



Official Gazette

City of Spokane, Washington

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

Volume 105

JULY 22, 2015

Issue 29



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

MICHAEL A. ALLEN (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

CANDACE MUMM (DISTRICT 3)

JON SNYDER (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:

<http://www.spokanecity.org/services/documents>

To receive the Official Gazette by e-mail, send your request to:
clerks@spokanecity.org

INSIDE THIS ISSUE

MINUTES	710
GENERAL NOTICES	716
POLICIES & PROCEDURES	721
JOB OPPORTUNITIES	738
NOTICES FOR BIDS	742

The Official Gazette

USPS 403-480

0% Advertising

Periodical postage paid at
Spokane, WA**POSTMASTER:****Send address changes to:**Official Gazette
Office of the Spokane City Clerk
808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342**Subscription Rates:**

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

Subscription checks made payable to:

City Treasurer

Address Change:Official Gazette
Office of Spokane City Clerk
808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342

Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, July 13, 2015****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 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 Stuckart and Council Members Fagan, Mumm, Snyder, and Stratton were present. Council Members Allen and Waldref were absent.

City Administrator Theresa Sanders, Council's Policy Advisory Brain McClatchey, and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

Council received input from staff on the July 20, 2015, Advance Agenda items.

Final Reading Ordinance C35279

Council President Stuckart provided an overview of Final Reading Ordinance C35279 relating to enhanced penalties for violation of regulations concerning parking in taxi stands. He noted he originally proposed the fine as \$100 and that has been increased to \$250, which is the maximum allowed, at the request of both Council Members Fagan and Stratton. Council President Stuckart requested a motion to suspend the rules so the Council can add this new version in (of the ordinance reflecting the \$250 fine). Subsequently, the following action was taken:

Motion by Council Member Fagan, seconded by Council Member Snyder, **to so move (to suspend the rules); carried unanimously (Council Members Allen and Waldref absent).**

Council President Stuckart then called for a motion to replace the old version with the (new) version (of the ordinance) with the \$250. Subsequently, the following action was taken:

Motion by Council Member Fagan, seconded by Council Member Snyder, **to so move [to replace the old version with the (new) version (of the ordinance) with the \$250]; carried unanimously (Council Members Allen and Waldref absent).**

Hearing on Proposed Initiative No. 2015-2 Petitions (LGL 2015-0016)

Upon review of the Hearing on Proposed Initiative No. 2015-2 Petitions (Worker Bill of Rights), Council President Stuckart noted the Hearing Examiner, per the Spokane Municipal Code, reviewed this prior to it going out for gathering signatures, and he stated he believes the Hearing Examiner indicated that three of the five measures were unconstitutional and illegal for the City to do; however, the sponsors went out and collected signatures anyway. He stated that by next week he hopes to understand what our recourse is because we (the Council) added that language two years ago for a very specific reason and that was so people wouldn't bring unconstitutional and illegal initiatives forward.

Action to Approve July 20, 2015, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the July 20, 2015, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Mumm, **to approve** the Advance Agenda for Monday, July 20, 2015; **carried unanimously (Council Members Allen and Waldref absent).**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council received input from staff on the July 13, 2015, Current Agenda.

Initiative No. 2015-2 Petitions (LGL 2015-0016)

“City Clerk Terri Pfister reported that on July 6, 2015, the proponent (Brad Read) of Initiative No. 2015-2 filed with the City Clerk’s Office petitions bearing 3,744 signatures. This constitutes 7.558 percent of the votes cast at the last general election (held November 5, 2013).”

Re-appointments to Fire Code Appeals & Advisory Board (CPR 1991-0134) and Appointment to Spokane Human Rights Commission (CPR 1991-0068)

Council President Stuckart requested a one week deferral of the appointments on the Council’s July 13 agenda. Subsequently, the following action was taken:

Motion by Council Member Snyder, seconded by Council Member Mumm, **to defer** these (the one reappointment to the Fire Code Appeals & Advisory Board and the one appointment to the Spokane Human Rights Commission) for one week (to July 20, 2015); **carried unanimously (Council Members Allen and Waldref absent).**

Final Reading Ordinance C35258 Relating to Indecent Public Exposure

Council Member Fagan introduced a revised version of Final Reading Ordinance C35258 and presented a motion to bring the current version, which he indicated was just released by Brian McClatchey (the Council’s Policy Advisor) this afternoon, on to the agenda for this evening. Subsequent to Council inquiry and discussion and response by City Prosecutor Justin Bingham, the following action was taken:

Motion by Council Member Fagan, seconded by Council Member Snyder, to bring the current version, which Council Member Fagan indicated was just released by Brian McClatchey (the Council’s Policy Advisor) this afternoon, on to the agenda for this evening [thereby replacing the previously filed version of the ordinance for the (current) new version]; **carried 4-1 (Council President Stuckart voting “no” and Council Members Allen and Waldref absent).**

CONSENT AGENDA

Upon unanimous voice vote in the affirmative (Council Members Allen and Waldref absent), the City Council approved Staff Recommendations for the following:

Purchase of one John Deere Road Grader from Rowand Machinery (Spokane, WA) for the Fleet Services Department—\$281,369.95. (OPR 2015-0580)

Purchase of Itron Automated Meter Reading equipment and Encoder Receiver Transmitters without public bidding on an “as needed” basis using Resolution 2012-0058 declaring Itron a sole source and authorizing future purchases—\$300,000. (OPR 2015-0581)

Low bids meeting specifications of:

- a. HD Supply Waterworks (Spokane, WA) for Item #1 Brass Fittings & Item #2 Compression Brass Fittings—\$62,548.86 (including tax). (OPR 2015-0582 / BID 4142-15)
- b. M&L Supply (Spokane, WA) for Item #3 Type K Soft Copper Pipe and Item #4 Poly HDPE Pipe—\$47,250.22. (OPR 2015-0583 / BID 4142-15)

Low Bids of:

- a. Garco Construction, Inc. (Spokane, WA) for RPWRF Projects 1 & 2, LID Parking, Landscaping and Fire Protection Improvements—\$1,324,000 (plus tax). An administrative reserve of \$132,400 (plus tax), which is 10% of the contract price, will be set aside. (PRO 2015-0022 / BID 4146-15)
- b. Murphy Brothers, Inc. (Spokane, WA) for Re-Bid of Rowan Avenue Rehabilitation Phase 1 (Driscoll Blvd. to Alberta Street)—\$2,651,132.84 (plus tax). An administrative reserve of \$265,113.28 (plus tax), which is 10% of the contract price, will be set aside. (PRO 2015-0023 / ENG 2014135)

- c. N & N Excavation, LLC (Mead, WA) for Wall Street Combined Sewer Main—\$799,404.10 (plus tax). An administrative reserve of \$79,940.41 (plus tax), which is 10% of the contract price, will be set aside. (PRO 2015-0024 / ENG 2015083)
- d. Murphy Brothers, Inc. (Spokane, WA) for Monroe Street/Lincoln Street Couplet, 8th Avenue to 2nd Avenue—\$5,590,580.40 (plus tax). An administrative reserve of \$559,058.04 (plus tax), which is 10% of the contract price (plus tax), will be set aside. (PRO 2015-0025 / ENG 2012115)
- e. William Winkler Company (Newman Lake, WA) for 2015 Community Development Sidewalk Projects—\$392,794.20. An administrative reserve of \$39,279.42, which is 10% of the contract price, will be set aside. (Various Neighborhoods) (PRO 2015-0026 / ENG 2015041)

Change Order No. 3 to Contract with HCI Industrial & Marine Coatings, Inc. (Vancouver, WA) for 9th and Pine Reservoir Repainting—\$151,481.13 and 22 working days (Total cost-to-date: \$2,110,048.13). (OPR 2014-0294 / ENG 2013129)

Recommendations to list on the Spokane Register of Historical Places:

- a. They Bayley House, 3111 East Marshall Avenue. (OPR 2015-0585)
- b. The Chamberlain House, North 1228 Sherwood Street. (OPR 2015-0586)
- c. The Hillyard Library, 2936 East Olympic Avenue. (OPR 2015-0587)

Change Order No. 2 for the Spokane Central Service Center to formalize the contractor's scope of work to include the Street Department building remodel—\$1,526,752. (PRO 2013-0037)

Contract Renewal for Olin Corporation/DBA Olin Chlor Alkali Products (Tracy, CA) to supply Sodium Hypochlorite to the Riverside Park Water Reclamation Facility from August 1, 2015 through July 31, 2016—\$200,953.42 (incl. tax). (OPR 2013-0655 / BID 3956-13)

First Amendment to Telecommunications Master Lease Agreement with Verizon Wireless, LLC from June 1, 2015 to December 31, 2021—\$30,385.78 Revenue. (OPR 1996-0731)

Establishment of Intrastate Network for Mutual Aid and Assistance (the "Network") to coordinate response activities and share resources during emergencies. (OPR 2015-0588)

Spokane Regional Transportation Council lease extension and modification at the City Intermodal Facility—\$101,658 Revenue. (OPR 1998-0385)

Greyhound Lines lease extension and modification at the City Intermodal Facility, through April 30, 2025—\$31,896 Annual Revenue. (OPR 1994-0890)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including Parks and Library, through July 6, 2015, total \$13,876,315.77 (Check Nos. 511061-511830; ACH Payment Nos. 18979-19234), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$13,207,055.04. (CPR 2015-0002)
- b. Payroll claims of previously approved obligations through July 4, 2015: \$6,619,856.71 (Payroll Check Nos. 531440-531803). (CPR 2015-0003)

City Council Meeting Minutes for: (a) June 18, 2015; (b) June 22, 2015; (c) June 25, 2015; and (d) June 29, 2015.

