



# Regular Meeting Notice/Agenda

## The Civil Service Commission

9:30 AM – September 17, 2024

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on September 17, 2024, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) to request by 5:00 P.M. the day before the meeting, (Monday, September 16, 2024) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 4<sup>th</sup> DAY OF SEPTEMBER 2024.

**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 [m\\_lowmaster@spokanecity.org](mailto:m_lowmaster@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.



# Agenda

## Regular Meeting of the Civil Service Commission

9:30 AM – September 17, 2024

City Hall – City Council Chambers – Lower Level  
808. W Spokane Falls Blvd., Spokane, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
  - a. August 20, 2024, Minutes (pg. 3)
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
  - a. Mayor Brown: Introduction and Proclamation (pg. 4)
  - b. Resolution 2024-10: Classification Actions (pg. 5)
  - c. 2024 Marketing Update (pg. 9)
  - d. 2025-2026 Budget Discussion and Presentation (pg. 10)
5. **OTHER BUSINESS**
6. **ADJOURN**

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.



# Minutes

## Regular Meeting of the Civil Service Commission

August 20, 2024

### 1. CALL TO ORDER/ROLL CALL

Meeting called to order at 9:30am. All commissioners were present except Commissioner Lindsey who had an excused absence.

### 2. APPROVAL OF MINUTES

- a. July 16, 2024, Minutes  
*MOTION:* Move to approve.  
Palmerton/Hult: Motion passed unanimously.

### 3. CHIEF EXAMINER UPDATE

Chief Examiner Pearson gave updates on Civil Service.

- a. Welcome to our new commissioner, Karen Stratton.
- b. Our Merit System tour has been going well.
- c. Marketing update:
  - Three upcoming job fairs in October.
  - Working on day in the life videos for different classifications in the city.
  - Marketing coordinator will present at next month's meeting to provide update on plan for remainder of 2024.

### 4. NEW BUSINESS

- a. Resolution 2024-09: Classification Actions  
*MOTION:* Move to approve.  
Stratton/Palmerton: Motion passed unanimously.
- b. 2025-2026 Budget Discussion

### 5. OTHER BUSINESS

### 6. ADJOURN

*MOTION:* I move adjournment.  
Hult/Palmerton: Motion passed unanimously.  
Meeting adjourned at 9:49am.

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

Civil Service  
Commission



## **Item 4A – Mayor Brown: Introduction and Proclamation**

### **Background**

Mayor Brown will introduce herself to the Commission and present a proclamation.

No Commission action needed.

Civil Service  
Commission



## Item 4B – Resolution 2024-10 – Classification Actions

### Background

By City Charter, each City department is allowed to have two employees that are exempt from the Merit System Rules: the department director and assistant director. The Wastewater Management Department, which includes the sewer maintenance and water reclamation plant sections, has had one exempt position for many years. Recently, management and the Spokane Managerial & Professional Association (M&P) concluded negotiations to convert the existing job classification of Wastewater Treatment Plant Manager (SPN 660) to an exempt position.

Due to the conversion, the Civil Service job classification will not be used and may be deleted.

Management and the M&P Association are in concurrence on the deletion.

### Recommendation

Staff recommends adoption of classification resolution **2024-10**.

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### Attachments:

SPN 660      Wastewater Treatment Plant Manager

## WWTP PLANT MANAGER

SPN: 660

### NATURE OF WORK:

Performs responsible administrative, supervisory and environmental regulatory compliance work directing Maintenance, Operations, Laboratory, HVAC/Odor Control, and Instrumentation/Electrical Data Center activities of an advanced wastewater (sewage) treatment plant and satellite secondary plants and pumping stations. Duties require independent action in devising new methods and procedures. Virtually no shift of responsibility to others occurs when an important course of action is taken. Resulting errors would cause a major financial or prestige loss to the City and incur regulatory enforcement penalties. Employee has frequent outside contacts involving a high degree of tact, judgment, and technical competence. Duties are light in nature, performed under normal working conditions, and require a high degree of concentration involving logical reasoning and creative thought.

