



Official Gazette

City of Spokane, Washington

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

Volume 114

JANUARY 17, 2024

Issue 3



MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BETSY

WILKERSON

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Minutes

NOTICE

MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, January 8, 2024

The minutes for the Monday, January 8, 2024, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, January 24, 2024, issue of the *Official Gazette*.

Hearing Notices

NOTICE OF PUBLIC HEARING

**PROPOSED PEDESTRIAN STREET ZONING DESIGNATION OF A PORTION OF E
29TH AVE AT LINCOLN HEIGHTS DISTRICT CENTER
PROPOSED EMERGENCY ORDINANCE C36487**

The City of Spokane City Council will hold a Public Hearing in a hybrid format on Monday, January 29, 2024 beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding a proposal to apply a pedestrian street zoning designation on a portion of E 29th Ave in the vicinity of the Lincoln Heights District Center and amend Spokane Municipal Code (SMC) 17C.122.010 and 17C.122.030 for clarity. Information about the City Council agenda and how to join the meeting and testify is available on the City's website: <https://my.spokanecity.org/citycouncil/meetings/>.

Public testimony on these amendments will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record. Final reading and hearing of the ordinance will be held January 29, and public testimony will be allowed at that time.

Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision. Any person may submit written comments, appear at the public hearing, or request additional information by contacting: Planning and Development Services Dept., 808 W. Spokane Falls Blvd., Spokane, WA, 99201-3329.

Any person may submit written comments on the proposed action or call for additional information:

City of Spokane, Planning & Economic Development
Brandon Whitmarsh, Planner I, 808 W. Spokane Falls Blvd., Spokane, WA 99201
(509) 625 – 6846, bwhitmarsh@spokanecity.org

Description of the proposal: Spokane Municipal Code amendment to designate a portion of E 29th Ave around the Lincoln Heights District Center as a pedestrian street. Parcels with Centers & Corridors zoning and frontage on a pedestrian street have additional design standards and use limitations to promote a pedestrian friendly environment. In addition to the designation of a portion of E 29th Ave as a pedestrian street, amendments to SMC 17C.122.010 and SMC 17C.122.030 for clarity on pedestrian street designations and where they are located is proposed.

Location: The proposed designation is along approximately .66 miles of E 29th Ave, roughly from S Martin St to S Fiske St.

To learn more: Contact Brandon Whitmarsh, bwhitmarsh@spokanecity.org or visit the proposal website at <https://my.spokanecity.org/projects/east-29th-ave-pedestrian-street-designation/>.

How to Attend the Meeting: The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Webex or call in by phone to hear and testify. Access the meeting link and call-in information at the agenda posted in advance on the City Council's webpage: <https://my.spokanecity.org/citycouncil/meetings/>.

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 January 26 THROUGH January 31, 2024

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 January 26-31, 2024 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/>.

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. C36421

An ordinance vacating Conklin Street south of the south line of 8th Ave and more particularly described below,

WHEREAS, a petition for the vacation of Conklin Street south of the south line of 8th Ave and more particularly described below, has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That the following right-of-way is hereby vacated. Parcel number not assigned.

Conklin Street, in Block 8 of the plat of Hartson's Subdivision of Blocks 3-8 of Hartson and Townsends Addition to Highland Park Addition and between the south line of 8th Avenue and the north line of the plat of South Highland Park Addition.

Section 2. An easement is reserved and retained over and through the east thirty feet for the utility services of Avista Utilities to protect existing and future utilities.

**Passed by City Council January 8, 2024
Delivered to Mayor January 12, 2024**

ORDINANCE NO. C36477

An ordinance relating to the grant acceptance process and amending SMC 07.19.010 of Title 07.19 of the Spokane Municipal Code.

WHEREAS, in 2014 the city council adopted Ordinance C-35189, adding SMC 07.19.010 to the Spokane Municipal Code and requiring city departments to secure city council approval before submitting grant applications; and

WHEREAS, the general purpose of C-35189 and SMC 07.19.010 was to ensure the City was not obligated to significant direct and indirect financial burdens associated with grants without the city council being fully informed of grant implications prior to the acceptance of funding by the city council, and to ensure the City of Spokane did not seek grants inconsistent with City of Spokane policies or legislative priorities; and

WHEREAS, SMC 07.19.010 has proved burdensome and time-consuming for city departments, especially for smaller scale grants, or grant applications with comparatively short application timelines; and

WHEREAS, the city council wishes to amend the Spokane Municipal Code so as to harmonize the sound policy decision behind SMC 07.19.010 with practical realities of grant application process, and thereby ensure that grant applications for larger grant awards continue to receive prior council review while relieving smaller grant applications of a cumbersome internal review process.