Set hearing before City Council for Monday, July 20, 2015, on proposed Initiative No. 2015-2 petitions filed on behalf of Envision Worker Rights Political Committee, sponsor, relating to a Worker Bill of Rights. (LGL 2015-0016)

Contract with Spokane Regional Chamber of Commerce dba Greater Spokane Incorporated (OPR 2015-0584 / RFP 4113-15) (taken separately)

Upon consideration of the Contract with Spokane Regional Chamber of Commerce dba Greater Spokane Incorporated, Council President Stuckart indicated he would like to accept the new version (of the contract) which added the language, No. 4 (under "Business Recruitment Assistance"): "Additionally, a portion of business recruitment shall include GSI

assisting the Spokane International Airport in its community economic development efforts.” Subsequently, the following action was taken:

Motion by Council Member Fagan, seconded by Council Member Snyder, **to so move [to accept the new version** (of the contract) which added the language, No. 4 (under “Business Recruitment Assistance”): “Additionally, a portion of business recruitment shall include GSI assisting the Spokane International Airport in its community economic development efforts.”]. **Motion carried unanimously (Council Member Allen and Waldref absent).**

Council inquiry and discussion was held, with response by Planning and Development Services Interim Director Scott Simmons. Subsequently, the following additional actions were taken on the matter:

Motion by Council Member Snyder, seconded by Council Member Fagan, **to remove “Tourism/Hospitality”** and so it’s more focused on “Manufacturing,” “Aerospace,” and “Medical;” **carried unanimously (Council Member Allen and Waldref absent).**

Council Member Mumm pointed out that she’d like to work with GSI and Council Member Stratton. As we come out of our Gender and Equity Task Force, she noted that 23 percent of their board members on the recent publication are women; however, women are taking off in business and women in business have gone up 60 percent and their growth is one and a half times the rate of U.S. businesses overall, so she indicated she will work with them to get them more board membership that represents women in businesses and also some diversity as well.

Council Member Snyder indicated his concern regarding this contract doesn’t really have anything to do with GSI and noted he thinks they do work on what the City has asked them to do. He noted his philosophical difference is mostly policy-wise as to what we should be asking them to do. Subsequently, the following action was taken:

Upon a 4-1 vote in the affirmative (Council Member Snyder voting “no” and Council Members Allen and Waldref absent), the City Council **approved** the Contract with Spokane Regional Chamber of Commerce dba Greater Spokane Incorporated for Federal Lobbying Services—\$36,000 and Business Recruitment Assistance—\$56,440, for total contract amount of \$92,440.

Executive Session/Council Recess

The City Council adjourned at 4:51 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Regular Legislative Session, with Council President Stuckart and Council Members Fagan, Mumm, Snyder, and Stratton present. Council Members Allen and Waldref were absent. Council’s Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present on the dais.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

Roll Call

Council President Stuckart and Council Members Fagan, Mumm, Snyder, and Stratton were present. Council Members Allen and Waldref were absent.

There were no **City Administration Reports**.

There were no **Appointments**.

There were no **Council Committee Reports**.

Rules of Decorum

Council President Stuckart remarked on the rules of decorum. He asked that speakers address him and he reviewed the green, yellow, and red lights on the timer.

OPEN FORUM

Rick Bocook suggested the Council repeal the sit and lie down ordinance and remarked on First Amendment rights. He spoke regarding the arrest of his friend and the related article in the *Inlander*.

Betty Farley commented in support of a strong sick and safe leave ordinance that covers all workers in Spokane.

George McGrath commented that those on the dais are to be stewards of the welfare of the citizens of Spokane and remarked on City projects and wasting money.

Brad Thompson commented on infrastructure and thanked the Council for making pedestrian and bicyclist safety a priority and for representing all the citizens of Spokane.

Allen McDowell commented on political coordinators, his arrest, and constitutional rights.

William Bomberger presented remarks in support of passing earned sick leave.

Stephen Black referenced involvement in local small business and commented that passing legislation without proper investigation to the repercussions to “we the people” and to small businesses is abhorrent, and he provided other remarks.

Cindy Zapotocky presented remarks in Spanish. She then presented remarks in English indicating she is filing a citizen complaint to the Ethics Commission of the City of Spokane against City Clerk Terri Pfister for not providing a translation of testimony that was provided in Spanish by David Brookbank during a previous City Council meeting.

Sharon Frankovic (phonetic) commented on decorum in this meeting. She stated she is not talking about decorum from the audience; rather she is talking about decorum on the dais. She asked that while people are talking (for Council) to not talk or interrupt during testimony and be respectful. She also presented a complaint about City Clerk Terri Pfister in reference to how her (Sharon’s) comments appeared in the minutes.

Gabriel Elliott recognized the meditation class that is a weekly event on 29th and Bernard. He stated the world needs more spiritual living centers and provided other remarks.

LEGISLATIVE AGENDA

There were no **Emergency Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2015-0063

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

Upon Unanimous Roll Call Vote (Council Members Allen and Waldref absent), the City Council adopted Resolution 2015-0063 regarding the appointment of committees to prepare statements advocating voters’ approval or rejection of Propositions No. 1 and No. 2 on the August 4, 2015, Primary Election and approving rules for preparation of statements.

Resolution 2015-0064

Subsequent to a presentation on the planning process and overview of the goals of the 20-year North Hill Neighborhood Action Plan by JoAnne Wright of the Planning Department and North Hill Neighborhood representatives (Julie Shepard-Hall, President, Garland Business District Board of Directors; Buzz Bellessa, Community Block Grant Chair; and Chris Snow, Faith Representative), public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote (Council Members Allen and Waldref absent), the City Council adopted Resolution 2015-0064 recognizing the North Hill Neighborhood Action Plan as a declaration of the neighborhood’s desired future condition, providing direction for neighborhood based-improvement activities, as well as neighborhood priorities involving future projects.

Resolution 2015-0065 through Resolution 2015-0071

Subsequent to a brief overview by Council President Stuckart and an opportunity for public comment, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote (Council Members Allen and Waldref absent), the City Council adopted Resolution 2015-0065, Resolution 2015-0066, Resolution 2015-0067, Resolution 2015-0068, Resolution 2015-0069, Resolution 2015-0070, and Resolution 2015-0071—dedicating to the public use as a public street and for utility purposes various parcels (as legally described in the respective resolutions).

FINAL READING ORDINANCE**Final Reading Ordinance C35258 (deferred from June 29, 2015, Agenda)**

Council Member Fagan indicated he would be providing a prepared statement in lieu of a briefing regarding Final Reading Ordinance C35258. Subsequent to Council Member providing his statement, public testimony was received and Council commentary held. The following action was then taken:

Upon 1-4 Roll Call Vote (Council Member Fagan voting “aye” and Council President Stuckart and Council Members Mumm, Snyder, and Stratton voting “no”), the City Council rejected Final Reading Ordinance C35258 relating to indecent public exposure; adopting a new section 10.06.050 to chapter 10.06 of the Spokane Municipal Code.

FIRST READING ORDINANCES

The following Ordinances were read the First Time with further action deferred:

- ORD C35278** Relating to animal cruelty amending Spokane Municipal Code sections 1.05.210, and adding a new section to chapter 10.23A.
- ORD C35279** Relating to enhanced penalties for violation of regulations concerning parking in taxi stands and amending SMC section 08.02.083 and SMC section 16A.61.5705.
- ORD C35280** Relating to design standards and guidelines, and minimum parking and site planting standards, for sites located in Center and Corridor Zones; amending Spokane Municipal Code Sections 17C.122.060, 17C.230.120, 17G.040.020, and 17C.200.040.

For Council action on First Reading Ordinance C35281, see section of minutes under “Hearings.”

There were no **Special Considerations**.