### SUPERVISION:

Employee works under general direction and reports to the director of the Riverside Park Water Reclamation Facility. Employee supervises all functions of the treatment plants, laboratory, HVAC/Odor Control, instrumentation/electrical center, operations, and maintenance workgroups, pumping stations, biosolids, land application program, and related facilities.

### ESSENTIAL JOB FUNCTIONS:

Directs, through subordinate supervisors, the planning, coordination, operation and maintenance of the instrumentation/electrical center pretreatment program, internal environmental control group (HVAC & odor control), laboratory, operations and maintenance workgroups of the wastewater (sewage) treatment plants, pumping stations, and biosolids facilities.

Acts as the point of contact with county, state and federal environmental control agencies.

Assists or directs in-plant study courses in accordance with state laws.

Administers departmental public notice activities as required under various state and federal regulations.

Reviews plant maintenance and operations in order to evaluate plant performance and determine the need for changes in Operations and Maintenance activities and policies, particularly those requiring substantial capital expenditures.

Directs and oversees the City's industrial pretreatment program.

Plans, assigns, and supervises special operations research projects and studies. Reviews the project results and their applications to plant operations. Assists in rate development and writing ordinances.

Assists in rate development and writing ordinances relative to wastewater treatment facilities.

Implements plant conversion and alteration proposals, reviews engineering plans and specifications and coordinates all facility construction and modification activities with existing systems.

Presents technical and administrative information to the City Council, the Public Works Committee, and various citizens groups.

Supervises and participates in the maintenance of records and preparation of operational reports.

Assists in preparation of the annual plant budget, and exercises control over the expenditure of funds allocated for plant maintenance, operation, and related activities.

Responsible for directing subordinate supervisors in preparation and maintenance of facility safety records and documentation, including all Process Safety Management related activities, written policies, procedures and training.

Directs the review and revision of operations, instrumentation/electrical/data, maintenance, laboratory, odor control (HVAC), and process control procedures completed by subordinate supervisors, including development of appropriate checklists and training documentation.

Performs related work as required.

#### REQUIREMENTS OF WORK:

Extensive knowledge of the bacteriological and chemical treatment of wastewater (sewage), its effect on plant machinery and equipment, and the legal requirements for its operation.

Thorough knowledge of administrative and supervisory techniques and methods and the ability to supervise the activities of subordinate personnel and deal effectively and courteously with others.

Ability to deal effectively and courteously with other departments, outside agencies and the general public.

Ability to analyze technical plant operating problems and determine the proper remedial action.

Skill in the application of scientific principles and practices to plant operation and maintenance problems.

#### PHYSICAL REQUIREMENTS:

Ability to see, with or without corrective lenses, well enough to read fine print, such as blueprints, and detect subtle shades of color, such as color detection for titration.

Ability to hear, with or without a hearing aid, well enough to find and identify a single mechanical problem among much machinery noise.

Ability to speak well enough to clearly and loudly address a group at a conference.

Enough body mobility to move quickly from building to building during plant inspections.

Enough manual dexterity to draw smooth curves and lines, such as outlines of equipment tanks.

Tolerance to work under adverse conditions, such as in a chemical atmosphere containing putrid materials, and work within a toxic or explosive gas environment.

#### MINIMUM EDUCATION AND EXPERIENCE:

Open Entry Requirements: Graduation from an accredited four-year college or university with a degree in public or business administration, civil or environmental engineering, or related sciences, AND six years of progressively responsible, professional experience in the field of sanitation, including two years of responsible supervisory experience. Applicants must possess a valid Class IV Certificate, as issued by the State of Washington Board of Certification for Waste Water Operators. A Master's Degree in the environmental field, with emphasis on Waste Water Treatment and Administration, may substitute for one year of non-supervisory experience.

Promotional Requirements: Present City employees who meet the open entry requirements may apply on a promotional basis:

NOTE: Selection of a Senior Administrative Assistant, Rule V. Section 5, Rules of the Civil Service Commission, applies.

New: 11/04

Title Change: 4/05, 4/16

Revised: 4/05, 5/08, 4/11, 4/16

Reviewed:

Union: M&P

Range: 62

EEO code: 1





## Item 4C – 2024 Marketing Update

### **Background**

Our Marketing Coordinator, Paxton, will present a 2024 marketing update.