The City of Spokane does ordain:

Section 1. That SMC section 07.19.010 is amended to read as follows

Chapter 07.19.010 ((Approval of)) Grant ((Applications)) Acceptance

Section 07.19.010 ((Approval of)) Grant ((Applications)) Acceptance

~~((A. All applications for state or federal grants above the minor contract amount set forth in chapter 7.06 SMC submitted by or behalf of the City of Spokane shall be approved by the City Council prior to submission of the application either in conjunction with the adoption of the annual budget or subsequently as part of the city council's consent agenda.~~

~~B. The grants shall match up the specific project with the funding source. However, the submitting department may include with the adoption of the annual budget up to five projects with unmatched grants to account for unexpected grant opportunities.~~

~~C. The City Council may waive the requirement of having agenda items presented to City Council standing committees in order to place grant application documents on the City Council agenda for unanticipated grants with a limited time period for acceptance.~~

~~D. The requirements in the subsection shall not apply to:~~

- ~~1. loans associated with the Washington State Public Works Trust Fund or other state or federal loan programs or~~
- ~~2. financial aid or funding programs that reimburse the City for expenses associated with the City's participation in emergency public safety programs such as reimbursements from the Federal Emergency Management Agency.)~~

A. For purposes of this Chapter, the following definitions apply:

1. The term "department" means the city department or division preparing and submitting a grant application.
2. The term "grant" means any opportunity for funding of City of Spokane projects and programs by federal, state, local or non-public funding sources, whether or not requiring matching or supplemental City of Spokane funds.
3. The term "grant amount" refers to the aggregate amount of the anticipated funding provided to the City under the grant, exclusive of any City matching amount or contribution, and regardless of the number of years of grant funding. Any grant requiring City matching amount or contribution above the minor contract amount set forth in SMC 7.06.060 shall be deemed above the minor contract amount.
4. The term "minor contract amount" means the maximum dollar amount to which the City may commit in any agreement without prior legislative approval, including, but not limited to, the amount set forth in SMC 07.06.060.
5. The term "partnership" means, regardless of how designated, any grant application in which the City (a) expects to share only a portion of the grant award, (b) expects to provide all or a portion of matching funds, including in-kind contributions and/or the use of city assets, for grant awards slated for other parties participating in the application, and/or (c) expects to provide personnel to ensure grant compliance for other parties participating in the application.

- B. A department may apply for and accept grants with a grant amount below the minor contract amount without prior city council approval.
- C. A department may apply for grants above the minor contract amount. However, each grant award above the minor contract amount must be approved by the city council before the execution of documents committing the City to grant terms, conditions, and funding, and city council must be advised at time of council review of any city matching funds requirements. Department staff shall prepare materials necessary for council consideration and ensure that such materials are submitted consistent with city council rules of procedure.
- D. The department must provide the city council with a summary of the grant evaluation that was conducted during the application process. Various elements of a grant evaluation include any future fiscal burden or long-term expenditures, additional and/or permanent staffing, staff support, indirect costs, local funding match, or in-kind match, and any other ongoing operating and maintenance impact.
- E. Notwithstanding anything to the contrary in this section, city council approval is required prior to any grant application submitted in partnership with another organization (private or public) to obtain a letter of support. The City will not be bound by partnership grant award terms, conditions or funding not approved by the city council in advance.
- F. If a budget appropriation is required for a grant, the department shall request a corresponding special budget ordinance at the same time as presentation of the grant for city council review and approval.
- G. It is the responsibility of the department to ensure compliance with all grant terms and conditions, including, but not limited to, ensuring agreed-upon deliverables, preparing grant status reports, examining and tracking incurred costs, filing timely requests for reimbursements from grant funders, and following the specified close-out procedure provided by the grant funder. Departments shall depend on central accounting or finance for basic grant functions unless otherwise approved by the City's chief financial officer or his/her designee.