HEARINGS**Hearing on Proposed Initiative No. 2015-1 Petitions (LGL 2014-0023) and Related First Reading Ordinance C35281**

The City Council held a hearing on Proposed Initiative No. 2015-1 petitions. Council inquiry and discussion was held, with response by Assistant City Attorney Mike Piccolo, regarding what the Council's options are in relation to the initiative. Subsequently, considerable public testimony was received and additional Council inquiry and commentary held, with response by Council Policy Advisor Brian McClatchey and Assistant City Attorney Mike Piccolo. The following action was then taken:

Motion by Council Member Fagan, seconded by Council Member Snyder, to refer Initiative No. 2015-1 to the County Auditor for signature verification; **carried 4-1 (Council President Stuckart voting “no” and Council Members Allen and Waldref absent).**

In conjunction with the hearing, First Reading Ordinance C35281—relating to immigration status information; amending SMC Section 3.10.040; repealing SMC Section 3.10.050 and adopting a new section 3.10.060 to Chapter 3.10 of the Spokane Municipal Code—was held.

Since it was after 10:00 p.m., the **second Open Forum** was not held.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 10:07 p.m.

**STUDY SESSION MEETING MINUTES
SPOKANE CITY COUNCIL
Thursday, July 16, 2015**

A Meeting of the Spokane City Council was held on the above date at 3:38 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members Mumm, Stratton and Waldref were present. Council Member Fagan arrived at 3:57 p.m. Council Members Allen and Snyder were absent.

The following topics were discussed:

- Board and Commission Interview - Human Rights Commission
- Budget Document Review
- Pedestrian Master Plan

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 4:58 p.m.

**STUDY SESSION MEETING MINUTES
SPOKANE CITY COUNCIL
Thursday, July 2, 2015**

A Meeting of the Spokane City Council was held on the above date at 3:30 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members Allen, Snyder and Stratton were present. Council Members Fagan, Mumm and Waldref were absent.

The following topics were discussed:

- Integrated Transportation Signals
- National Bicycle Data

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 4:53 p.m.

General Notices

**CITY OF SPOKANE
NOTICE OF ELECTION (PRIMARY)
TO BE HELD AUGUST 4, 2015**

**PROPOSITION NO. 1
AMENDMENT TO CITY CHARTER REGARDING
ESTABLISHMENT OF THE MAYOR'S SALARY**

ORDINANCE NO. C - 35202

An ordinance submitting a ballot proposition to the voters of the City of Spokane to amend Section 7 of the Charter of the City of Spokane relating to the establishment of the Mayor's salary.

WHEREAS, Section 5 of the Spokane City Charter created the position of Mayor as the chief executive officer of the City; and

WHEREAS, Section 7 A. of the City Charter provides that the minimum salary of the Mayor shall be an amount equal to the salary of the highest paid city employee, other than the city administrator as provided in Section 24 of the Charter; and

WHEREAS, the City Council adopted chapter 2.05 SMC, pursuant to RCW 35.21.015, to create the Salary Review Commission that would establish the base salaries of the Council President and the Council Members; and

WHEREAS, pursuant to Section 84 of the City Charter, the City Council, of its own motion, may submit to popular vote for adoption or rejection at any election, any proposed ordinance or measure, in the same manner and with the same force and effect as provided in the article for submission on petition; and

WHEREAS, pursuant to Section 125 of the City Charter, the City Council, of its own motion, may submit to popular vote for adoption or rejection at any election, proposed amendments to the City Charter; and

WHEREAS, pursuant to its authority set forth in sections 84 and 125 of the City Charter, the City Council has determined that an amendment to Section 7 of the City Charter providing that the Mayor's salary shall be established by the City's Salary Review Commission should be submitted to the voters of the City for their adoption or rejection on the August 4, 2015 scheduled primary election.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF SPOKANE ORDAIN:

Section 1. That Section 7 of the City Charter of the City of Spokane regarding the salary of the Mayor shall be amended as follows:

Section 7. Salary

- A. The ~~((minimum))~~ annual base salary of the mayor shall be ~~((an amount equal to the salary of the highest paid city employee (other than the city administrator as provided in Section 24)))~~ established by the City's Salary Review Commission consistent with the rules and procedures set forth in the Spokane Municipal Code and state law.
- B. The salaries of the council president and council members shall be established by ordinance adopted by the city council or pursuant to state law and may be increased or decreased from time to time. Any change in the salary for the office of council president or council member established by ordinance adopted by the city council shall not be applicable to the term then being served by the incumbent. Any change in the salary of the office of council president or council member established pursuant to state law shall become effective pursuant to the applicable state law.

Section 2. That this ordinance be submitted to the voters of the City of Spokane for their approval or rejection at the special election to be held on August 4, 2015 in conjunction with the scheduled primary election, as the following proposition:

CITY OF SPOKANE

PROPOSITION NO. 1

**AMENDMENT TO CITY CHARTER REGARDING
ESTABLISHMENT OF THE MAYOR'S SALARY**

This proposition will amend Section 7 of the Spokane City Charter providing that the Mayor's salary shall be established by the City's Salary Review Commission consistent with the rules and procedures set forth in the Spokane Municipal Code and state law, all as set forth in Ordinance No. C- 35202.

Should this measure be enacted into law?

- Yes
- No

Section 3. Effective Date.

This ordinance, if approved by the voters, shall take effect and be in full force upon the issuance of the certificate of election by the Spokane County Auditor's Office.

Publish: July 8, 15, 22 & 29, 2015

**CITY OF SPOKANE
NOTICE OF ELECTION (PRIMARY)
TO BE HELD AUGUST 4, 2015**

**PROPOSITION NO. 2
AMENDMENT TO CITY CHARTER REGARDING THE
SPOKANE MUNICIPAL COURT**

ORDINANCE NO. C - 35254

An ordinance submitting a ballot proposition to the voters of the City of Spokane amending Sections 5, 6, 7 and 8 of the Spokane City Charter and adopting a new Article XVII to the City Charter, all relating to the Spokane municipal court and municipal court judges.

WHEREAS, pursuant to Section 84 of the City Charter, the City Council, of its own motion, may submit to popular vote for adoption or rejection at any election, any proposed ordinance or measure, in the same manner and with the same force and effect as provided in the article for submission on petition; and

WHEREAS, pursuant to Section 125 of the City Charter, the City Council, of its own motion, may submit to popular vote for adoption or rejection at any election, proposed amendments to the City Charter; and

WHEREAS, Sections 5, 6, 7 and 8 of the City Charter relate to the elected officials of the City and the qualifications, salaries and vacancy provisions of those officials, as currently set forth in the Spokane Municipal Code; and

WHEREAS, the City established its own municipal court pursuant to state law, which commenced operation January 1, 2009, including the appointment of three municipal court judges, as currently set forth in the Spokane Municipal Code; and

WHEREAS, the proposed amendments to Sections 5, 6, 7 and 8 of the City Charter and adoption of a new Article XVII are appropriate and necessary to provide for 1) the inclusion of the municipal court judges as elective officials of the City, 2) the qualifications, salary and vacancy provisions for municipal court judges and 3) the establishment and jurisdictional authority for the municipal court; and

WHEREAS, pursuant to its authority set forth in Sections 84 and 125 of the City Charter, the City Council has determined that amendments to Sections 5, 6, 7 and 8 of the City Charter to provide for the inclusion of the municipal court judges as elective officials of the City and the qualifications, salary and vacancy provisions for the municipal court judges, and that the adoption of a new Article XVII relating to the establishment and jurisdictional authority of the municipal court should be submitted to the voters of the City for their adoption or rejection on the August 4, 2015 scheduled primary election.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF SPOKANE ORDAIN:

Section 1. That Section 5 of the City Charter of the City of Spokane regarding the elective officials of the City shall be amended to read as follows:

Section 5. Elective Officials

- A. The elective offices of the City shall be the mayor, council president, ~~((and))~~ six council members, and three judges of the Spokane Municipal Court. The mayor shall be the chief executive officer of the City. The city council, consisting of the council president and six council members, shall constitute the legislative body of the City. The Spokane Municipal Court, consisting of a presiding judge and two associate judges shall constitute the judicial branch of the City. They shall be elected to a term of four years each by the qualified electors of the City in the manner provided in this Charter and by the general laws of the state.
- B. The City shall be apportioned into three council districts of generally equal population, numbered one through three. Each district shall have two city council positions, numbered one and two.

- C. General municipal elections are held in November in odd-numbered years. At one such election there shall be elected the mayor, council president, and three council members in position number one; at the next, the three council members in position number two and the three judicial positions of the Spokane Municipal Court shall be elected.
- D. Candidates for city council shall be nominated and elected by the electors within each candidate's district; candidates for mayor and council president shall be nominated and elected by the electors of the entire City.