No Commission action needed.

Civil Service  
Commission



## Item 4D – 2025-2026 Budget Discussion and Presentation

### Background

The Chief Examiner will present a 2025-2026 final draft budget for Commission discussion and adoption.

Commission action required.

# City of Spokane - 2025 Program History Report

2024 Actuals and Encumbrances and 2025 Budget up-to-date as at 6/17/2024

Report data returned based on the user's security permissions.

									As of				As of				
									06/24/2024	Net to Zero	Possible Cuts	Net	06/24/2024	Net to Zero	Possible Cuts	Net	
	2021	2022	2023	2024	2024	2024	2024	% YTD	2025	Changes within	Change	2025	2026	2026	Changes within	Change	2026
Actual	Actual	Actual	Adopted	Amended	YTD	YTD		Current	Budget	Request	Requested	Current	2026	Budget	Request	Requested	
			Budget	Budget	Actual	Encumbrance		Budget	Authority	Needed	Budget	Budget	Adjustment	Authority	Needed	Budget	
<b>0230-30600 - Civil Service</b>																	
Revenues																	
36999-Other General Misc Revenue	-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-	-	-	-
39150-Proceeds of Capital Leases	-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-	-	-	-
<b>Revenues</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Expenses																	
51001-Base Wages	805,894	926,346	1,001,007	1,119,719	1,119,719	446,146	-	39.84%	1,269,354			1,269,354	1,316,536				1,316,536
51002-Temp/Seasonal Wages	4,616	904	21,561	6,000	6,000	2,536	-	42.27%	6,000		(6,000)	-	6,000		(6,000)	-	-
51003-Project Employee Wages	-	-	-	-	-	-	-	0.00%	-		-	-	-		-	-	-
51210-Overtime	1,155	501	(166)	-	-	-	-	0.00%	-		-	-	-		-	-	-
51220-Out Of Grade	13,109	10,935	2,984	2,500	2,500	-	-	-100.00%	2,500		(2,500)	-	2,500		(2,500)	-	-
51250-Terminated Sick Leave Pay	-	4,051	-	3,107	3,107	-	-	-100.00%	3,107		(3,107)	-	3,107		(3,107)	-	-
51260-Terminated Vacation Leave Pay	419	10,856	12,239	10,000	10,000	-	-	-100.00%	10,000		(10,000)	-	10,000		(10,000)	-	-
51275-Annual Leave Payout	7,397	10,854	13,172	-	-	-	-	0.00%	-		-	-	-		-	-	-
51290-Longevity Pay	1,964	1,850	1,608	2,323	2,323	790	-	33.99%	2,697			2,697	2,801				2,801
51640-Deferred Compensation-Matching	17,912	17,678	18,415	19,080	19,080	9,084	-	47.61%	20,880			20,880	20,880				20,880
51660-Medicare Part B	-	-	-	-	-	-	-	0.00%	-		-	-	-		-	-	-
51991-Contra Salaries	-	-	-	-	-	-	-	0.00%	-		-	-	-		-	-	-
52110-Social Security	63,329	73,961	79,152	85,836	85,836	37,349	-	43.51%	97,312			97,312	100,683				100,683
52210-Retirement	82,182	96,472	103,253	123,425	123,425	54,147	-	43.87%	139,926			139,926	145,127				145,127
52310-Medical Insurance	117,304	117,739	133,466	124,336	124,336	58,454	-	47.01%	140,289			140,289	144,922				144,922
52320-Dental Insurance	15,634	16,533	17,428	17,280	17,280	7,690	-	44.50%	18,456			18,456	18,456				18,456
52330-Life Insurance	3,799	4,026	4,524	4,108	4,108	2,023	-	49.25%	4,921			4,921	5,071				5,071