Passed by City Council January 8, 2024
Delivered to Mayor January 12, 2024

Executive Orders

CITY OF SPOKANE EXECUTIVE ORDER	EO 2024-0001
TITLE: DELEGATION OF SIGNATURE AUTHORITY FOR MINOR CONTRACTS EFFECTIVE DATE: January 1, 2024 REVISION DATE IF APPLICABLE: N/A	

WHEREAS, under section 38 of the City of Spokane Charter, "all written contracts, bonds and instruments of every kind and description to which the city shall be a party shall be executed in the name of the city by the mayor or the council president under the direction of the city council, and attested by the clerk, and when necessary, shall be acknowledged"; and

WHEREAS, section 1.02.130 of the Spokane Municipal Code states: "Except to the extent that state law may require certain municipal code enforcement or other personnel to be specially qualified, every function, authority and responsibility vested by this code in a particular officer is delegable, subject to the City's personnel system. Any act performed by a person or body without actual authority at the time may be ratified"; and:

WHEREAS, the City enters into a number of contracts that are not required to be individually approved by the city council due to the type of contract or its dollar amount; pursuant to section 7.06.260 of the Spokane Municipal Code; and

WHEREAS, the number of minor contracts which are of a routine nature has grown exponentially in recent years, creating lengthy delays in their processing and inefficient use of the City Administrator's time in their execution; and

WHEREAS, it would be more efficient for City division directors, department heads and assistant department heads of large departments to be given signature authority for certain documents; --

NOW, THEREFORE, I, LISA BROWN, Mayor, do hereby order and direct: that I hereby delegate my signature authority for minor contracts as follows:

For purposes of this Executive Order only, Division Directors are:

City Attorney (Chief Assistant City Attorney in the absence of the City Attorney)
 Director of Neighborhood, Housing and Human Services
 Director of Finance, Treasury and Administration – Chief Financial Officer
 Fire Chief (Assistant Chief in the absence of the Fire Chief)
 Director of Parks and Recreation
 Police Chief (Deputy Chief in the absence of the Police Chief)
 Director of Public Works
 Director of Human Resources
 Director of Innovation and Technology Services
 Director of Community and Economic Development

The Director of Accounting and Grants shall approve all grant acceptances and contracts involving grant funds.

Department head positions of those departments identified as such in chapter 3.01A of the Spokane Municipal Code and which additionally include the position in charge of:

Office of Performance Management
 Public Works Technology, ITSD
 Information Security, ITSD
 GIS, ITSD
 Technology Operations, ITSD
 Applications, ITSD

DESCRIPTION	SIGNATURE AUTHORITY
Real Estate Documents - Leases, Use Agreements, Covenants, etc.	Division Director
Real Estate Documents - Deeds, Easements, etc.	City Administrator
U.S. Department of Housing and Urban Development documents	City Administrator
Contracts \$0 - \$3,000	Voucher
Contracts \$3,001 - \$10,000	Department Head
Contracts \$10,001 - Minor Contract Threshold	Division Director
Extensions - No Cost	Department Head
Amendments / Change Orders / Addenda up to 10% of the original contract amount not to exceed \$100,000 (associated with agenda sheet)	Division Director
Amendments / Change Orders / Addenda (\$ changes) not to exceed Minor Contract Threshold	Division Director
Public Works / Public Works Maintenance \$5,001 - \$10,000	Department Head
Public Works / Public Works Maintenance \$10,001 - Minor Contract Threshold	Division Director
Public Works Division Change Orders covered by City Policy 5200-08-01	No Change
Amendments - No Cost	Department Head
Assignments	Department Head
Final Acceptances	Division Director
Software / Hardware Maintenance Contracts to \$10,000	Purchase Order

Except as provided above, this signature delegation authority may not be sub-delegated by any division director or department head. I encourage staff in the absence of a department head to have the appropriate division director or the

City Administrator execute their contracts to expedite document processing. In the absence of the appropriate division director, the City Administrator may execute the contracts to expedite document processing.