Section 2. That Section 6 of the City Charter of the City of Spokane regarding the qualifications for elective officials of the City shall be amended to read as follows:

Section 6. Qualifications

- A. A person must be a qualified voter of the City of Spokane and have been a resident of the City, and of the appropriate council district, for the one year immediately preceding the time of filing as a candidate for, or the time of appointment to, the office of mayor, council president, or council member. No person shall be eligible to hold the office of mayor after having served two consecutive terms as mayor. No person shall be eligible to hold the office of council president after having served two consecutive terms as council president. No person shall be eligible to hold the office of any council member in any city council district after having served two consecutive terms as a council member from any city council district. The elected offices of mayor, council president, and council member are separate elective offices each with a separate term of office and term limitation. No person shall be eligible to hold any elective city office while holding any other elective public office, nor shall any elective official of the City engage in any other capacity in city employment or office. More than one-half term shall count as a whole term.
- B. In order to maintain harmony between the City Charter and the Revised Code of Washington, as provided for in RCW 3.50.057, a judge of the Spokane Municipal Court need not be a resident of the City of Spokane, but must be a resident of Spokane County, Washington.
- ~~(B)~~C. An elected office, other than that of municipal court judge, shall be declared vacant, pursuant to Section 8(A) of this Charter, should the official cease to maintain residency in the city, and primary residency within his or her district, in the case of council members. A council member shall not be disqualified from his or her current term of office if district lines change, causing the council member to live outside his or her respective district. When this affects a current council member, that person shall be allowed to complete his or her current term of office. "Residency" for the purpose of qualifying to hold elective office means a person's permanent address where he or she physically resides and maintains his or her abode. However, no person gains residence by reason of his or her presence or loses his or her residence by reason of his or her absence while employed in the civil or military services of the state or of the United States or due to other reasons recognized by state law. Residence and voting within the limits of any territory, which has been included in, annexed to or consolidated with the city, shall be construed to be residence within the city.

Section 3. That Section 7 of the City Charter of the City of Spokane regarding the salaries for elective officials of the City shall be amended to read as follows:

Section 7. Salary

- A. The minimum annual salary of the mayor shall be an amount equal to the salary of the highest paid city employee (other than the city administrator as provided in Section 24).
- B. The salaries of the council president and council members shall be established by ordinance adopted by the city council or pursuant to state law and may be increased or decreased from time to time. Any change in the salary for the office of council president or council member established by ordinance adopted by the city council shall not be applicable to the term then being served by the incumbent. Any change in the salary of the office of council president or council member established pursuant to state law shall become effective pursuant to the applicable state law.
- C. The salaries of the municipal court judges shall be equal to ninety-five percent (95%) of the annual salary set by the Washington Citizens' Commission on Salaries for Elected Officials (WCCSEO) for full-time district court judges.

Section 4. That Section 8 of the City Charter of the City of Spokane regarding vacancy provisions of elective officials of the City shall be amended to read as follows:

Section 8. Vacancies

- A. The office of mayor, council president, or council member shall be deemed vacant because of:
 1. failure to qualify within ten days after certification of election or as otherwise provided by state law, or
 2. death, or
 3. resignation, or

4. removal from office by recall, or
 5. failure to maintain residency requirement of the office, or
 6. absence by the council president or a council member from four consecutive regularly scheduled meetings of the city council without being excused by the council, or
 7. conviction of a felony, or
 8. incompetency judicially declared.
- B. A vacancy on the council of a council member elected by district shall be filled by the selection of a qualified person, resident in the district in which the vacancy occurs, by majority vote of the remaining members of the council. The appointee so selected holds office until the next general municipal election at which election a person is elected to the office for the unexpired term, or for the next full term, as the case may be.
- C. In the event of a vacancy in the office of mayor or council president, the members of the council may follow the procedure of Section 8(B), or they may elect one of their number to the vacant office of mayor or council president and follow the procedure of Section 8(B) to appoint a person from the district in which the vacancy occurred to the position left vacant by the person assuming the office of mayor or council president.
- D. The office of municipal court judge shall be deemed vacant because of:
1. death,
 2. disability, or
 3. resignation.
- E. A vacancy of a municipal court judge shall be filled by the mayor, for the remainder of the unexpired term. The appointment shall be subject to confirmation by the city council. The appointed judge shall be qualified to hold the position of judge of the municipal court as provided in Chapter 3.50 RCW.

Section 5. That there is adopted a new Article XVII to the City Charter of the City of Spokane regarding the establishment and jurisdiction of the municipal court to read as follows:

Article XVII: Municipal Court

- Section 131 Ratification of Establishment
- Section 132 Jurisdiction

Section 131: Ratification of Establishment

The establishment of the Spokane Municipal Court under the provisions of Section 5A.01.010 of the Spokane Municipal Code and Chapter 3.50 of the Revised Code of Washington is hereby ratified.

Section 132: Jurisdiction

- A. Pursuant to RCW 3.50.020, the municipal court shall have exclusive original jurisdiction over traffic, parking, and other civil infractions arising under City ordinances; exclusive original criminal jurisdiction of all violations of City ordinances duly adopted by the City; and shall have original jurisdiction of all other actions brought to enforce or recover license penalties or forfeitures declared or given by such ordinances or by state statutes. The municipal court shall also have the jurisdiction as conferred by statute.
- B. The municipal court is empowered to forfeit cash bail or bail bonds and issue execution thereon, and in general to hear and determine all causes, civil or criminal, including traffic infractions, arising under City ordinances and to pronounce judgment in accordance therewith. So long as it participates in the program established by the administrative office of the courts pursuant to RCW 2.56.160, the municipal court shall have jurisdiction to take recognizance, approve bail, and arraign defendants held within its jurisdiction on warrants issued by any court of limited jurisdiction participating in the program.

Section 6. That this ordinance be submitted to the voters of the City of Spokane for their approval or rejection at the special election to be held on August 4, 2015 in conjunction with the scheduled primary election, as the following proposition:

CITY OF SPOKANE

PROPOSITION NO. 2

AMENDMENT TO CITY CHARTER REGARDING THE SPOKANE MUNICIPAL COURT

This proposition will amend Sections 5, 6, 7 and 8 of the Spokane City Charter providing for the inclusion of the municipal court judges as elective officials of the City and the qualifications, salary and vacancy provisions for the

municipal court judges, and will adopt a new Article XVII regarding the establishment and jurisdiction of the municipal court, all as set forth in Ordinance No. C- 35254.

Should this measure be enacted into law?

Yes
No

Section 7. Effective Date.

This ordinance, if approved by the voters, shall take effect and be in full force upon the issuance of the certificate of election by the Spokane County Auditor's Office.

Publish: July 8, 15, 22 & 29, 2015

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0620-15- 04 / LGL 2005-0012

EFFECTIVE DATE: July 14, 1986

REVISION EFFECTIVE DATE: July 3, 2015

TITLE: PROMOTIONS

1.0 GENERAL

1.1 This policy is to be followed in filling the promotional vacancies for non-uniform employees in addition to Civil Service Rule VI.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

2.1 This policy shall apply to all City departments and divisions.

2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

Civil Service Rule V, "Appointment and Probation", Section 4(a)
Civil Service Rule VI, "Promotion"

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

5.1 It is City policy to aid, encourage and train employees so they may rise to the highest position possible.

6.0 PROCEDURE

6.1 In accordance with Civil Service Rule V, Section 4(a), Action By Appointing Authority, "Upon receipt of a certification, the appointing officer shall interview and consider each eligible in order of certification."

6.2 In order to have a record of the reasons why a job applicant is hired or not hired, supervisors shall record the results of the interview. The information may be helpful when referring back to the results of the interview at some future time. (See HR-31 Selection Interviews and Reference Checks)

6.3 Upon completion of interviewing the promotional candidates, the supervisor should be prepared to discuss his/her decision with the candidates not selected for the position.

7.0 RESPONSIBILITIES

7.1 The Human Resources Department shall administer this policy.

8.0 APPENDICES

Not Applicable

APPROVED BY:

Erin A. Jacobson
City Attorney June 10, 2015

Heather L. Lowe
Human Resources Director June 10, 2015

Theresa Sanders
City Administrator June 18, 2015

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0620-15-06 / LGL 2005-0014

EFFECTIVE DATE: September 1, 1991

REVISION EFFECTIVE DATE: July 3, 2015

TITLE: JURY DUTY AND SUBPOENAS

1.0 GENERAL

1.1 Occasionally regular City employees may be needed in the litigation process to serve as jurors or witnesses. The litigation process includes court appearances and may also include testimony at discovery depositions (statements taken under oath before a court reporter outside the presence of a judge) and/or administrative hearings.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 This policy shall apply to all City departments and divisions.
- 2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

SMC 03.07.040

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

5.1 Fees

- 5.1.1 Employees who are called as jurors or who respond to job-related subpoenas, will not suffer any loss of pay seniority, or benefits. Employees may keep any stipend or fee received in connection with serving as a juror. Employees may keep witness fees only if testifying on their own time and in a matter that is not job related.