52340-Disability Insurance	1,750	1,840	2,092	2,207	2,207	940	-	42.60%	2,363			2,363	2,385				2,385
52400-Industrial Insurance	1,370	1,638	1,876	1,731	1,731	783	-	45.21%	2,150			2,150	2,150				2,150
52600-Wa Paid Family & Medical Leave	1,231	1,562	2,288	2,446	2,446	999	-	40.83%	2,773			2,773	2,876				2,876
53101-Office Supplies	2,583	3,564	3,158	3,500	3,500	273	-	7.79%	3,500		(1,000)	2,500	3,500		(1,000)		2,500
53102-Publications	15	-	-	-	-	-	-	0.00%	-		-	-	-		-	-	-
53103-Postage	247	110	82	250	250	22	-	8.63%	250			250	250				250
53104-Software (Noncapitalized)	909	1,403	2,025	1,000	1,000	2,387	-	238.74%	1,000			1,000	1,000				1,000
53105-Non-Travel Meals/Lght Rfrshmt	251	778	2,440	1,500	1,500	68	-	4.52%	1,500			1,500	1,500				1,500
53201-Operating Supplies -	4,261	673	4,903	2,300	2,300	-	-	-100.00%	2,300		(300)	2,000	2,300		(300)		2,000
53502-Minor Equipment	1,217	511	1,770	2,500	2,500	1,392	-	55.68%	2,500		(1,000)	1,500	2,500		(1,000)		1,500
53505-Office Furniture (Non Capital)	1,061	1,288	-	5,000	55,729	51,841	-	93.02%	5,000		(5,000)	-	5,000		(5,000)		-
53521-Computers	7,731	5,670	16,877	7,000	7,000	-	4,196	59.94%	7,000			7,000	7,000				7,000
54101-Professional Services	13,669	21,928	16,833	40,500	46,330	7,097	5,830	27.90%	40,500			40,500	40,500				40,500
54124-IF Office Performance Mgmt Svc	3,118	2,223	3,610	1,689	1,689	845	-	50.00%	5,060			5,060	6,148				6,148
54125-IF Financial Services	3,103	3,478	4,398	3,451	3,451	1,817	-	52.66%	5,147			5,147	5,305				5,305
54127-IF Centralized Purchasing	93	56	-	448	448	224	-	50.00%	2,123			2,123	2,203				2,203
54128-IF Centralized Accounting	3,568	4,928	2,488	2,757	2,757	1,379	-	50.00%	5,351			5,351	5,592				5,592
54129-IF My Spokane	-	-	-	-	-	-	-	0.00%	788			788	831				831
54131-IF Risk Managment	1,802	1,821	1,671	3,595	3,595	1,798	-	50.00%	5,675			5,675	6,023				6,023
54133-IF Workers' Comp	953	744	711	455	455	228	-	50.00%	5,016			5,016	5,351				5,351
54134-IF Custodial Service	-	-	-	-	-	-	-	0.00%	13,176			13,176	14,865				14,865
54142-IF Reprographics	1,842	967	879	672	672	655	-	97.42%	-			-	-				-
54201-Contractual Services	12,507	12,630	79	-	-	-	-	0.00%	-			-	-				-
54302-Cell Phone	1,253	947	1,316	1,300	1,300	641	-	49.33%	1,300			1,300	1,300				1,300
54321-IF IT Expenses	55,176	59,273	108,043	90,697	90,697	30,253	-	33.36%	103,946			103,946	103,946				103,946
54322-IF Phones	-	-	-	-	-	-	-	0.00%	-			-	-				-
54324-IF IT Replacement	13,711	15,847	21,510	11,592	11,592	3,864	-	33.33%	19,779			19,779	19,779				19,779
54401-Airfare	1,225	9,377	6,176	9,500	9,500	1,425	-	15.00%	9,500		(9,500)	-	9,500		(9,500)		-
54402-Local Mileage	-	-	-	500	500	-	-	-100.00%	500		(500)	-	500		(500)		-
54407-Lodging	-	16,404	10,453	10,000	10,000	-	-	-100.00%	10,000		(10,000)	-	10,000		(10,000)		-
54408-Per Diem	-	1,581	599	4,000	4,000	-	-	-100.00%	4,000		(4,000)	-	4,000		(4,000)		-
54409-Other Transportation Expenses	-	1,378	506	850	850	-	-	-100.00%	850		(850)	(0)	850		(850)		(0)