I direct the Chief Financial Officer and City Attorney to develop audit overview procedures for the signature delegation authority I am giving. Failure to comply with those procedures could result in signature delegation authority being withdrawn and/or disciplinary action as appropriate

CITY OF SPOKANE EXECUTIVE ORDER		EO 2024-0002
TITLE: DELEGATION OF AUTHORIZATION FOR CERTIFICATION PURSUANT TO 2 CFR 200 EFFECTIVE DATE: January 1, 2024 REVISION DATE IF APPLICABLE: N/A		

WHEREAS, the Code of Federal Regulations, 2 CFR 200.415(a) have been revised to ensure that final fiscal reports or vouchers requesting payment under federal agreements must include a certification signed by an official who is authorized to legally bind the non-federal agency; and

WHEREAS, the Mayor of the City of Spokane, or his or her lawfully appointed designee, executes all federal grant funding agreements and supplemental agreements; and

WHEREAS, in order to seek timely reimbursement for proper expenditures related to the federally funded grant projects, the Mayor of the City of Spokane intends to delegate pursuant to this executive order to the person appointed to the division directors set forth below the authority to legally bind the City of Spokane solely for the purpose of certifying reports and requesting federal grant reimbursement; --

NOW, THEREFORE, I, LISA BROWN, Mayor of the City of Spokane, direct that for the purpose of certifying reports and requesting reimbursement for federally funded projects, the individuals appointed to the division director positions set forth below shall be delegated authority per 2 CFR 200.415 (a) to legally bind the City of Spokane in furtherance of the intent of this Executive Order.

FURTHERMORE, the individuals duly appointed as the division director listed below shall be authorized to sign all grant reports and reimbursement vouchers for grant funded projects on behalf of the City of Spokane.

FURTHERMORE, the identified division directors are authorized to grant subsequent delegation of authority with his or her division for submission of reports or vouchers in the event of the absence of the division director.

Division directors are:

- City Attorney
- Director of Neighborhood, Housing and Human Services
- Director of Finance, Treasury and Administration – Chief Financial Officer
- Fire Chief
- Director of Parks and Recreation
- Police Chief
- Director of Public Works
- Director of Human Resources
- Director of Innovation and Technology Services
- Director of Community and Economic Development

This delegation shall continue until revoked.

CITY OF SPOKANE EXECUTIVE ORDER		EO 2024-0003
TITLE: COLLECTIVE BARGAINING AGREEMENTS SIGNATURE AUTHORITY EFFECTIVE DATE: January 1, 2024 REVISION DATE IF APPLICABLE: N/A		

WHEREAS, most of the City of Spokane employees are represented by a collective bargaining representative through collective bargaining agreements; and

WHEREAS, these agreements need to be clarified, amended or have housekeeping changes during their term; and

WHEREAS, there has been some confusion over delegation of signature authority for these documents;

NOW, THEREFORE, I, LISA BROWN, Mayor of the City of Spokane, do hereby order and direct:

A. Collective Bargaining Agreements.

Application: Used to set forth the agreed upon terms and conditions for wages, hours and working conditions of employment for represented employees.

Signatures: Shall be signed by the Mayor and the Director of Human Resources on behalf of the City. Shall be approved as to form by the City Attorney's Office and attested by the City Clerk. In the absence of these persons, CBA's may be signed by the persons acting for these positions.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the City Clerk and given a new file number. The agreement shall be approved by the City Council. The City Clerk shall provide duplicate originals or copies to the department and bargaining representative.

B. Memorandum of Understanding:

Application: Used to clarify or interpret existing collective bargaining agreements. Has no cost. Examples are 9/80 agreements and summer work schedules.

Signatures: Shall be signed by appropriate department head and the Director of Human Resources on behalf of the City. In the absence of these persons, may be signed by the persons acting for these positions. The affected employee and supervisor may also be signatories as appropriate.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the Human Resources Department. The Human Resources Department shall provide duplicate originals or copies to the department and bargaining representative.

C. Supplemental Agreement - Up To Current Minor Contract Threshold:

Application: Change to terms or conditions of an existing collective bargaining agreement. May involve cost to the City up to the current minor contract threshold.

Signatures: Shall be signed by appropriate department head, the Director of Human Resources and the City Administrator on behalf of the City. Shall be approved as to form by the City Attorney's Office and attested by the City Clerk. In the absence of these persons, may be signed by the persons acting for these positions.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the City Clerk and given the same file number as the original contract. The original copy shall be accompanied by a minor contract summary form when filing with the Clerk. The City Clerk shall provide duplicate originals or copies to the department and bargaining representative.

D. Supplemental Agreement - Over the Current Minor Contract Threshold or Changes to Actual Written Terms/Conditions:

Application: Change to terms or conditions of an existing collective bargaining agreement. May involve cost to the City over the current minor contract threshold. Example would include extension of existing agreement.