5.2 Witnesses

- 5.2.1 Employees who are parties or witnesses involved in litigation should immediately notify their supervisor that they are or may be called to testify in connection with any civil or criminal causes.
- 5.2.2 Job-related testimony includes information obtained in the course of employment or related to the employee's job functions. Employees should immediately notify their supervisor when called to testify in connection with any job-related lawsuits.

5.3 Jury Duty

- 5.3.1 An employee who works day shift and is called for jury duty during the day shall report immediately by telephone to his or her supervisor for instruction as to whether to report for work for the remainder of the day. An employee who works graveyard shift will be excused from duty each day that there is a likelihood of performing jury duty. An employee who works swing shift will be excused from work if jury duty of four or more hours was performed that day. If the employee performed under four hours of jury duty, that employee will be expected to work the difference between the number of regular hours scheduled for that day and the number of hours actually served on jury duty.

5.4 Responding To Subpoenas

5.4.1 Job-Related Subpoenas. Employees complying with job-related subpoenas shall be considered to be on duty the entire time. Should the employee's testimony be required to be given out-of-town, the City will pay for or reimburse the employee's travel expenses pursuant to SMC 03.07.040.

5.4.2 Subpoenas That Are Not Job-Related. Employees complying with subpoenas that are not job related may use vacation time, floating holidays, compensatory time or personal leave or leave without pay if other accrual banks are exhausted while away from the job. The City will not be liable for any expenses incurred by the employee in connection with providing testimony.

5.5 Testimony

5.5.1 Employees should refrain from responding to job related inquiries from attorneys, investigators, and insurance companies until after consulting with the City's Legal Department.

6.0 PROCEDURE

Not Applicable

7.0 RESPONSIBILITIES

7.1 The Human Resources Department, in cooperation with the Office of the City Attorney, shall administer this policy.

8.0 APPENDICES

Not Applicable

APPROVED BY:

Heather L. Lowe
HR Director June 10, 2015

Erin A. Jacobson
City Attorney June 10, 2015

Theresa Sanders
City Administrator June 18, 2015

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0620-15-08 / LGL 2005-0019

EFFECTIVE DATE: OCTOBER 1, 1988

REVISION EFFECTIVE DATE: July 3, 2015

TITLE: TUITION REIMBURSEMENT

1.0 GENERAL

1.1 This policy outlines the policy and procedures for administering the tuition reimbursement program for courses or classes taken at an accredited college or university.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 This policy shall apply to all City departments and divisions.
- 2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

- 4.1 "Directly related" shall mean a course which will provide a benefit to the employee and the City in the performance of his/her present duties or for additional education or skills required for promotional purposes within the employee's present department or career field.

5.0 POLICY

- 5.1 It is the policy of the City to encourage employees to continue their education to improve their ability to perform the duties and responsibilities of their present position and for the next higher position(s) in their line of progression. Since well-trained employees are an asset to the City, it is in the City's best interest to provide employees with the opportunity to continue their professional education.
- 5.2 Department heads shall be responsible for budgeting sufficient funds, if possible, each year to ensure that employees in their department have equal opportunity to obtain additional professional education and training through tuition reimbursement.
- 5.3 Courses Covered By Tuition Reimbursement
 - 5.3.1 Courses at an accredited college or university for uniformed personnel will be considered for tuition reimbursement if they are directly related to law enforcement or fire service as established by the Chief of the department.
 - 5.3.2 Courses at an accredited college or university for non-uniformed employees will be considered for tuition reimbursement if the course is directly related to the career field in which the employee is presently performing or for the next higher promotional position.
- 5.4. Courses Not Covered By Tuition Reimbursement
 - 5.4.1 Courses taken by employees solely to qualify for a college degree or an advanced degree not otherwise required for the position the employee is presently holding or for the next higher promotional position.
 - 5.4.2 Courses taken by an employee to qualify for a promotion in another field of study.
 - 5.4.3 Courses not approved by the department head and the Human Resources Department prior to the start of that course.
 - 5.4.4 Courses that offer a pass/fail grade only or which offer the student a certificate of completion.

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE**ADMIN 0620-15-09 / LGL 2005-0042****EFFECTIVE DATE: July 15, 1986****REVISION EFFECTIVE DATE: July 3, 2015****TITLE: NEPOTISM****1.0 GENERAL**

1.1 Employment decisions not only must be fair, they also must give the appearance of being fair. Even assuming that supervisors could objectively hire their relatives from a field of candidates, there would remain the appearance of a lack of objectivity. Likewise, even if supervisors believe they can supervise their relative objectively, experience has shown that supervisors tend to be either too lenient or too strict with their relatives compared with their other subordinates. Moreover, other employees may feel undue pressure to be more on guard around a co-worker who is related to the supervisor than around other co-workers. This policy is based upon a need to avoid actual or perceived conflicts of interest and improper influence or behavior.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

2.1 This policy shall apply to all City departments and divisions.

2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

SMC 01.04A

4.0 DEFINITIONS

4.1 "Relative" includes spouse, grandparent, parent, stepparent, foster parent, brother, sister, half-brother, half-sister, stepbrother, stepsister, child, stepchild, foster child, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law and sister-in-law.

5.0 POLICY

5.1 This policy applies to the appointment, supervision, direction, discipline or removal of permanent, project, seasonal and temporary employees and outside vendors. Inquiries about seasonal and temporary summer employment do not constitute a violation of this policy.

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions. Policy ADMIN 0620-05-47 contains further provisions that apply to holders of commercial drivers licenses.

3.0 REFERENCES

41 U.S.C. 701

4.0 DEFINITIONS

None

5.0 POLICY

5.1 The City has a significant interest in ensuring the health and safety of its employees and the citizens of the City of Spokane. In furtherance of that interest, it is the policy of the City to take those steps necessary to ensure that its employees are free of the influence of alcohol and drugs while in the performance of their duties. All Prospective employees who have been given a conditional offer of employment with the City in a public safety sensitive position shall pass a post-offer pre-placement physical examination which may include a drug test.

5.2 There shall be a required drug and/or alcohol test for an employee when there is reasonable cause that the employee is under the influence of alcohol or drugs while on duty.

5.3 Drug Testing of Prospective Employees

5.3.1 Applicants for public safety or a safety sensitive position who have been given a conditional offer of employment with the City shall be informed that a condition of employment may include passing a drug test as part of the post-offer pre-placement physical examination. Applicants who refuse to take the drug test or who test positive shall be considered ineligible for City employment for one (1) year.

5.3.2 An applicant who wishes to challenge a positive drug test must do so within twenty four (24) hours of notification of the positive result. The applicant must notify the City's medical review officer that he/she wishes to challenge the test and must pay for the retest. The retest must be processed at a Department of Health and Human Services (DHHS) certified laboratory. If the retest is in favor of the applicant, the City shall reimburse him/her the cost of the retest.

5.4 Drug and Alcohol Testing of Employees

5.4.1 Where there is a reasonable suspicion that an employee is under the influence of alcohol or drugs while on duty, the supervisor shall have a representative of the Human Resources Department and a union representative confirm the suspicion. If the suspicion is confirmed, the employee shall be required to take a drug and/or alcohol test.

5.4.2 An employee who tests .04 or greater on a breath alcohol test or who tests positive for a controlled substance shall not be permitted to return to work until he/she has been evaluated and complied with any rehabilitation recommended by a qualified substance abuse professional.

A list of names will be provided by the Human Resources Department or the City's medical review officer. There shall be a pre-disciplinary hearing convened to determine the appropriate course of action. Also before returning to work, the employee must have a negative result on a return to duty alcohol and/or drug test (depending upon which was failed), and must sign a return to work contract with the City for a period of time not less than two (2) years nor more than five (5) years. If there should be a further violation during the contract period, the initial violation that gave rise to the contract will be coupled with the second violation, and the employee shall be subject to disciplinary action up to and including discharge for the two (2) violations. Conversely, if the employee completes the program and there is no further violation within two (2) years of the end of the contract, there shall be no record kept of the offense giving rise to the pre-disciplinary hearing.