54451-Advertising	973	16,329	49,763	60,000	60,000	5,806	7,800	22.68%	60,000	(5,000)	55,000	60,000	(5,000)	55,000		
54501-Operating Rentals/Leases	174	2,801	2,764	2,400	2,400	680	-	28.34%	2,400	(1,500)	900	2,400	(1,500)	900		
54602-Retirees' Insurance Benefit	-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-		
54802-Building Repairs/Maintenance	-	2,175	-	500	1,402	2,177	-	155.28%	500	-	500	500	-	500		
54803-Equipment Repairs/Maintenance	997	-	-	500	500	-	-	-100.00%	500	-	500	500	-	500		
54842-IF Facility Repairs	385	-	-	-	-	-	-	0.00%	44,115	-	44,115	43,777	-	43,777		
54847-IF Motor Pool	50	-	30	500	500	-	-	-100.00%	500	-	500	500	-	500		
54860-IF Facilities Direct Billed	-	165	3,419	-	-	-	-	0.00%	-	-	-	-	-	-		
54901-Misc Services/Charges	585	120	133	-	-	51	-	100.00%	-	-	-	-	-	-		
54902-Registration/Schooling	1,568	3,827	2,615	6,000	6,000	-	-	-100.00%	6,000	(3,000)	3,000	6,000	(3,000)	3,000		
54904-Oth Dues/Subscriptns/Membershp	10,875	2,281	2,934	2,000	2,000	379	-	18.95%	2,000	-	2,000	2,000	-	2,000		
54909-Printing/Binding/Repro	-	-	-	1,500	1,500	-	-	-100.00%	1,500	-	1,500	1,500	-	1,500		
54999-Other Misc Charges	2,239	2,120	2,100	2,500	2,500	525	-	21.00%	2,500	-	2,500	2,500	-	2,500		
56412-TV'S/Audio Visual Equipment	-	11,320	-	-	-	-	-	0.00%	-	-	-	-	-	-		
56603-Leased Equipment	-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-		
57500-Capital Lease	-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-		
58600-Lease Interest	-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-		
59951-Reserve For Budget Adjustment	-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-		
59953-Reserve For Payroll Savings	-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-		
59957-Reserve For Covid Cost Contain	-	-	-	-	-	-	-	0.00%	-	-	-	-	-	-		
<b>Expenses</b>	<b>1,287,208</b>	<b>1,506,462</b>	<b>1,689,181</b>	<b>1,805,054</b>	<b>1,862,515</b>	<b>951,714</b>	<b>17,826</b>	<b>52.06%</b>	<b>2,098,505</b>	<b>-</b>	<b>(63,257)</b>	<b>2,035,248</b>	<b>2,084,438</b>	<b>-</b>	<b>(63,257)</b>	<b>2,099,658</b>
<b>Net 0230-30600 - Civil Service</b>	<b>(1,287,208)</b>	<b>(1,506,462)</b>	<b>(1,689,181)</b>	<b>(1,805,054)</b>	<b>(1,862,515)</b>	<b>(951,714)</b>	<b>(17,826)</b>	<b>52.06%</b>	<b>(2,098,505)</b>	<b>-</b>	<b>63,257</b>	<b>(2,035,248)</b>	<b>(2,084,438)</b>	<b>-</b>	<b>63,257</b>	<b>(2,099,658)</b>
Net 0230-100 - Civil Service	(1,287,208)	(1,506,462)	(1,689,181)	(1,805,054)	(1,862,515)	(951,714)	(17,826)	52.06%	(2,098,505)	-	63,257	(2,035,248)	(2,084,438)	-	63,257	(2,099,658)

202316.31 (10%)	2,098,505	2025 Preliminary Budget	3.014% cut we are proposing	2,084,438	2025 Preliminary Budget	3.03% cut 2026
	(114,116)	Targeted Cut	5.4%	(114,116)	Targeted Cut	5.5%
	1,984,389	2025 Targeted Budget		1,970,322	2025 Targeted Budget	
0.5%	1,263,551			1,301,394		
1.0%	2,527,103			2,602,788		
	0.81			0.81		