Signatures: Shall be signed by appropriate department head, the Director of Human Resources and the Mayor on behalf for the City. Shall be approved as to form by the City Attorney's Office and attested by the City Clerk. In the absence of these persons, may be signed by the persons acting for these positions.

Effective: Shall not be binding on the City until all appropriate City approvals have been executed.

Processing: The original copy shall be filed with the City Clerk and given the same file number as the original contract. The contract shall be approved by the City Council before signature by the Mayor, and attestation by City Clerk. The City Clerk shall provide duplicate originals or copies to the department and bargaining representative.

CITY OF SPOKANE EXECUTIVE ORDER		EO 2024-0004
<p>TITLE: EXECUTIVE ORDER FOR WRITTEN FINDING OF EMERGENCY TO AWARD NECESSARY CONTRACTS TO PROVIDE EMERGENCY WARMING SHELTERS AND RELATED SERVICES IN THE CITY'S RESPONSE TO PROVIDE HEALTHY SHELTERING ASSOCIATED WITH EXTREME COLD WEATHER CONDITIONS</p> <p>EFFECTIVE DATE: January 11, 2024 REVISION DATE IF APPLICABLE:</p>		

Factual Background Information of Finding of Emergency to Support Execution of Agreements to provide for temporary expansion of warming centers services for homeless individuals and families:

WHEREAS; Chapter 18.05 of the Spokane Municipal Code provides that the City will provide housing for homeless individuals during inclement weather conditions, including extreme cold conditions; and

WHEREAS, SMC 18.05.020 A.1., regarding the activation criteria for warming centers, provides in part that:

Warming centers sufficient to meet the shelter needs of currently unsheltered homeless individuals and other vulnerable individuals seeking shelter in Spokane will be activated on each day during which the temperature is predicted by the National Weather Service to be 32 degrees Fahrenheit or lower and designated low-barrier shelter space was at ninety percent (90%) capacity or greater during the previous night. The warming centers will operate at a minimum during the hours that temperatures are lower than thirty-two (32) degrees Fahrenheit. The City may, by contract with its center provider(s), raise the activation temperature for warming centers, but in no event will the activation temperature be lower than thirty-two (32) degrees Fahrenheit.

WHEREAS, the forecast from the National Weather Service provides for frigid temperatures reaching below zero beginning Thursday, January 11, 2024, through Sunday, January 14, 2024, with temperatures reaching below 32 degrees Fahrenheit through Saturday, January 20, 2024; and

WHEREAS, the wind chill factor will bring temperatures even lower during those time periods; and

WHEREAS, as the temperature has decreased, the facilities providing low-barrier housing for homeless individuals have dropped below ninety (90) percent capacity; and

WHEREAS; it is estimated that the conditions including lower temperatures and limited available shelter space are likely to persist for approximately the next two weeks; and

WHEREAS, SMC 2.04.0030 A provides that:

Whenever a civil emergency, or the imminent threat thereof, occurs in the City and results in, or threatens to result in the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the mayor, extraordinary and immediate measures to protect the public peace, safety and welfare, the

mayor shall forthwith proclaim in writing the existence of a civil emergency, including in the proclamation a brief description of the facts constituting the civil emergency.

WHEREAS; City staff has identified that the safest and least expensive method to provide adequate emergency shelter for individuals and families that are experiencing homelessness but are not able to be housed in existing facilities is to expand homeless shelter services, including warming centers and providing transportation for those who are unable to travel to the shelters or warming centers; and

WHEREAS; staff in the NHHS Department contacted four providers who are currently able to assist the City to provide expanded homeless services and has identified one who can assist in the operation of the City's Cannon Street Shelter as an overnight warming center; and

WHEREAS, Section 7.06.180 of the Spokane Municipal Code provides that if an emergency requires procurement prior to City Council action, the Mayor may declare an emergency and award necessary contracts or agreements to address the emergency situation; and

WHEREAS, the Mayor is prepared to immediately execute the appropriate contracts with several service agencies to provide the necessary services.

NOW THEREFORE, AS THE MAYOR OF THE CITY OF SPOKANE WASHINGTON, I DECLARE AS FOLLOWS:

Section 1 – Purpose and Intent.