- 5.4.3 An employee who has a breath alcohol reading greater than .00 but less than .04 shall not be permitted to return to work until the supervisor contacts a representative of the Human Resources Department and the employee's union representative to determine the employee's appropriate duty status during the upcoming hours. If the decision of the supervisor is to return the employee to work, the employee must not operate vehicles or power equipment.
 - 5.4.4 No employee shall deliberately adulterate a urine sample, refuse to take a directed alcohol or drug test or refuse to provide urine. If the employee should refuse to take an alcohol test, there will be a presumption that the employee has a positive reading of .04 or greater alcohol concentration. If the employee should refuse to take a drug test or to provide urine, or if the employee deliberately adulterates a urine sample, there shall be a presumption that the employee tests positive for a controlled substance. There shall be a pre-disciplinary hearing convened to determine the appropriate course of action.
 - 5.4.5 An employee who wishes to challenge a positive drug test must do so within twenty four (24) hours of notification of the positive result. The employee must notify the City's medical review officer that he/she wishes to challenge the test and must pay for the retest. The retest must be processed at a DHHS-certified laboratory. If the retest is in favor of the employee, the City shall reimburse him/her the cost of the retest.
 - 5.4.6 Test results will be kept confidential.
 - 5.4.7 If the test results are negative, the fact that tests were given may not be used in the discipline or grievance process.
 - 5.4.8 Periodic training of supervisors and employees on drug and alcohol abuse will be provided by the Human Resources Department.
- 5.5 Notification of Results of Drug / Alcohol Test
- 5.5.1 Drugs. Persons who test positive for drugs are notified by the City's medical review officer. Persons who take a drug test and do not hear from the City's medical review officer within three (3) working days and who wish to know their result may contact the medical review officer's office or the City's Human Resources Department. Copies of drug-test results will be provided to those who apply in person (with proper ID) at the medical review officer's office or the Human Resources Department.
 - 5.5.2 Alcohol. Persons taking a breath-alcohol test are notified immediately, and given a copy of the test results.
- 5.6 Use, Sale or Possession
- 5.6.1 The illegal use, sale, or possession of drugs, controlled substances, or alcohol on City premises or property or while on City time constitutes grounds for dismissal.
- 5.7 Operation of Equipment Prohibited
- 5.7.1 Under no circumstances should a supervisor allow an employee who appears to be under the influence of alcohol or drugs drive any vehicle. If the supervisor is unable to stop the employee from driving, the supervisor should immediately notify the Police.

6.0 PROCEDURE

None

7.0 RESPONSIBILITIES

7.1 The Human Resources Department shall be responsible for administering this policy.

8.0 APPENDICES

None

APPROVED BY:

Heather L. Lowe
HR Director

June 10, 2015

Erin A. Jacobson
City Attorney

June 10, 2015

Theresa Sanders
City Administrator

June 18, 2015

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0620-15-12 / LGL 2005-0053

EFFECTIVE DATE: June 1, 1988

REVISION EFFECTIVE DATE: July 3, 2015

TITLE: STATE WORK STUDY PROGRAM

1.0 GENERAL

1.1 The Washington State Legislature established the State Work Study program to provide financial assistance to eligible college students. To encourage employers to create part-time positions to supplement their work force, the State reimburses up to 80% of the wages paid to eligible students in recognition of the added costs an employer bears for supervision, training, and employee benefits. The money a student earns under the work-study program allows him/her to continue earning an education without over relying on loans and graduating with a heavy debt burden. The work is usually reasonably related to the student's field of study.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 This policy shall apply to all City departments and divisions.
- 2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

RCW 28B.12

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 The City recognizes that the State Work Study Program is worthwhile. As a civic-minded employer, the City will hire students under the work study program whenever there is bona fide part-time entry level work that can be performed practicably by a student under this program.

6.0 PROCEDURE

6.1 Procedures For Hiring Work Study Students

6.1.1 Departments shall develop job descriptions for work study positions and provide them to the Student Employment offices of area colleges and universities to announce job openings as they occur. Copies shall be forwarded to the Human Resources Department.

6.1.2 The Human Resources Director shall verify the hourly pay rate to the position before it is forwarded to the college or university.

6.1.3 The job assigned to work-study students must only supplement and not replace any regular employee.

6.2 Eligible Hours

6.2.1 Work study students may be worked up to nineteen (19) hours per week while in school and up to forty (40) hours per week during breaks up to the total number of eligible hours. Students are not eligible to work any overtime.

6.2.2 The school will notify the department of the maximum number of eligible hours. After those hours have been reached, the student must terminate his/her employment with the City.

6.3 Reimbursement

6.3.1 Although students are hired on with the City as temporary/seasonal employees, time sheets supplied by the school should be sent to the financial aid office at the college or university. Time cards must also be submitted to the payroll clerk for processing through the City's payroll system.

6.3.2 Supervisors are responsible for completing time sheets for each work study student to verify hours worked. By doing so, they are also verifying that the work was performed satisfactorily.

6.4 Employee Benefits

6.4.1 Work study students are eligible for social security benefits, workers' compensation, and federal withholding.

7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

8.0 APPENDICES

None

APPROVED BY:

Heather L. Lowe
HR Director

June 10, 2015

Erin A. Jacobson
City Attorney

June 10, 2015

Theresa Sanders
City Administrator

June 18, 2015

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0620-15-14 / LGL 2005-0013

EFFECTIVE DATE: OCTOBER 1, 1994

REVISION EFFECTIVE DATE: July 3, 2015

TITLE: SMOKING IN CITY BUILDINGS AND VEHICLES

1.0 GENERAL

1.1 The Washington State Department of Labor and Industries has issued regulations that apply to Washington employers of one or more employees or employers who contract with one or more persons for personal labor. This policy implements those regulations and applicable provisions of the Washington Clean Indoor Air Act and Initiative 901 which amends the Clean Indoor Air Act.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

2.1 This policy shall apply to all City departments and divisions.

2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

RCW 70.160

4.0 DEFINITIONS

None

5.0 POLICY

5.1 It is the policy of the City that the public has the right to transact City business in a smoke-free environment and that employees have the right to work in a smoke-free environment. Persons entering or exiting City buildings shall not be subject to environmental tobacco smoke.

5.2 Smoking is banned in all City buildings.

5.3 The City must take steps to minimize the infiltration of smoke from sources outside the building, such as by ensuring that any outside smoking areas utilized by their employees are not in close proximity (i.e., within twenty-five (25) feet) to air intakes and other openings that may allow airflow directly into an office.

5.4 There shall be no smoking in City vehicles.

6.0 PROCEDURE

Departments shall conspicuously post "No Smoking" signs at the entrances of all buildings.

7.0 RESPONSIBILITIES

7.1 Managers and supervisors are responsible for enforcing the provisions of the Washington Clean Indoor Air Act and this policy in their work areas.

7.2 The Human Resources Department, in cooperation with the General Administration Department, is responsible for administering this policy.

8.0 APPENDICES

None

APPROVED BY:

Heather L. Lowe
HR Director June 10, 2015

Erin A. Jacobson
City Attorney June 10, 2015

Theresa Sanders
City Administrator June 18, 2015



CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE**ADMIN 0620-15-16 / LGL 2006-0026****EFFECTIVE DATE: March 3, 1986****REVISION EFFECTIVE DATE: July 3, 2015****TITLE: DISCRIMINATION IN THE WORKPLACE****1.0 GENERAL**

1.1 The City of Spokane is legally required to adhere to personnel policies that are in accord with federal equal employment opportunity laws, executive orders, state laws and local ordinances forbidding illegal discrimination against employees. Employees have the right to work in an environment free from discrimination.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

2.1 This policy shall apply to all City departments and divisions.

2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3.0 REFERENCES

42 USC 2000e et. seq.
RCW chapter 49.60
SMC chapter 1.06

4.0 DEFINITIONS

4.1 "Discrimination" means different or unequal treatment on the basis of race, religion, color, national origin, sex (including pregnancy), sexual orientation or gender identity, marital status, age (40 or over), familial status, disability or genetic information or veteran/military status.

5.0 POLICY

5.1 It is the policy of the City of Spokane to maintain a work environment free of discrimination in any form, whether it is blatant or subtle. It is the responsibility of all employees of the City to help provide a work environment free of illegal discriminatory practices, intimidation or coercion.

5.2 Examples of Discrimination

5.2.1 Discrimination in employment occurs when an employer hires, promotes, disciplines, demotes or terminates an employee or makes any employment related decision solely or in part on the basis of that person's race, religion, color, national origin, sex (including pregnancy), marital status, sexual orientation or gender identity, age (40 or over), familial status, disability or genetic information or veteran/military status.

5.2.2 Examples of discriminatory behavior include but are not limited to racial and ethnic jokes, slurs, cartoons, gestures and other disrespectful comments directed at or about persons because of their race, religion, color, national origin, sex (including pregnancy), sexual orientation or gender identity, marital status, age (40 or over), familial status, disability or genetic information or veteran/military status.

5.3 Potential Liability of Employer

5.3.1 The City and individual employees can be held liable for discrimination.

5.3.2 The City may be liable for discrimination by supervisors regardless of whether or not the City is aware of the discrimination.

