conklin Street south of 8th Avenue, as requested by the Spokane Housing Authority. After receiving public testimony, Council and staff commentary was held. The following actions were taken:

Motion by Council Member Cathcart, seconded by Council Member Wilkerson, to **suspend** the Council Rules; **carried 4-0**.

Motion by Council Member Stratton, seconded by Council Member Wilkerson, **to make** this a no-cost vacation; **carried 4-0**.

Upon 4-0 Roll Call Vote, the City Council **approved, subject to conditions** (in the Street Vacation Report dated June 12, 2023) (as amended to make this a no-cost vacation), the vacation of Conklin Street south of 8th Avenue, as requested by the Spokane Housing Authority.

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

In conjunction with the hearing, Ordinance C36421—Conklin Street south of the south line of 8th Avenue and more particularly described in the ordinance—was read for the first time, with further action deferred.

Hearing on Vacation of the Alley between 4th Avenue and 5th Avenue from Washington Street to Bernard Street (as requested by Koz on West 4th, LLC) and Related First Reading Ordinance C36422 (Council Sponsors: Council President Kinnear and Council Member Wilkerson)

The Spokane City Council held a hearing on the vacation of the alley between 4th Avenue and 5th Avenue, from Washington Street to Bernard Street, as requested by Koz on West 4th, LLC. After receiving public testimony from one individual, Council and staff commentary was held. The following action was taken:

Upon 4-0 Roll Call Vote, the City Council **approved, subject to conditions** (in the Street Vacation Report dated May 23, 2023), the vacation of the alley between 4th Avenue and 5th Avenue from Washington Street to Bernard Street, as requested by Koz on West 4th, LLC.

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

In conjunction with the hearing, Ordinance C36422—vacating the alley between 4th Avenue and 5th Avenue, from the east line of Washington Street to the west line of Bernard Street—was read for the first time, with further action deferred.

Final Reading Ordinance C36414 (Council Sponsors: Council Members Wilkerson and Cathcart)

The City Council held a hearing on Final Reading Ordinance C36414. After public testimony and Council and staff commentary, the following action was taken:

Upon 4-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36414** relating to Proposal File Z23-112comp, amending Chapter 3, Land Use, and the glossary of the Comprehensive Plan with the goal of incorporating and accommodating middle housing types in all residential areas of the City and improving the overall implementation and effectiveness of vision, values, and policies of the chapter.

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

Hearing on Validated Proposed Initiative No. 2023-4 (Prohibiting encampments near schools, parks, playgrounds, and child care facilities) and Related Final Reading Ordinance C36408 and Related Resolution 2023-0067 (Council Sponsors for RES 2023-0067: Council President Kinnear and Council Member Bingle)

The Spokane City Council held a hearing on the validated Proposed Initiative No. 2023-4 petition signatures filed on behalf of Brian Hansen, petitioner, regarding prohibiting encampments near schools, parks, playgrounds, and child care facilities. In conjunction with the hearing, Ordinance C36408—regarding prohibiting encampments near schools, parks, playgrounds, and child care facilities—was provided a final reading, with further action deferred to the voters.

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

Upon 4-0 Roll Call Vote, the City Council **adopted Resolution 2023-0067** requesting the Spokane County Auditor to hold a special election on November 7, 2023, in conjunction with the scheduled general election to submit to the voters of the City of Spokane a proposition regarding an amendment to the Spokane Municipal Code relating to the prohibition of encampments within one thousand feet of a public or private school, public park, playground, or licensed child care facility.

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

ADJOURNMENT

There being no further business to come before the City Council, the meeting adjourned at 7:59 p.m.

Hearing Notices

Notice of Intent to Adopt Interim Parking Regulations for Housing Ordinance and Notice of SEPA Determination (Hearing on Ordinance C36405)

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on Monday, August 28, 2023, at 6:00 p.m. in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. This public hearing is for an interim zoning ordinance for parking regulations for housing, exempting minimum parking space requirements for certain residential developments; adopting a new Chapter 17C.405 of the Spokane Municipal Code.

Project Description: This proposal will enact an interim zoning ordinance which would expire one year from time of adoption, on July 9, 2024, unless extended by further action of the council. The interim ordinance would remove requirements for off-street parking for residential uses within a half mile of transit stops. It would also eliminate a requirement that tenants must pay the cost of parking as a bundled charge with housing.

Any person may submit written comments on the proposed action to CityCouncil2@spokanecity.org or call or email Chris Wright, City Council Policy Advisor, at cwright@spokanecity.org, or telephone at (509) 625-6210. The amendments to the code will be available online at the following address: <https://my.spokanecity.org/citycouncil/items-of-interest/>.