As a result of pending cold front, frigid windchill, estimated decrease in night-time temperatures and severe cold weather conditions over the next two weeks, the lack of adequate low-barrier homeless shelter and the requirements of SMC Section 18.05.020, an emergency situation exists and the public safety and health of those who are unhoused necessitates the execution of contracts with available service providers to provide services to expand available homeless shelter space and warming centers and to operate the City's Cannon Street Shelter.

Section 2 – Declaration of Emergency

Pursuant to SMC 2.04.030, a declaration of emergency is issued due to the immediate threat of severe weather conditions that threaten to result in death or injury to persons which requires extraordinary and immediate measures to protect the public health, safety and welfare.

Section 2 – Emergency Procurement.

Pursuant to SMC 7.06.180, the Mayor or her designate, may make emergency procurements consistent with the provisions of Chapter 7.06 SMC and may execute such contracts and/or other agreements as are necessary to provide for the expansion of low-barrier homeless shelters and warming centers, including the operation of the City's Cannon Street Shelter as an emergency temporary warming shelter, including without limitation agreements providing for operation of the warming shelter, portable sanitary services, and for food services, all of which shall be emergency procurement.

Section 3 – Effective Date.

This Declaration shall be in full force and effect upon signature and shall continue until terminated.

Section 4– Ratification.

This emergency declaration shall be submitted to the City Council for ratification pursuant to SMC 2.04.060.

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

WATER INSPECTOR

SPN 209

(Announcement of 01/08/2024)

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 a multiple-choice test, short answer test, and PAR with weights assigned as follows:

- Multiple-choice Test 70%
- Short Answer 10%
- PAR 20%

MULTIPLE CHOICE & SHORT ANSWER EXAMINATION DETAILS:

- Test Date: Thursday, January 25, 2024
- Test Time: 10:00 a.m. or 1:30 PM
- Test Location: Upstairs Conference Room - 914 E North Foothills Dr, Spokane, WA 99207
- Approximate Duration of Exam: 2 Hours
 - o Test Subjects:
 - Inspection and Enforcement
 - Interpersonal Skills
 - Mathematical Reasoning
 - Water System Principles
 - Safety
 - Writing Reports

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.

POLICE RADIO DISPATCHER I SPN 283
OPEN

DATE OPEN: Monday, January 15, 2024

DATE CLOSED: Continuous

SALARY: \$45,539.28 annual salary, payable bi-weekly, to a maximum of \$71,534.88

DESCRIPTION:

Performs responsible communication's work receiving and transmitting messages and general information over police radio, computer, and telephone.

DUTIES:

- Receives incoming calls and messages by police radio and telephone and/or computer.
- Provides requested information; transmits messages or information to mobile units.
- Dispatches additional police units on trouble calls as directed.
- Relays messages between mobile units, portable units, and other City departments.
- May operate an electronic message recorder.
- Maintains an operational log.
- May monitor other City department radio frequencies.
- Prepares necessary reports, records, and files.
- Operates a computer terminal.
- Assists in maintaining appropriate radio files.
- Maintains radio and telephone contact with other agencies and/or public safety support organizations.
- Enters, updates, and receives information, emergency, and non-emergency, using the Computer Aided Dispatch (CAD) system and mobile data terminals.
- Dispatches mobile units in accordance with Police Department policies and directives.
- Dispatches emergency personnel in accordance with department policy or as directed.
- Assists in the preparation and maintenance of records and reports.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

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

- *Education:* High school diploma or equivalent.
- *Typing Speed:* Ability to type a minimum of 200 keystrokes (40 words) per minute.

Upon notification that you have passed through the minimum qualifications, you will receive a Personal History Packet to complete and submit. This documentation will be used to conduct a background investigation. **It is a MANDATORY MINIMUM REQUIREMENT to complete the Personal History Packet. If the Personal History Packet is NOT** received in Civil Service by the deadline given, your application will be moved to the following month's examination.

NOTE: Candidates with any marijuana or cannabis use in any form in the last 6 months will not be considered.

Note: Applicants are required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment.

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 Dispatcher exam, with scoring weight assigned as follows:

- Police Radio Dispatcher Examination 100%

EXAMINATION DETAILS:

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

Police Radio Dispatcher I examination links with instructions will be emailed out via a link from Test Genius (onlinetesting@invitations.testgenius.com). Once you receive the link, the testing window is Thursday, 12:00 AM to the following Tuesday at 11:59 PM.