5.3.3 The City may also be liable for discrimination by employees against non-employees in the workplace if the City is or should be aware of the conduct and does not take corrective measures.

5.3.4 Supervisors may be personally liable for failure to take corrective action.

6.0 PROCEDURE

6.1 Responsibilities

6.1.1 Each employee is responsible for maintaining a work environment free of discrimination, including discrimination against a co-worker.

6.1.2 Managers and supervisors are responsible for taking prompt, appropriate corrective action whenever they know of or should know of conduct that could be considered discriminatory.

6.1.3 When the Human Resources Director is notified of discrimination, he or she is responsible for taking the action necessary to ensure that the discrimination stops and that appropriate disciplinary action is taken.

6.2 Complaint Procedure

6.2.1 A complainant is encouraged to use the City's complaint procedure to resolve discrimination complaints. Complaints may be made in writing or by any means accessible to the complainant. Complaint forms are available in the Human Resources Department and on the Human Resources I-share site. Complainants may also file with appropriate state and federal agencies such as:

State of Washington

Washington State Human Rights Commission; Rockpointe Plaza 3, 1330 North Washington Street, Suite 2460, Spokane, WA 99201, (509) 568-3196, TDD (800) 300-7575, Voice (800) 233-3247.

Federal Government

U.S. Equal Employment Opportunity Commission, 909 First Avenue, Suite 400, Seattle, WA 98104-1061, (206) 220-6883, TDD (206) 220-6882, FAX (206) 220-6911, Voice (800) 669-4000

Office of Federal Contract Compliance Programs, Districts IX & X, 71 Stevenson Street, Suite 1700, San Francisco, CA 94105, (415) 848-6969

6.2.2 Violations of this policy against discrimination will ideally be resolved at the lowest level, informally and effectively. All employees of the City of Spokane are encouraged to use the internal complaint procedure whenever it is believed that discrimination has occurred.

- 6.2.3 An employee exposed to discrimination may assertively tell the offending person that the conduct is unwelcome and must cease immediately.
- 6.2.4 If the above step 6.2.3 is not effective or feasible and the employee desires an internal resolution of the complaint, the process outlined below shall be followed:
- a. The complainant should bring the issue to the supervisor's attention in a timely manner. If the supervisor is the one engaging in the discriminatory conduct, or the individual does not wish to tell the supervisor, the situation should be brought to the attention of that person's supervisor.
 - b. When supervisors are notified of alleged discrimination, they shall immediately:
 1. Document and report the incident to the department head.
 2. Investigate the complaint.
 3. Take appropriate corrective action.
 4. Forward the results of the investigation to the Human Resources Department.
 5. Provide official findings and comments to the complainant, in writing, within ten (10) working days of receipt of complaint.
- 6.2.5 If the above step 6.2.4 is not effective, or if the complainant is not satisfied with the action taken, the issue must be brought to the attention of the Department Head within five (5) working days of receipt of the supervisor's response. The Department Head is responsible for further investigation and must respond in writing to the complainant within ten (10) working days of receiving the complaint. A copy of all correspondence shall be sent confidentially to the Human Resources Director.
- 6.2.6 Complaints may also be made directly to the Human Resources Director.
- 6.2.7 No individual will be retaliated against or otherwise adversely affected in employment as a result of making a discrimination complaint or for participating in a complaint investigation or as a result of being erroneously accused of discrimination.

6.3 Employee Rights

- 6.3.1 Employee rights are also protected through the remedies available under the Washington State Laws Against Discrimination, RCW 49.60, the U.S. Civil Rights Act of 1964, the Civil Rights Act of 1991, the Spokane Municipal Code Chapter 1.06, and other laws such as the Age Discrimination in Employment Act of 1967, the Pregnancy Discrimination Act of 1974 and the American with Disabilities Act of 1990, and other laws.

6.4 Employee Responsibilities

- 6.4.1 Employees are required to cooperate fully in the processing of the complaint. Employees may be allowed to be accompanied by a union representative or a person of comfort. If the employee chooses to have an attorney present, the cost of the attorney will be the sole responsibility of the employee.

6.5 Administration

- 6.5.1 When a violation continues, the Human Resources Department shall be consulted immediately. The Human Resources Department is to be notified of all discrimination complaints so that a record may be maintained as required by the Equal Employment Opportunity Commission.

7.0 RESPONSIBILITIES

The Human Resources Department shall administer this policy.

8.0 APPENDICES

Discrimination / Harassment Complaint Form

APPROVED BY:

Heather L. Lowe
HR Director

June 10, 2015

Erin A. Jacobson
City Attorney

June 10, 2015

Theresa Sanders
City Administrator

June 18, 2015

Job Opportunities

The City of Spokane is an Equal Employment Opportunity Employer

Grants & Contracts Financial Manager SPN 112 Open Entry Examination

DATE OPEN: Monday, July 13, 2015

DATE CLOSED: Applications will be accepted until further notice.

SALARY: \$75,042 annual salary, payable bi-weekly, to a maximum of \$92,581

Summary of Work

Performs responsible supervisory, administrative, and complex analytical, financial, and budgetary work related to the specialized field of governmental grants and financial assistance.

Minimum Qualifications

(Must be met at time of application.)

- **Education:** Graduation from an accredited four-year college or university with a degree in Accounting, Business, Finance, or closely related field.
- **Experience:** Five years of progressively responsible experience, two of which must be supervisory in nature and related to grant or contract administration, fund accounting, or a closely related field.

Note: A copy of unofficial college transcripts identifying completion of required coursework is required at the time of application. If you have previously submitted a copy of your transcripts for another position, please contact Civil Service at 509.625.6160 to confirm a copy is on file.

Examination Details:

APPLICATION AND EXAMINATION INSTRUCTIONS

This recruitment is open until further notice.

Application packets are reviewed on an as needed basis with results merged into one eligible list according to final ratings (Civil Service Rule IV, Section 13). Tentative recruitment cycle filing cut-offs are at 11:59 p.m. on:

7/31/2015, 8/28/2015, 9/27/2015, 10/30/2015, 11/27/2015, 12/27/2015
(subject to change)

APPLICATION PROCESS

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

- Employment applications and all documentation requested in this announcement must be submitted by 11:59 p.m. on the filing cut-off date for the recruitment cycle in which you would like to be considered.
- Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for the position.
- Only applicants who meet the minimum qualifications are eligible to participate in the testing process for this position.
- A resumé may be included with your application; however, it will not substitute for the information requested on the application or supplemental questionnaire.

EXAMINATION PROCESS

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 100%. Your completed T&E must be uploaded at the time of application.

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.

How to Apply

APPLICATIONS MUST BE FILED ONLINE AT: <http://my.spokanecity.org/jobs>

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

For more information, call Civil Service Commission at 509.625.6160.

Grants & Contracts Financial Manager SPN 112 Promotional Examination

DATE OPEN: Monday, July 13, 2015

DATE CLOSED: Applications will be accepted until further notice.

SALARY: \$75,042 annual salary, payable bi-weekly, to a maximum of \$92,581

Summary of Work

Performs responsible supervisory, administrative, and complex analytical, financial, and budgetary work related to the specialized field of governmental grants and financial assistance.

Minimum Qualifications

(Must be met at time of application.)

- **Education:** Graduation from an accredited four-year college or university with a degree in Accounting, Business, Finance, or closely related field.
- **Experience:** Three years of experience in the classification of Accountant II (SPN 111); and two years of supervisory experience - which may have been obtained outside City employment - related to grant or contract administration, fund accounting, or a closely related field.

Note: A copy of unofficial college transcripts identifying completion of required coursework is required at the time of application. If you have previously submitted a copy of your transcripts for another position, please contact Civil Service at 509.625.6160 to confirm a copy is on file.

Examination Details:

APPLICATION AND EXAMINATION INSTRUCTIONS

This recruitment is open until further notice.

Application packets are reviewed on an as needed basis with results merged into one eligible list according to final ratings (Civil Service Rule IV, Section 13). Tentative recruitment cycle filing cut-offs are at 11:59 p.m. on:

7/31/2015, 8/28/2015, 9/27/2015, 10/30/2015, 11/27/2015, 12/27/2015
(subject to change)

APPLICATION PROCESS

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

- Employment applications and all documentation requested in this announcement must be submitted by 11:59 p.m. on the filing cut-off date for the recruitment cycle in which you would like to be considered.
- Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for the position.
- Only applicants who meet the minimum qualifications are eligible to participate in the testing process for this position.
- A resumé may be included with your application; however, it will not substitute for the information requested on the application or supplemental questionnaire.

EXAMINATION PROCESS

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 80%, and a promotional evaluation, weighted at 20%.

Your completed T&E must be uploaded at the time of application.

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.

How to Apply

APPLICATIONS MUST BE FILED ONLINE AT: <http://my.spokanecity.org/jobs>

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

For more information, call Civil Service Commission at 509.625.6160.

CUSTODIAN II SPN 415 Promotional Examination

DATE OPEN: Monday, July 20, 2015

DATE CLOSED: Sunday, August 02, 2015 @ 11:59 p.m.

SALARY: \$32,551 annual salary, payable bi-weekly, to a maximum of \$46,353

Summary of Work

Performs minor supervisory and routine custodial and maintenance work in the cleaning and care of municipal buildings.

Minimum Qualifications

(must be met at time of test)

Experience: Completion of the probationary period with the City in the classification of Custodian I (SPN: 414).

Examination Details:

Applicants must pass the examination for this classification to be eligible for promotion by the City of Spokane. This exam will consist of a written test and a performance evaluation, with weights assigned as follows: written test 80%, performance evaluation 20%.

The written test will be conducted in the Civil Service Test Room on **Monday, August 11, 2015 at 9:00 a.m.** The approximate duration of the test is two hours. Test sessions will be added based upon the number of applications accepted.

If your application is accepted, you must self-schedule your test time. You will receive an e-mail with complete instructions.

The written test may include such subjects as: Cleaning and Maintenance Practices and Procedures; Supervision; Human Relations, Basic Computer Skills; and Safety.

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.

How to Apply

APPLICATIONS MUST BE FILED ONLINE AT: <http://my.spokanecity.org/jobs>

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

For more information, call Civil Service Commission at 509.625.6160.

**JOB OPPORTUNITY
CITY OF SPOKANE
DEPUTY FIRE CHIEF SPN 941
(AMENDED)
OPEN & PROMOTIONAL EXAMINATION**

DATE OPEN: Monday, March 23, 2015
DATE CLOSED: Applications will be accepted until further notice. **(Amended)**
SALARY: \$122,586 annual salary, payable bi-weekly, to a maximum of \$150,043
OFFICE HOURS: 8:00 a.m. to 5:00 p.m. – Monday through Friday, except holidays

DUTIES:

Performs responsible command and administrative duties assisting the Chief and Assistant Chief. Supervises major section within the department, responds to multi-alarm and other incidents, and assumes command as required. Requires thorough knowledge of modern fire department and EMS administration, the maintenance and use of fire department records, and their application to the solution of Fire Department problems. Requires thorough knowledge of the National Incident Management System and of applicable policies, rules, regulations, laws and ordinances.

OPEN REQUIREMENTS: (All requirements must be met at the time of application.)

Shortage Requirements: Completion of at least two years of experience as a chief officer for a fire agency; and completion of at least two years of college (90 quarter or 60 semester credit hours) with substantial course work in a closely related field, including but not limited to Fire Command, Fire Administration, Para-Medicine, or Business/Public Administration. Applicants must possess a valid driver's license.

PROMOTIONAL REQUIREMENTS: (All requirements must be met by date of examination.)

Shortage Requirements: Completion of the probationary period with the Spokane Fire Department in a uniformed classification at the level of Fire Battalion Chief, Division Chief, or higher; and completion of at least two years of college (90 quarter or 60 semester credit hours) with substantial course work in a closely related field, including but not limited to Fire Command, Fire Administration, Para-Medicine, or Business/Public Administration. Applicants must possess a valid driver's license. **Application is required for promotional applicants.**

REQUIRED ADDITIONAL DOCUMENTS: (Must be received in our office by the closing date.)

Copies of required additional documents may be emailed to civilservice@spokanecity.org.

- Copy of unofficial college transcripts
- Verification of valid driver's license
- DD Form 214 (Member-4) or NGB Form 22, if applicable (See RCW 41.04.010 as to how Veterans Preference is applied.)

EXAMINATION:

The examination will consist of a Training and Experience Evaluation form, and for promotional applicants, a promotional evaluation. Weights are assigned as follows: for open applicants, Training and Experience Evaluation form 100%; for promotional applicants, Training and Experience Evaluation form 80% and promotional evaluation 20%.

NOTE: All candidates who attain a passing score on the examination shall be certified for the vacancy in the order of their final rating and without regard to promotion preference, pursuant to the Merit System Rules of the Civil Service Commission: Rule V, Section 5 – Selection of Senior Administrative Assistants.

TO APPLY:

To apply online or download and print an application, go to: <https://my.spokanecity.org/jobs>. To request an application be mailed to you, call the Civil Service office at (509) 625-6160. If mailing your application, submit to Civil Service Commission: 808 W. Spokane Falls Blvd., Spokane, WA 99201-3315, postmarked no later than the closing date stated above.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 17th day of March 2015.

CHERYL BECKETT
Chair

GITA GEORGE-HATCHER
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS

RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES

City of Spokane Asset Management

RFP #4118-15

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JULY 27, 2015**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES** for the City of Spokane Asset Management Department.

The Request for Proposals document is available by contacting Connie Wahl, City of Spokane Purchasing, 4th Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201 at purchasinghelp@spokanecity.org.

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, July 27, 2015**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

Submit one (1) paper original, one (1) paper copy, and one (1) reproducible digital copy (CD or thumb drive) of the Proposal to:

**City of Spokane - Purchasing
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201**

The right is reserved to reject any and all Proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with:

“RFP #4118-15, RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES, DUE 7/27/2015”

Connie Wahl, C.P.M., CPPB
City of Spokane Purchasing

Publish: July 15 & July 22, 2015

REQUEST FOR BIDS

SEMI & FULLY AUTOMATED REFUSE CARTS

City of Spokane Solid Waste Collections Department

BID #4157-15

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, AUGUST 3, 2015**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **SEMI & FULLY AUTOMATED REFUSE CARTS** for the City of Spokane Solid Waste Collections Department.

The Request for Bids document is available by contacting Connie Wahl, City of Spokane Purchasing, 4th Floor, City Hall, 808 West Spokane Falls Blvd, Spokane, WA 99201 at purchasinghelp@spokanecity.org.

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, August 3, 2015**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be tabulated.**

Submit one (1) paper original, one (1) paper copy, and one (1) reproducible digital copy (CD or thumb drive) to:

**City of Spokane - Purchasing
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201**

The right is reserved to reject any and all bids and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with:

“BID #4157-15, SEMI & FULLY AUTOMATED REFUSE CARTS, DUE: MONDAY, AUGUST 3, 2015.”

Connie Wahl, C.P.M., CPPB
City of Spokane Purchasing

Gazette dates: July 22 & 29, 2015

AERIAL MANLIFT WITH UTILITY BODY

City of Spokane Fleet Services Department

BID #4159-15

Sealed bids will be opened at 1:15 p.m., **MONDAY, JULY 27, 2015** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for one (1) or more **AERIAL MANLIFT WITH UTILITY BODY** for the City of Spokane Fleet Services Department.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at purchasinghelp@spokanecity.org

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 P.M. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

Submit one (1) paper original of the Proposal to:

**Division of Purchasing
City of Spokane
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane WA 99201**

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked:

“AERIAL MANLIFT WITH UTILITY BODY, BID #4159-15, DUE 7/27/15”.

Thea Prince
Purchasing Department

July 15 & 22, 2015

CEMS ANALYZER UPGRADE**City of Spokane Solid Waste Disposal Department – Waste to Energy Facility****BID #4160-15**

Sealed bids will be opened at 1:15 p.m., **MONDAY, JULY 27, 2015** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **CEMS ANALYZER UPGRADE** for the City of Spokane Solid Waste Disposal Department – Waste to Energy Facility.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at purchasinghelp@spokanecity.org

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 P.M. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

Submit one (1) paper original of the Proposal to:

**Division of Purchasing
City of Spokane
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane WA 99201**

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked:
“CEMS ANALYZER UPGRADE, BID #4160-15, DUE 7/27/15”.

Thea Prince
Purchasing Department

July 15 & 22, 2015

SUPERHEATER PENDANT INSTALL**City of Spokane Solid Waste Disposal Department – Waste to Energy Facility****BID #4161-15**

Sealed bids will be opened at 1:15 p.m., **MONDAY, AUGUST 3, 2015** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **SUPERHEATER PENDANT INSTALL** for the City of Spokane Solid Waste Disposal Department – Waste to Energy Facility.

A pre-bid conference will be held on Thursday, July 23rd, 2015 at 10:00 a.m. at the Waste to Energy Facility Admin Offices, 2900 S Gieger Blvd., Spokane, WA

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at purchasinghelp@spokanecity.org

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 P.M. on the date of opening**. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

Submit one (1) paper original of the Proposal to:

**Division of Purchasing
City of Spokane
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane WA 99201**

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked:

“SUPERHEATER PENDANT INSTALL, BID #4161-15, DUE 8/3/15”.

Thea Prince
Purchasing Department

July 15 & 22, 2015