SEPA Status: A Nonproject DNS was issued on June 28, 2023. The City of Spokane Department of Planning and Economic Development is the Lead Agency for this non-project action. Spencer Gardner, Director of Planning, is the SEPA responsible official.

More information: A first reading of the ordinance occurred on Monday, June 26, 2023. A final reading for the ordinance occurred on July 17, 2023. Pursuant to RCW 36.70A.290, the required hearing on this interim ordinance is scheduled for August 28, 2023, at 6:00 pm. Immediately after the public hearing, the City Council will adopt findings of fact on the subject of this interim zoning ordinance.

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 Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or 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 mlovmaster@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.

General Notices

**NOTICE
SEIZED AND ABANDONED PERSONAL PROPERTY ONLINE AUCTION
September 1, 2023 THROUGH September 6, 2023**

This is to provide notification that there will be an online auction of Spokane Police Department and Spokane County Sheriff's Office seized and abandoned personal property. The online auction will be held September 1-6, 2023, and available items will be sold through Reinland Equipment Auction, at the following link: <https://reinlandauctions.net>. To view a complete list of auction items, visit the Spokane Police Department Property Evidence Facility's website at the following link: <https://my.spokanecity.org/police/information/evidence-facility/>.

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.

AMENDMENT

AMENDMENT

AMENDMENT

COMMUNITY JUSTICE SPECIALIST

SPN 029

(Announcement of 7/24/2023)

The above titled announcement is hereby amended to read:

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

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

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

- T&E 100%

Examination Details:

You will receive a link to the Community Justice Specialist T&E via email, prior to 12:00 a.m. Pacific Time on the start dates and will expire at 11:59 p.m. on the due dates as listed below. Please note that this email will be sent from City of Spokane (info@governmentjobs.com).

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

TRAINING AND EXPERIENCE EVALUATION DETAILS

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

- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

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

BUDGET ANALYST SPN 128
OPEN ENTRY

DATE OPEN: Monday, August 21, 2023

DATE CLOSED: Monday, September 18, 2023

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

DESCRIPTION:

Do you appreciate a collaborative office culture? Are your core values aligned with integrity and honesty? Are you an independent thinker who is willing to pitch in on the team effort? If so, the Budget Analyst at the City of Spokane may be the job for you!

The City of Spokane's Finance Department is looking to hire a motivated, detail-orientated Budget Analyst to join our Management and Budget team. When you join the Finance Department, you will be working among collaborative colleagues, serving multiple departments in the City of Spokane across multiple facilities including the public safety divisions, City parks, and City Council. As a Budget Analyst, you will perform a wide range of duties to include analytical, technical, and advisory functions in the municipal budgetary process.

This position offers established pay increases annually and opportunities for advancement. As a City of Spokane employee, you will also be part of an excellent work environment with a rewarding compensation plan, including medical, pension, and 457 plan.

A career with the City of Spokane is more than a pathway to success. It is all of us, helping to build a better community, every day. If you find yourself wanting to pursue a career with the City of Spokane, then we encourage you to apply today!

DUTIES:

- Performs budget development for the City's annual budget, including revenue projections; reviews budget change requests for completeness, accuracy, and compliance with budget principles and guidelines established by elected officials; participates in planning, organizing, and communicating budget deadlines; prepares and ensures accuracy of all associated budget reports presented; implements the annual budget into the various City Financial and human resources systems.
- Coordinates the development of the City's Capital Improvement Program (CIP) budget; ensures capital improvement budgets are incorporated properly into the annual budget; directs preparation and ensures accuracy of all associated CIP reports presented.
- Assists in the development of several iterative budget publications for use by City staff, officials, the community, and organizations.
- Participates in system management of positions, including assisting departments with staffing proposals as needed, and maintaining appropriate system controls and reviews upon approval of positions by City Council; performs various personnel management tasks such as reviewing and approving requisitions and updating pay plans.
- Analyzes and produces complex reports, such as various reporting and multi-year forecasts, for use by diverse groups, including elected officials, City management, boards, commissions, and other government entities; coordinates with City management and elected officials to determine reporting needs for operating and capital budgets.
- Assists in administering the budget development software, ensuring users, data, and reports are updated and working as expected; assists in updates, upgrades, and user acceptance testing.
- Prepares and provides training material related to the CIP and annual budget processes, as well as the software used for budget development.
- Reviews and processes budget transfers requested throughout the budget year.
- Facilitates and participates in public presentations as needed; provides oral briefings, recommendations, and progress reports to City management and elected officials; prepares supplemental budget ordinances.
- Coordinates the preparation of indirect cost allocation plans and establishment of allocation rates; reviews work of contracted plan preparer for completeness, accuracy, and compliance with federal cognizant agency.
- Advises and participates in the development and analysis of costs associated with proposals made in the collective bargaining process.