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

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

The test may include such subjects as:

- Keyboarding
- Decision Making
- Data Entry
- Reading Comprehension
- Map Reading

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 9th day of January 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

RESOURCE CONSERVATION MANAGER SPN 342
OPEN ENTRY

DATE OPEN: Monday, January 15, 2024

DATE CLOSED: Monday, January 29, 2024

SALARY: \$78,320.88 annual salary, payable bi-weekly, to a maximum of \$110,977.20

DESCRIPTION:

Performs a broad range of complex professional, analytical, technical, and consultant duties supporting resource conservation and use optimization for the City of Spokane. Designs, implements, supports, and manages programs and initiatives for increased energy efficiency, reduced natural resource consumption, alternative energy sources, solid waste stream reduction, and various other cost saving measures.

DUTIES:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Develops and maintains an energy/utility consumption database, performs trend/use analysis, and develops plans to maximize efficiency. Maintains and updates the online Energy Star portal information on City facilities and energy data.
- Advises the Facilities Director, City departments, and various other program administrators on the City's utility costs, conservation practices, goals, achievements, and overall energy consumption. Monitors and reports resource use at each City facility. Acts as primary point of contact with the local utility company on energy conservation.
- Promotes environmental stewardship and accountability to create and sustain a strong conservation and recycling ethic among building occupants, organizational leaders, and City of Spokane stakeholders. Engages, interacts, and collaborates with City staff through multiple communication channels and programs to effect resource conservation and sustainability efforts.

- Conducts on-site resource surveys and assessments of City facilities, from major buildings to a wide array of small to medium facilities. Analyzes energy use patterns; Identifies, prioritizes, and presents recommendations for practical and effective no-cost/low-cost energy and resource saving/generating measures.
- Collaborates with staff and management to develop resource efficiency and use reduction practices and implementation strategies. Informs and educates staff about behavior and performance expectations, provides timely and accurate feedback regarding performance, and ensures performance and behavioral problems are corrected promptly and effectively.
- Participates in the implementation of targeted building operation, maintenance, and equipment efficiency measures and upgrades. Documents past and projected cost savings for identified measures, and monitors performance.
- Continuously updates and expands departmental and City knowledge and understanding of new and evolving theories, practices, and methodologies by obtaining relevant education and training.
- Provides ongoing education and training for co-workers, facility occupants, maintenance, custodial, and administrative staff in conservation measures to increase awareness of the impact of behaviors on resource use and costs.
- Administers, coordinates, and supports recognition or award programs that encourage actions toward energy saving goals and provides rewards when goals are achieved. Promotes RCM (Resource Conservation Management) Program success stories and shares energy savings ideas with staff.
- Provides consultation on energy standards (including LEED - Leadership in Energy and Environmental Design) for all building remodel projects and new construction to ensure maximum building energy efficiencies.
- Assists in the development of new, or updating of current, adopted City strategies, policies, and procedures related to a wide variety of energy conservation practices. Supports and advances strategic plans including and in support of the City of Spokane Comprehensive Plan Goals.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open-Entry Requirements:

- *Education:* Bachelor's degree from an accredited college or university in business/energy management, environmental engineering/science, or a closely related field.
- *Experience:* Three years of work experience in the field of energy engineering or energy management.

Substitutions:

- Possession of one of the following certifications will substitute for the education and experience requirements: Certified Energy Manager (CEM), Leadership in Energy and Environmental Design (LEED), Sustainable Development Professional (CSDP), Business Energy Professional (BEP), or Green Building Engineer (GBE).

Licenses and Certifications:

- Must possess and maintain a valid driver's license or otherwise demonstrate ability to move between multiple work locations as required.

EXAMINATION DETAILS:

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

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

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

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

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.

- Failure to complete all 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.

EXAMINATION DETAILS:

You will receive a link to the Resource Conservation Manager 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, January 15, 2024, and Monday, January 29, 2024 will test Thursday, February 1, 2024 through Tuesday, February 6, 2024.

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 10th day of January, 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

PARK RANGER SUPERVISOR SPN 693 OPEN ENTRY

DATE OPEN: Monday, January 15, 2024

DATE CLOSED: Monday, January 29, 2024

SALARY: \$52,909.92 annual salary, payable bi-weekly, to a maximum of \$84,689.28

DESCRIPTION:

Performs supervisory and general duty security and parking lot operations work in City parks.

DUTIES:

- Plans assigns, schedules and supervises the work of subordinate security and parking lot operations employees. Hires and trains employees.
- Manages general operations of Riverfront Park parking lots. Enforces parking rules, maintains electronic parking kiosks, collects revenue and performs repair work.
- Administers the Parks and Recreation Department exclusion policy. Handles all Parks and Recreation Department exclusion appeals, and reports his/her findings to the Department Director.
- Conducts internal theft investigations, preventing loss and recovering assets for the City of Spokane. Develops policies to reduce shrinkage.
- Patrols City parks on foot, bicycle or in a motorized vehicle to prevent damage to park property and danger to park users. Enforces appropriate codes and ordinances by issuing civil infractions and making arrests under limited police commission authority.
- Provides first aid response for injuries and accidents within the park; requests professional response as needed; orders and maintains first aid supplies.
- Gathers information, prepares and approves police reports and otherwise assists with law enforcement type activities within City parks.
- Develops security and parking operational plans for major community events hosted in/around Riverfront Park.
- Creates and updates City of Spokane policies pertaining to park security and Parks and Recreation Department parking rules.
- Administers personal alarm codes, building access privileges, and vehicle access policy.
- Monitors two way radio communication devices. Responsible for maintenance and repair of devices.
- Responds to park alarms and call outs.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

- *Education:* Completion of two years (90 quarter or 60 semester credit hours) of course work from an accredited college or university in Criminal Justice studies or a related field; OR successful completion of a state Basic Law Enforcement Academy.
- *Experience:* two years of supervisory experience in law enforcement, public safety or security.
- *License and Certification:* All applicants must possess a valid driver's license.

Note:

- Open-entry applicants who receive a conditional offer of employment will be subject to a criminal background check.
- Applicants must obtain a basic first aid and CPR card before they can be hired; however, they do not have to possess the basic first aid and CPR card to be eligible to take the examination.

EXAMINATION DETAILS:

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

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

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

- T&E 100%

TRAINING AND EXPERIENCE (T&E) EVALUATION DETAILS

You will receive a link to the Park Ranger Supervisor T&E, via email, prior to 12:00 AM Pacific time on Thursday, February 1, 2024. Please note that this email will be sent from City of Spokane (info@governmentjobs.com). The test will be available for log-in from 12:00 AM. on Thursday, February 1, 2024 until 11:59 PM Pacific time on Tuesday, February 6, 2024.

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

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 10th day of January, 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

WASHINGTON/STEVENS BRIDGE DECK REHABILITATION Engineering Services File No. 2021088

This project consists of the construction of approximately 4,183 square yards of 2-inch thick HMA pavement, modified concrete overlay, expansion joint modification, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 5, 2024, 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.

Publish: January 17, 24, & 31, 2024

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR QUALIFICATIONS #6053-24
Meadowglen Park Design and Documentation Services
City of Spokane Parks and Recreation Department

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

Pre-proposal Conference:

A Pre-Proposal Conference is scheduled to be held on **THURSDAY, January 25, 2024 at 1:00 p.m.**, local time, at CITY OF SPOKANE CITY HALL, 808 W. Spokane Falls Boulevard, **CONFERENCE ROOM LOBBY - LILAC -OR- by Microsoft Teams by joining on your computer, mobile app or room device:**

Click here to join the meeting OR:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmY5MGRkMzktNjI2Zi00MGI5LWJkNTQtZjg1ZDEwNjM0Y2Qy%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%22a0eee0c5-e65c-4cea-b72c-92437f9a72e3%22%7d

Alternatively, you may join the meeting by the methods below:

Meeting ID: 217 113 436 598

Passcode: KMWZjJ

Download Teams | Join on the web

Join with a video conferencing device

cityofspokane@m.webex.com

Video Conference ID: 117 588 165 4

Alternate VTC instructions

Or call in (audio only)

+1 323-618-1887,,612287311# United States, Los Angeles

Phone Conference ID: 612 287 311#

All prospective Proposers should attend; however, attendance is not mandatory. Questions and answers will be issued by Addenda through the City of Spokane's online procurement system portal <https://spokane.procurement.com>. The City of Spokane shall be bound only to written answers to questions. Any oral responses given at the Pre-Proposal Conference shall be considered unofficial.

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, FEBRUARY 12, 2024**. 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.procurement.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, FEBRUARY 12, 2024**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. 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 #.

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. 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. Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

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

Publish : January 17 & 24, 2024