- Provides general budget consulting services to City departments, converting technical budget information into operational terms for City officials and staff; interprets and provides guidance to departmental personnel related to application of established budget principals and guidelines.
- Performs budget analysis and conducts related studies to identify efficiency and cost savings; prepares reports of such activity including recommendations for action.
- Performs high level, complex, special projects and studies as assigned.

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 when they apply.)

- *Education:* Bachelor's degree from an accredited four-year college or university in finance, accounting, business administration, or a related field.
- *Experience:* Five years of experience in the development of governmental budgets.
- *Substitution:* A Certified Public Accountant (CPA) license may substitute for up to two years of work experience.
- *License:* Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations as required.

Note: If you are uncertain whether your qualifications meet the requirement stated above, please read through the Supplemental Questions, and contact Civil Service for assistance if needed.

EXAMINATION DETAILS:

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

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

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

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

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS

- You will complete the T&E Supplemental Questionnaire online as a part of the application process.
- You may preview the instructions and questions online in the tab marked "QUESTIONS" near the top of the job announcement.
- 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.

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 14th day of August 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

INFORMATION SYSTEMS ANALYST I

SPN 164

(Announcement of 07/31/2023)

The above titled announcement is hereby amended to read:

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

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

The examination will consist of an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

EXAMINATION DETAILS:

This is an online examination and will require a computer. If you do not have access to a computer, please notify Civil Service so that one may be provided.

A link to the Information Systems Analyst I examination, with instructions, will be emailed prior to 4:00 PM Pacific time on Thursday, August 31, 2023. Please note that this email will be sent from FastTest (noreply@fasttest.com). The test will be available for log-in from 4:00 PM Pacific time on Thursday, August 31, 2023, until 4:00 PM Pacific time the following Tuesday, September 5, 2023.

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

The examination may include such subjects as:

- SQL Server Programming
- Other Programming Languages
- Data Processing / Data Structures
- Design Patterns
- Logic and Reasoning

AMENDMENT

AMENDMENT

AMENDMENT

SENIOR ENGINEER

SPN 233

(Announcement of 07/31/2023)

The above titled announcement is hereby amended to read:

Closing Date: Continuous.

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 (September 11 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.

AMENDMENT

AMENDMENT

AMENDMENT

SENIOR ENGINEER [PROMOTION]

SPN 233

(Announcement of 07/31/2023)

The above titled announcement is hereby amended to read:

Closing Date: Continuous.

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 (September 11 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.

**DETECTIVE SPN 905
PROMOTIONAL**

DATE OPEN: Monday, August 21, 2023

DATE CLOSED: Monday, September 4, 2023

SALARY: \$106,947.36 annual salary, payable bi-weekly, to a maximum of \$119,788.56

DESCRIPTION:

Performs specialized police work in the investigation of criminal offenses and related police problems.

DUTIES:

- Investigates individually, or as a member of a special detail, a wide variety of crime classifications, including but not limited to: narcotics, vice, assault, fraud, homicide, theft, burglary, malicious mischief, and child sexual abuse.
- Conducts surveillance of suspects and known criminals.
- Interrogates witnesses and suspects.
- Prepares and executes search warrants.
- Makes arrests.
- Gathers and analyzes evidence.
- Makes detailed written reports of the results of investigations; composes correspondence concerning assigned cases, as required.
- Prepares evidence for presentation in court, and testifies as to such evidence.
- Traces, locates, and investigates reports of missing persons.
- Conducts special investigations as directed, and cooperates with other law enforcement agencies in their investigations.
- May be assigned to extradition cases.
- Performs general police duties and other 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:* Completion of four years of experience with the City in the classification of Police Officer (SPN 901), Police Officer First Class (SPN 904), Police Corporal (SPN 911), or any combination thereof.
- *Fitness:* All applicants must be certified by the police physician as physically fit to perform the duties.
- *License:* Possession of a valid driver's license.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately using the online application system. All applicants must complete and submit the online City of Spokane employment application 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.

EXAM DETAILS:

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

- Written Multiple-choice Test: 100%

WRITTEN MULTIPLE-CHOICE TEST DETAILS:

The multiple-choice test will be conducted at the Fire Training Center (1618 N. Rebecca St.) on Tuesday, September 12, 2023 at 1:00 p.m. The duration of the exam is scheduled for 2 hours. The test will include subjects as outlined in the 2023 SPD Detective Promotional Exam Bibliography.

Bibliography Note - The following SPD policies (Lexipol) included in the bibliography will not be included in this examination:

320 Domestic Violence
502 Traffic Collision Investigations

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 17th day of August 2023.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner
