



Official Gazette

City of Spokane, Washington

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

Volume 106

OCTOBER 12, 2016

Issue 41



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, October 3, 2016****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 Pro Tem Waldref, Council Members Beggs, Fagan, Kinnear, Mumm, and Stratton were present. Council President Stuckart was absent.

Acting City Administrator Tim Dunivant, City Council's Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

The City Council received an overview from staff on the October 10, 2016, Advance Agenda items.

Contract with Anatek Labs, Inc. (OPR 2016-0784 / RFP 4259-16)

Motion by Council Member Fagan, seconded by Council Member Beggs, **to defer** for one week (to October 10, 2016) the Contract with Anatek Labs, Inc. (Spokane, WA) to provide bacteriological and chemical analysis of groundwater and drinking water for Solid Waste Disposal, Water and Wastewater Departments for a three-year period from October 1, 2016 through September 30, 2019; **carried unanimously (Council President Stuckart absent).**

Action to Approve October 10, 2016, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the October 10, 2016, 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 Kinnear, **to approve** the Advance Agenda for Monday, October 10, 2016 (as amended); **carried unanimously (Council President Stuckart absent).**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council considered the October 3, 2016, Current Consent Agenda items.

CONSENT AGENDA

Upon motion by Council Member Fagan, seconded by Council Member Mumm, the City Council (Council President Stuckart absent) approved Staff Recommendations for the following:

Increase Value Blanket with Galls LLC DBA Blumenthal Uniforms Company for jumpsuits for the Police Department—increase of \$30,000. Total Contract Amount: \$140,000. (OPR 2015-1050)

Agreement with the Washington Criminal Justice Training Commission for reimbursement of one FTE Sergeant position from July 1, 2016 through June 30, 2018—approximately \$242,000 Revenue. (OPR 2016-0759)

Proposal from Integrated Capital Management for Washington State Department of Ecology Stormwater Financial Assistance Program Grant applications. (OPR 2016-0760)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through September 23, 2016, total \$6,912,421.11 (Check Nos. 529514-529756; ACH Payment Nos. 30140-30387), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,454,854.16. (CPR 2016-0002)
- b. Payroll claims of previously approved obligations through September 24, 2016: \$6,194,873.49 (Payroll Check Nos. 541409-541614). (CPR 2016-0003)

City Council Meeting Minutes: September 19, 2016 and September 22, 2016. (CPR 2016-0013)

Council Recess/Executive Session

The City Council adjourned at 3:55 p.m. and immediately reconvened into an Executive Session to discuss pending litigation for ten minutes. Assistant City Attorney Sam Faggiano was present during the Executive Session. The City Council reconvened again at 6:00 p.m. for the Regular Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

Roll Call

Council President Stuckart and Council Members Beggs, Fagan, Kinnear, Mumm, Stratton, and Waldref were present.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present.

PROCLAMATIONS

Month of October *Breast Cancer Awareness Day*

Council President Stuckart read the proclamation and presented it to representatives of the proclamation. The proclamation notes that in the United States that one in every eight women will be diagnosed in their lifetime. Since the early '90s, the pink ribbon handed out and spread by the Susan G. Komen Foundation has been the symbol for the fight against breast cancer.

October 1, 2016 *American-Italian Day*

Council Member Waldref read the proclamation and presented it to Ron Anselmo, President of the American-Italian Club, along with other individuals (including the Mayor and his assistant from Cagli, Italy). The proclamation urges all citizens to celebrate the rich ethnic heritage and continued contributions of Italian-Americans within our community.

There were no **Appointments**.

There were no **Administrative Reports**.

COUNCIL COMMITTEE REPORTS

Community, Housing and Environment Committee

Council Member Stratton reported on the Community, Housing and Environment Committee meeting held earlier today (October 3, 2016). Minutes of the Community, Housing and Environment Committee are filed with the City Clerk's Office and are available for review following approval by the Community, Housing and Environment Committee.

Finance and Technology Committee

Council Member Waldref reported on the Finance and Technology Committee meeting held earlier today (October 3, 2016). Minutes of the Finance and Technology Committee are filed with the City Clerk's Office and are available for review following approval by the Finance and Technology Committee.

OPEN FORUM

Alan McDowell remarked on interactive medical Miranda rights which he stated he is developing as an educational tool to prevent all kinds of mental health crises for all citizens.

Gabriel Elliott remarked on the time frame of what is the catholicity of human kind and stated that time frame in popular culture is considered the Age of Aquarius. He noted he has an all American-Italian uncle and stated he is pretty sure his uncle would embrace Indigenous Peoples' Day wholeheartedly.

Michael McQuire questioned whether Spokane is going to become the marijuana capital of Eastern Washington. He noted 16 marijuana shops are now located in the City of Spokane. He stated the American Automobile Association recently said there is a six percent increase in accidents which could be marijuana related. He also remarked on the marijuana shop located 600 yards from Our Lady of Lourdes Cathedral.

Kristine Schuler remarked on affordable housing and on the locks at the affordable housing and noted she lives at Father Bach Haven. She stated that what happens is that when you close the doors they just automatically lock and so people lock themselves out easily. She noted she had to fight for a long time to get rid of the key master. She expressed concern that other new affordable housing units will have a key master and these same kind of locks.

Henry Valder commented on the lack of housing in Spokane and remarked on the list of 2,000 City-owned properties and stated that the City is the worst offender of the law – shoveling snow, taking care of the weeds, and everything else. He also commented on veterans and the Armory that was secured for veterans and stated that if it had succeeded that he most likely wouldn't be working at the Vets Garage because there would not be a need for it.

LEGISLATIVE AGENDA

EMERGENCY BUDGET ORDINANCE

Emergency Budget Ordinance C35436 (Deferred from the September 26, 2016, Agenda)

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

Upon 5-2 Roll Call Vote (Council Members Mumm and Stratton voting “no”) the City Council **passed Emergency Budget Ordinance C35436** amending Ordinance No. C35322 passed by the City Council November 23, 2015, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2016, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2016, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

My Spokane
FROM: Inter-fund Other Gen Revenue, \$56,450;
TO: Various Accounts, same amount.

[This action creates three Customer Service Specialists (from 0 to 3 positions) for the 311 Program.]

There were **No Emergency Ordinances**.

RESOLUTIONS

Resolution 2016-0079

Subsequent to an overview of Resolution 2016-0079 by Council President Stuckart, public testimony, and Council commentary, the following action was taken:

Upon 5-2 Roll Call Vote (Council Members Fagan and Mumm voting “no”), the City Council **adopted Resolution 2016-0079** expressing solidarity with Indigenous protest in opposition to the construction of the Dakota Access Pipeline.

Resolution 2016-0080

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

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2016-0080** establishing the Riverfront Park Brownfield Redevelopment Opportunity Zone and the Riverfront Park Brownfield Renewal Authority. (Creates the State's third Redevelopment Opportunity Zone in Riverfront Park to align with the major redevelopment efforts by the City of Spokane and the Spokane Park Board within Riverfront Park.)

For Council action on Resolution 2016-0077, see section of minutes under "Hearings."

FINAL READING ORDINANCE

Final Reading Ordinance C35438

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

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C35438** relating to the Community Housing and Human Services Board; amending SMC section 4.34.020.

For Council action on Final Reading Ordinance C35437, see section of minutes under "Hearings."

FIRST READING ORDINANCE

The following ordinance was read for the First Time with further action deferred:

ORD C35262

(As Revised) Vacating the alley between 2nd Avenue and 3rd Avenue, from the east line of Jefferson Street to the west line of Madison Street; and the alley between 2nd Avenue and 3rd Avenue, from the east line of Madison Street east 100 feet; and the alley between Freeway Avenue North and 3rd Avenue, from the east line of Madison Street to the west line of Monroe Street.

There were no **Special Considerations**.

HEARINGS

Final Reading Ordinance C35437 and Related Resolution 2016-0077 (Resolution 2016-0077 was deferred from September 29, 2016, Agenda) (East Central Neighborhood)

The Spokane City Council held a hearing on Final Reading Ordinance C35437 and related Resolution 2016-0077. Subsequent to an opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C35437** amending Section 4 of Ordinance C35309, relating to the terms of a Development Agreement that was required as a condition of the approval of APPLICATION #Z1400064COMP, amending the Land Use Plan Map of the City's Comprehensive Plan from "Residential 4-10" to "CC Core" for .031 acres (13,800 square feet) located at 1414 E. 10th Avenue and 1415 E. 11th Avenue; and amending the Zoning Map from "Residential Single Family" (RSF) to "Centers & Corridors, Type 1, Neighborhood Center (CC1-NC)" and **adopted Resolution 2016-0077** approving a Development Agreement between the City and CCRC LLC, a Washington Limited Liability Company, relating to Ordinance C35309 approving a comprehensive plan amendment application.

No individuals requested to speak during the **Second Open Forum**.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:30 p.m.

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
September 20, 2016**

Craig Hult, Chair, called the regular meeting to order at 9:30 a.m. Present were Craig Hult, Kathy Sewell and Mark Lindsey. Phyllis Gabel had an excused absence.

The agenda was amended as follows:

1. Remove Agenda Item V. Claim of Benjamin Krauss has been removed as Mr. Krauss has withdrawn his claim.
2. Agenda Item III. Classification Resolution. Addition of SPN 071 –Program Manager (CHHS)

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of August 16, 2016. Hearing no changes or corrections, the minutes stand as written.

Agenda Item II.

Staff Activities:

The Chief Examiner, Ms. Gita George-Hatcher reported the following statistics for the months of April:

August:

Announcements issued:	7	Classifications revised:	2
Examinations:	114	Classifications new/deleted:	4/2
Requisitions received:	27	Requisitions certified:	27
Class Surveys completed:	3	Class Surveys in progress:	3
Requisitions pending:	5	Requisitions canceled:	1

Average days from department initiation of request to receipt in Civil Service: 2.6

Average days from requisition receipt to certification: .1

Percentage certified within 24 hours: 100%

Average days from department initiation to completion of hire 1.0

The Chief Examiner, Ms. George-Hatcher presented Staff Activities corrections from the August Commission meeting. She also clarified that when the number under Average Days from Department Initiation to Completion of Hire” shows completion within one day or less, the reason is because the overall numbers get skewed when there are Public Safety requisitions being turned in with the selection information already filled out due to names being provided ahead of time for background check purposes.

Additionally, the Chief Examiner updated the Commission regarding continuation of the Rule Review process and reported that the Committee had reviewed Rules I through X. She informed the Commissioners about the job analysis training requested by the Analysts and that was provided in August by Biddle Consulting Group, Inc. The lecture part of the training has been completed and staff is now working with Biddle to complete a full job analysis of SPN 915 Police Sergeant. Ms. George-Hatcher reported that there had been good participation from incumbents, and supervisors in this process. Other news included a new lease contract for a copy machine that is saving the office thousands of dollars with thanks going to Crystal Rodgers and Kelsey Pearson for getting this completed. Ms. George-Hatcher also reported that she scheduled a meeting of the Civil Service initiated Diversity Recruitment Committee consisting of labor, management and community groups and will keep the Commission updated on the progress of this effort. The Chief Examiner informed the Commission that Public Safety Testing, Inc. has scheduled an open house on October 9, 2016 at 11:30 a.m. at the Fire Training Center focusing on the CPAT (physical agility test for entry level Firefighters) process and that Commissioners would be welcome to attend. Flyers on this event were provided to the Com attend.

The Chief Examiner reported that an issue pertaining to the conversion of the classified position vacancy of Parks and Recreation Division Manager - SPN 077, to an exempt position, titled Director – Parks Operations Manager had come to her attention. It was not anticipated to be on the Commission’s agenda until next month. The Chief Examiner reported that she was notified only the previous day that the department was in a rush to recruit for this position.

The Parks Division was created by Council ordinance in 2013 and several departments were created within it allowing for two exempts per department. At the time of the passage of the ordinance, SPN 077 was filled by a classified employee, and no action was taken while it was occupied. The position has now become vacant due to retirement of the incumbent. She stated that the majority of the essential functions of the new position of Director – Parks Operations are the same as the classified position, but there have been a few additions to the job description that could change the level and nature of work to be performed.

The Chief Examiner explained that per the City Charter, all positions that have been classified are required to be filled through the classified process. As this action should therefore involve Commission action to de-classify the classified position, and because there is currently no established procedure of protocol that addresses this type of situation, she requested guidance from the Commission.

Mr. Hult provided the Commission's guidance that that due to the urgency of conducting a recruitment for this position, and in order to not hamper the business of the City from continuing, it would be permissible for the Chief Examiner to work with the parties to resolve the matter at hand with a report to the Commission; however, if the frequency of these types of situations increased, formal Commission action would be required in each case.

Agenda Item III.

Classification Resolution:

The following classifications were adopted and deleted by the Commission:

Adoptions:

SPN 099 Customer Service Assistant (new)
SPN 183 Fleet Warranty and Program Specialist (new)
SPN 685 Golf Manager (title change and significant revisions to the specifications; SPN remains unchanged))
SPN 071 Program Manager (CHHS)

Deletions:

SPN 219 Real Estate Agent
SPN 220 Senior Real Estate Agent

A motion was made by Kathy Sewell and seconded by Mark Lindsey to approve the classifications to be adopted and deleted as presented by staff. The motion passed unanimously.

Agenda Item IV.

Voiding of List/s

Meter Reader SPN 441

The Chief Examiner reported that this list is over a year old, was established 02/24/2015 and has only two names on it. She reported that labor and management have concurred to eliminate promotional requirements for this classification and void this list. A motion to void the list was put forth by Kathy Sewell and seconded by Mark Lindsey. The motion passed unanimously.

WTE Power Plant Operator SPN 572 List

The Chief Examiner reported that this list is over a year old, was established 07/10/2015 and there are thirteen names on the list. She reported that at the time of the transition of private sector employees into the City of Spokane, a simple training and Experience evaluation was conducted to facilitate the process. At this time, labor and management have concurred on the need to void the existing list and establish a new list by conducting a knowledge based examination.

A motion to void was put forth by Ms. Sewell, seconded by Mr. Lindsey. The motion passed unanimously.

Fire Communications Specialist SPN 285

The Chief Examiner reported that this list was established on 02/25/2016, is less than a year old and has fifty-three names on it. A request was received from Fire Chief Bobby Williams to void this list; however, there has been no concurrence from labor.

Fire Chief Bobby Williams addressed the Commission and stated that the Fire Department is requesting that the list be voided due to the need to add a driver license requirement to the minimum qualifications to the classification specification which currently does not have that requirement. Ms. George-Hatcher stated that the job specifications for the position of Fire Communications Specialist have never required a driver license; however staff is working with the department to add this requirement. She reported that editorial changes to add the driving function to the essential functions list and the related addition of a driver license requirement have been submitted to the department for review and response.

Fire Chief Williams stated that the department has always screened for driver licenses and that they were unaware that the specification did not contain the driver license requirement.

Randy Marler, Vice President of Local 29 addressed the Commission and stated that their position is that the existing list and process should be utilized for the current hiring in fairness to the applicants who submitted their applications and tested for the position.

Civil Service will continue to work with the department to add the driver license requirement while the department continues to utilize the existing list for the current hiring.

A motion to deny voiding of this list was put forth by Ms. Sewell, seconded by Mr. Lindsey. The motion was denied unanimously.

Agenda Item V.**Claim of Benjamin Krauss**

Mr. Krauss has withdrawn his claim.

Agenda Item VI.**Rule Deviation Memorandum of Understanding**

Ms. George-Hatcher provided the background on this Memorandum of Understanding, reiterated the information provided to the Commission on the agenda item cover sheet and confirmed that Commission members had received Mr. Mike Piccolo's legal guidance as well as staff position papers. These same documents were also provided to the Fire Chief. She stated that the MOU, with the effective date of August 8, 2016 was received by Civil Service on September 7. This MOU alters Rule IV, Section 4 and Rule VI Section 16 which provide for the removal of names from the eligible register after five passovers or for cause as stated in the rules. The signed MOU calls for removal after one passover at the request of the department. The MOU only applies to classes of Open-Entry Firefighter (recruit and lateral) and Fire Communication Specialist.

The Chief Examiner also reported that this language had been voted upon at the June 8th meeting of the Rule Review Committee which unanimously approved the language to be brought before the Commission for adoption. Ms. George-Hatcher stated that although staff voiced concerns about this recommendation, she expressed to the Rule Review Committee that she would as required, bring all of the Rule Review Committee's recommendations to the Commission and provide staff recommendations which the Commission is not required to accept.

Fire Chief Williams addressed the Commission and explained that while they are pleased with the PST testing process and the wider recruitment net that is being cast as a result, the requirement to interview candidates five times before passing them over is creating a problem with hiring the best fit for the department. Chief Williams also stated that the caliber of candidates they are seeing now are much different than in the past and they are having to go through a number of names before making a hire. Additionally he reported that the department had just received a grant to hire 50 new Firefighters which will require the Fire Department to move quickly in filling those positions.

Ms. George-Hatcher clarified that those interviewed within the past six months are not required to be re-interviewed. She said that the five passover rule is unduly burdensome especially with respect to single department specific classifications but removals at the department's request and discretion for any reason after one passover had the potential of giving rise to discrimination complaints but noted that she has been willing to discuss alternatives and mentioned the various alternatives she had suggested in the past prior to the adoption of the Interim Rule Review Committee's recommendations. The new rule provides the Fire Department with ten names for the first Firefighter vacancy and four names for every additional vacancy.

Mr. Piccolo summarized his legal opinion. His opinion involved a review of issues associated with RCW 41.56 – the States' collective bargaining statute and RCW 41.08 – the State's civil service statute for firefighters. With respect RCW 41.56 which was the basis of the 1999 ruling in Spokane v. Civil Service Commission, he noted that there was nothing in that ruling extended the holding to permissive or non-mandatory subjects of bargaining, however, the Court's ruling did not specifically prohibit such a holding. He also explained that because this MOU has been negotiated, once a permissive subject has been agreed to between labor and management, that it then becomes subject to collective bargaining and enforcement action through PERC may be an option if either party fails to perform as agreed by the MOU.

With respect to RCW 41.08, the review involved whether the MOU substantially accomplished the purpose of the chapter. Mr. Piccolo stated he did not find any provision in Chapter 41.08 RCW that provided for removal of names from an eligibility list. There were a couple of references to non-applicable WAC regulations not directly related to RCW 41.08 that allowed for removals "for good and sufficient reason." Mr. Piccolo referenced the 2004 Seattle Police Officers v. City of Seattle case in which the court ruled that a rule of five for promotions opportunities for police officers substantially accomplished the purpose of state law regarding civil service for police officers. He said that cities that have provided for civil service must accomplish only the purpose and not the specific methodology prescribed in the state statute.

Mr. Piccolo clarified that in determining whether the local rule substantially accomplishes the purpose of RCW 41.08, his opinion was that the Court would look at the following factors to determine whether there was substantial compliance:

1. The local rule was similar to rules adopted by other jurisdictions;
2. There was supporting material/reasoning that the local rule that substantially accomplished the purpose of Chapter 41.08, including merit based appointments; and
3. The local rule is a well-established and well-recognized method of carrying out and accomplishing the purposes of civil service.

The Chief Examiner said that she has reviewed a number of Civil Service Rules for cities in Washington including our comparable agencies and that from her research, this proposed rule in the MOU is not similar to the rules in the other

jurisdictions or those in the Model Civic Service Rules provided on the Municipal Research and services Corporation (MRSC) website. She also stated that no supporting materials were provided for the rule that provides evidence of substantially accomplishing the purpose of RCW 41.08, and lastly, the proposed rule is not a well-established or well-recognized method of carrying out and accomplishing the purpose of Civil Service in Spokane.

There was considerable discussion of the matter. Ms. George-Hatcher cautioned that the consequences of implementing this MOU would have long term devastating impacts pertaining to the protection of the very employees whom the union has sworn to protect. This would throw open all rules to be bargained, causing Civil Service protections for employees to change based on collective bargaining agreements that are dependent on the bargaining climate and the persons and personalities involved. She also expressed concern that leaving the removal of names to the discretion of the department could result in inconsistent, arbitrary or capricious decisions that have the potential to throw the City open to claims of inequitable treatment or discrimination. Ms. George-Hatcher requested communication with the department and to be able to take this matter to the Rule Review Committee

Mr. Piccolo stated that he was concerned with the last part of the proposed rule that provides for removal from the list after one pass over at the department's request. He recommended that the issue be addressed by the rule review committee to further review this rule in light of the concerns expressed to the Commission.

Ms. George-Hatcher said that there are only two more rule chapters left for the Committee to review as part of the whole Rule Review process.

Chief Williams addressed the Commission and requested consideration of the specific rule as soon as possible because there could be no guarantees as to when the entire rule review process will be completed due to the urgent need to hire 50 new Firefighters or risk losing the SAFER grant. Mr. Piccolo stated that although the rules are adopted as a whole as part of Rule Review that there has been a situation in the recent past where a specific rule was brought to the Commission for adoption.

Mr. Lindsey stressed the need for rules to be followed in order to protect both the employees and the department; that Civil Service has been adopted by the community and the established rules should be followed. He also stated that there is an established process for rulemaking and if there are concerns about the utility of certain existing rules, they can be reviewed. He cautioned that frequent exceptions can be problematic and stressed that it is important to have the best possible procedures to protect the departments, employees and citizens. He advised that the Rule Review Committee should have the opportunity to review the concerns raised regarding the rule change MOU.

Mr. Hult said that if there are good and valid reasons to look at a rule separately in a specific instance, then the Commission would be open to it because the business of the City should not be hampered. He stated that if this rule is on the agenda for the next meeting, it will be addressed. Ms. George-Hatcher said that this rule will be discussed at the next Rule Review Committee meeting scheduled for the following week.

The Commission directed the Chief Examiner to work this issue out in rule review and when completed, place it on the Commission's agenda for consideration.

Agenda Item VII.

Other Business

The Commission went into Executive Session at 10:40 a.m. and returned at 10:55 a.m.

There being no additional business to come before the Commission, the meeting was adjourned at 10:55 a.m.

Community, Health, and Environment Committee

September Meeting Notes CHE:

Call to Order: 10:31 AM

AGENDA:

Approval of August's Meeting Minutes

- Motion to approve the minutes was moved by Council President Stuckart and seconded by Councilmember Fagan. Motion approved unanimously.

Blessings Under the Bridge Briefing: Jonathan Mallahan, ONS

- Update on what Blessings Under the Bridge is doing. New location for the past few months at the old skate park – City has extended their lease and given them easier access to that space.

- They've added a fence and a porta-potty for their staff during events. They want to move back to the location at Spokane Eye Clinic, but the City has a lease with the Clinic for \$17,000 annually, so doesn't want to make that change. The City currently doesn't charge Blessings any rent, but does require them to do their own snow removal on the day of their events.

CHHS Board Briefing: Dr. Diane Zemke, CHHS Board Chair

- Update on their committees, and the fact that the CHHS board wants to focus on a new economic development committee, mostly to deal with CDBG funds but also expanding from there. They are looking into being an incubator to help with entrepreneurial expansion, rather than funding startups.

Summer Reading Program: Sally Chilson, Spokane Public Libraries

- Everything is online this year, and the number of signups is their second-highest ever. Program has gone really well, some minor tweaks will make next summer even better. Participants did 7.5 years' worth of reading!

Spokane Human Rights Commission Briefing: John Lemus, Human Rights Commission Chair

- Listed new Human Rights Commission's Commissioners, gave update on Courageous Conversations, and talked about the new Gender Pay Equity subcommittee. The HRC also wants to focus on homelessness and partner with agencies and nonprofits to find solutions.
- John and the commission are also focused on Monroe Street Bridge and Suicide Means Prevention. He has looked at the Aurora Street Bridge in Seattle to see what they did to lessen suicides. CM Kinnear pointed out that the Golden Gate Bridge could also be a good example.

Seabold Group Recommendations Resolution, Councilmembers Stratton & Mumm

- Councilmember Stratton explained the resolution and discussed the process that has led to its introduction. CM Mumm shared a table illustrating how recommendations could be implemented and achieved based on the Gender Equity and Seabold reports, noting that she met with Theresa Sanders last week and feels like they can work out an agreement on implementation.
- Councilmember Kinnear noted that there were no reps from administration here to talk about desired changes, so that process will have to happen offline. Councilmember Kinnear also suggested that rather than one end date for implementation, Council could take each item one at a time and have flexible timelines. Councilmember Beggs agreed, and Councilmember Mumm acquiesced.
- Councilmember Beggs suggested that HR give periodic updates on how the implementation is proceeding. Mr. McClatchey pointed out that the process is a little backward, and Council agreed to push it back one week.

Earned Safe & Sick Leave Ordinance Briefing: Council President Stuckart

- Council President Stuckart updated Council on the various meetings that have taken place between administration, Council, and GSI about Sick Leave enforcement and implementation. Council President also noted the working group has discussed implementation, and the administration will be sending out a postcard at the beginning of October. Council's code change will be dropped soon. CP Stuckart says that the working group has discussed the upcoming vote on a statewide sick leave law, and the tentative plan is that if the statewide law passes, at the end of 2017 Council will repeal its law.
- Mr. McClatchey mentioned that he is giving a presentation to a large group of Spokane HR reps tomorrow, and that could serve as a blueprint for future outreach and education.

24/7 Shelter Briefing: Rob Crow, CHHS

- Mr. Crow shared updates on preparations for winter and asked that Council to suspend the rules tonight to get things going more quickly.
- Councilmember Kinnear, echoed by Councilmember Mumm, pointed out that Spokane Valley steadfastly refuses to spend any money on social services, and therefore Spokane is shouldering more than its fair share of the burden. Mr. Crow is going to send relevant information to the Spokane Valley City Council, per request.

Home Repair Programs: Paul Trautman, CHHS

- Mr. Trautman gave a general update on the home repair programs. There was no discussion.

ADJOURNMENT: 11:27 AM

Present: Stratton, Kinnear, Stuckart, Fagan [Late Arrivals: Mumm, Beggs]

Staff/visitors: (Brian McClatchey, Michael Snodgrass, Anna Everano, Stephanie Zimmerman, Hannahlee Allers, Alexander Scott) John Lemus, Jonathan Mallahan, Michael Cathcart, Diane Zemke, Paul Trautman, Rob Crow, Sally Chilson, Susie Scheidegger

FINANCE COMMITTEE MEETING MINUTES
Monday, August 8, 2016 10:30 a.m.
City Council Briefing Center, Lower Level, City Hall

City Staff: Committee Member Ben Stuckart, Committee Member Mike Fagan, Committee Member Lorie Kinnear, Committee Member Karen Stratton, Committee Member Candace Mumm, Committee Member Waldref, Gavin Cooley, Eric Finch, Kim Bustos, Tim Dunivant, Debra Robole, Ed Lukas, Dave Steele, Stephanie Zimmerman, Griffin Clay, Brian McClatchey, Anna Everano, Mollie Allers, Nathan Calene, Kaitlan Larsen, Skyler Oberst, Tyler Whitney, Laura Williams, Crystal Marchand, Sally Stopher

Today's meeting began at 10:32 a.m.

The Meeting Minutes for July were approved.

AGENDA ITEMS:

Auditing Officer

Kim Bustos

Kim Bustos, Director of Accounting, briefed this item.

- Please see attached briefing paper and resolution.
- Discussion ensued.

City Hall Lamp Replacement

Dave Steele

Dave Steele briefed the Committee regarding this item.

- Please see attached briefing paper.
- This is currently only for City Hall.
- Discussion ensued.

Verizon Lease Agreement

Dave Steele

Dave Steele briefed the Committee regarding this item.

- Please see the attached briefing paper.
- Discussion ensued.

ASC Contract Extension

Tim Dunivant

Tim Dunivant, Director of Finance & Administration, briefed the Committee regarding this item.

- Please see attached briefing paper.

GSI Contract Draft

Council Member Mumm

Council Member Mumm briefed the Committee regarding this item.

- Please see attached DRAFT contract.
- Discussion ensued.

Ordinance C35424

Council Member Stratton

Council Member Stratton briefed the Committee regarding this item.

- Please see attached briefing paper and ordinance.
- Discussion ensued.

IT Update

Eric Finch

Eric Finch, CITO, briefed the Committee regarding this item.

- Please see attached presentation.
- Discussion ensued.

Financial Update**Gavin Cooley**

Gavin Cooley, Chief Financial Officer, briefed the Committee regarding this item.

- Please see attached presentation.
- Discussion ensued.

The meeting was adjourned at 11:54 a.m.

General Notices

NOTICE**NOTICE****NOTICE**

NOTICE IS HEREBY GIVEN that the regular meeting of the SPOKANE CIVIL SERVICE COMMISSION will be conducted at 9:30 a.m., Tuesday, October 18, 2016 in the Council Chambers on the Lower Level, City Hall.

Items on the Agenda are as follows:

- I. Approval of Minutes
- II. Staff Activities
- III. Class Resolution
- IV. Passover Rule
- V. Request for Indefinite Leave of Absence
- VI. Other Business

The meeting is open to the public, with the possibility of moving into executive session only with members of the Civil Service Commission and the appropriate staff.

A Commission briefing will be held at **9:15 a.m.** October 18, 2016, in the Council Chambers.

Dated at Spokane, Washington, this 5th day of September, 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

TO HUMAN RESOURCES STAFF AND ALL EMPLOYEE REPRESENTATIVES:

There will be a pre-Commission/Project Evaluation Committee meeting in the Civil Service Conference Room (4B) at 11:00 a.m. on Monday, October 17, 2016

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Chris Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ccavanaugh@spokanecity.org Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Ordinances

These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.

ORDINANCE NO C35436

An ordinance amending Ordinance No. C-35322, passed the City Council November 23, 2015, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2016, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2016, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2016 budget Ordinance No. C-35322, as above entitled, and which passed the City Council November 23, 2015, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

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

FROM:	0460-53802	General Fund - My Spokane	
	99999-34919	Interfund Other General Gov't Services	<u>\$ 56,450</u>
TO:	0460-53802	General Fund - My Spokane	
	57200-01050	Customer Service Specialist (from 0 to 3 position)	35,000
	57200-52110	FICA	2,700
	57200-52210	Retirement	2,900
	57200-52310	Medical	13,500
	57200-52320	Dental	1,000
	57200-52330	Life Insurance	100
	57200-52400	Industrial Insurance	100
	57200-51290	Longevity	150
	57200-51640	Deferred Comp	1,000
			<u>\$ 56,450</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need create three Customer Service Specialist positions in the General Fund for the 311 Program, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council October 3, 2016
Delivered to Mayor October 5, 2016**

ORDINANCE NO. C35437

AN ORDINANCE AMENDING SECTION 4 OF ORDINANCE C35309, RELATING TO THE TERMS OF A DEVELOPMENT AGREEMENT THAT WAS REQUIRED AS A CONDITION OF THE APPROVAL OF APPLICATION #Z1400064COMP, AMENDING THE LAND USE PLAN MAP OF THE CITY'S COMPREHENSIVE PLAN FROM

"RESIDENTIAL 4-10" TO "CC CORE" FOR 0.31 ACRES (13,800 SQUARE FEET) LOCATED AT 1414 E. 10TH AVENUE AND 1415 E. 11TH AVENUE; AND AMENDING THE ZONING MAP FROM "RESIDENTIAL SINGLE FAMILY" (RSF) TO "CENTERS & CORRIDORS, TYPE 1, NEIGHBORHOOD CENTER" (CC1-NC).

WHEREAS, pursuant to Ordinance No. C35309, the City Council approved Application #Z1400064COMP, which provides for an amendment of the Land Use Map of the City's Comprehensive Plan from "Residential 4-10" to "CC Core" for 0.31 acres located at 1414 E. 10th Avenue and 1415 E. 11th Avenue, and an amendment of the zoning map from "Residential Single Family" (RSF) to "centers & Corridors, Type 1, Neighborhood Center" (CC1-NC); and

WHEREAS, Section 4 of Ordinance No. C35309 conditioned approval of the requested land use map and associated zoning map amendments upon the applicant entering into a binding development agreement imposing limitations on how the subject property may be used and developed; and

WHEREAS, the applicant has requested an amendment to the conditions/limitations listed in Section 4 of Ordinance C35309 to allow, in addition to parking and access uses, permitted residential uses and park uses; and

WHEREAS, a State Environmental Policy Act (SEPA) Checklist and Determination of Non-Significance were previously issued in connection with this application; and

WHEREAS, the City Council adopts the recitals set forth herein and in Ordinance No. C35309 as its findings and conclusions in support of its adoption of this ordinance; --

NOW, THEREFORE, THE CITY OF SPOKANE DOES ORDAIN:

1. Section 4 of Ordinance No. C35309 is amended to read as follows:

Section 4. Development Agreement. The approval granted by this ordinance is conditioned upon the applicant entering into a binding development agreement that is consistent with the requirements of chapter 36.70B RCW and Spokane Municipal Code chapter 17A.060, and sufficient to bind the applicant and applicant's ((~~successors~~)) successors and assigns with respect to development of the Property, and addressing the following:

- a. For the lot addressed as 1414 E. 10th Avenue, parcel 35213.2710, the use will be limited to parking and access to 10th Avenue and permitted residential and park uses. Stormwater collection areas and refuse service areas as permitted by the development code also permitted on this lot.
 - b. The lot addressed as 1415 E. 11th Avenue, parcel 35213.2716, the use will be limited to parking, a driveway (located on the west edge of the lot) to provide access to the parking area on the 10th Avenue lot, and permitted residential and park uses on the remainder of the lot. Stormwater collection areas and refuse service area as permitted by the development code also permitted on this lot.
 - c. Food trucks will not be permitted on either lot.
2. Ordinance No. C35309 is incorporated by reference into this Ordinance as though written in full and shall remain in full force and effect except as amended herein.
3. This ordinance shall become effective 30 days after its enactment.

Passed by City Council October 3, 2016

Delivered to Mayor October 5, 2016

ORDINANCE NO. C35438

An ordinance relating to the Community Housing and Human Services Board; amending SMC section 4.34.020.

The City of Spokane does ordain:

Section 1. That SMC section 4.34.020 is amended to read as follows:

4.34.020 Functions

The functions of the community housing and human services board shall include:

- A. Prepare the City's consolidated community development and housing plan and annual action plans and the 10-year plan to end homelessness. All to conform with the requirements of the U.S. department of housing and urban development (HUD) and the Washington state department of commerce where applicable.
- B. Develop the City's annual citizen participation plan as required by HUD and involve neighborhoods and citizen representation in the annual funding allocation process.
- C. Hold public hearings on the draft plans to obtain citizen comments prior to recommending adoption by city council.
- ~~((D.))~~ ~~Act as the board for the local continuum of care, as defined by the federal homeless emergency assistance and rapid transition to housing continuum of care program, ensuring compliance with provisions of 24 CFR part 578. Ensuring the continuum carries out the duties and responsibilities of a coordinated homeless response system. The three primary responsibilities of the continuum of care include (1) operating the continuum of care, (2) designating and operating a homeless management information system and (3) continuum of care planning.--)~~
- ~~((E.))~~ D. Make recommendations about funding priorities for housing programs and projects and social services utilizing federal, Washington state and City resources.
- ~~((F.))~~ E. Evaluate funding requests for eligible activities and projects and make funding recommendations to the mayor and city council.
- ~~((G.))~~ E. Make recommendations for funding to the mayor and city council for local grant dollars using human services priorities as established by the city council.
- ~~((H.))~~ G. Provide policy guidance and recommendations for community development, human services, homeless and special purpose grant programs applications and implementation.
- ~~((I.))~~ H. Represent the diverse constituencies that make up Spokane's low and moderate income populations, service providers and the continuum of care needs and services for extremely low income persons and families.
- ~~((J.))~~ I. Guide Spokane's community housing and human services into the future.

Passed by City Council October 3, 2016

Delivered to Mayor October 5, 2016

Executive Orders

CITY OF SPOKANE EXECUTIVE ORDER

EO 2016-2 / LGL 2016-37

EFFECTIVE DATE: October 5, 2016

TITLE: LEAVE SHARING POLICY EXCEPTION

WHEREAS, on October 4, 2016, two City of Spokane employees, Robert "Larry" Pratt and Craig Law, were involved in a serious accident at the City's Waste to Energy Facility; and

WHEREAS, recovery from injuries sustained in the accident will take an undetermined amount of time; and

WHEREAS, workers' compensation payments do not replace wages at 100 percent, and employees may use accrued paid time off to supplement payments; and

WHEREAS, these employees have limited accrued paid time off because they only have worked for the City since November 2014 when the City took over day-to-day operations of the plant, and previously, they worked for the third-party contractor that operated the plant; and

WHEREAS, the City's policy on Leave Sharing (Admin 0620-09-28) includes provision 6.1.1 that states that an employee isn't eligible to receive shared leave if he or she is receiving "time-loss payments as a result of an on-the-job injury or illness;" and

WHEREAS, because of the nature of the accident, injuries, and recovery time, and the change in employment status of these two individuals that took place in November 2014, the limitation provided for in 6.1.1 is unreasonable.

NOW, THEREFORE, It is hereby ordered that the City will make an exception to the Leave Sharing policy and allow for the use of leave sharing for employees Mr. Pratt and Mr. Law regardless of their receipt of time-loss payments as a result of an on-the-job injury. All other provisions within the policy remain unchanged.

David A. Condon
Mayor

Date: October 6, 2016

Policies and Procedures

NOTICE

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURES

Pursuant to Administrative Policy and Procedure ADMIN 0325-15-01, Section 5.4.1., notice of adoption of the following Department Policy and Procedure(s) is published. All adopted City policy and procedures are available for review in the Office of the City Clerk and at the City Web site <https://my.spokanecity.org/opendata/documents/policies/>.

CITY OF SPOKANE WASTEWATER MANAGEMENT DEPARTMENT RIVERSIDE PARK WATER RECLAMATION FACILITY

City of Spokane Industrial Pretreatment Program

Effective: October 1, 2016

DEPT 4320-16-01 / LGL 2016-0035

Job Opportunities

The City of Spokane is an Equal Employment Opportunity Employer

ASSISTANT PARKS AND RECREATION DEPARTMENT MANAGER (RIVERFRONT PARK) SPN 066 OPEN ENTRY

DATE OPEN: Monday, October 10, 2016 **DATE CLOSED:** Sunday, November 6, 2016 at 11:59 p.m.
SALARY: \$67,546.80 annual salary, payable bi-weekly, to a maximum of \$82,998.00

DESCRIPTION:

Performs responsible administrative work by assisting in directing or administering the Riverfront Park Department of the Parks and Recreation Division. Employee works under general direction and assumes full responsibility for own actions and those of the division within their area of responsibility. Has staff responsibilities for program planning and coordination.

DUTIES:

- Performs many of the functions of a department director, except the actual directing of a total department of the Parks and Recreation Division.

- Acts as department liaison in working with citizen groups, other governmental units, architects and contractors.
- Requisitions, inventories and manages equipment purchased for various activities, responsible for the proper utilization of funds allocated to the department.
- Researches grant funding sources, supervises preparation of grant applications and adherence to grant goals and objectives.
- Coordinates programs with other departments of the Parks and Recreation Division, school activities and community programs.
- Selects, assigns and trains seasonal, professional and technical personnel for a wide variety of activities.
- Interprets programs and needs of the division to the public through various news media; promotes programs before civic and community groups; prepares and presents reports related to the division to the Park Board, as well as other boards and committees.
- Directs the daily activities of parks attractions and food concessions including, but not limited to park security operations cash and ticket control operations, and gift shop/guest services operations.
- Assists in establishing financial control by budgeting for seasonal employees, and compiling and studying statistics on labor reports compared to labor expenses and revenues compared to expenses.
- Assists the department director in formulating policies and procedures of the department. Assists in implementation of policies and establishing procedures.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

NOTE: This recruitment is to generate an eligible list to fill vacancies occurring in the Riverfront/Entertainment department of the Parks and Recreation division.

Open Entry Requirements: All requirements must be met at the time of application.

Education: Graduation from a four-year college or university with a degree in a field related to park operations or recreation program management.

Experience: Four years of experience in a responsible administrative or supervisory capacity in public or private park operations and/or recreation program management, two years of which must have been in a responsible supervisory capacity.

Required Additional Documents:

- A copy of unofficial college transcripts identifying completion of required coursework for a four-year degree in a field noted above must be uploaded at the time of application or emailed to civilservice@spokanecity.org at the time of application. Transcripts should include name of institution, applicant name, courses/credits taken, and GPA.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 100% of the final score. Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire by the City of Spokane.

T&E EVALUATION DETAILS

The T&E Evaluation is designed to evaluate the relevance, level, recentness, progression, and quality of the applicant's education and training, and to elicit sufficient job-related information to evaluate the amount and quality of the applicant's previous experience, as well as any other information deemed important to performing the duties of the position.

IMPORTANT: The T&E is the Civil Service examination for this position. It is presented as a Supplemental Questionnaire, which must be completed online at the time of application. The questions may be viewed online in the tab marked "QUESTIONS" on the job announcement.

NOTE:

- Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.

- It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire as you complete your application for submission.

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.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. 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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**ASSISTANT PARKS AND RECREATION DEPARTMENT
MANAGER (RIVERFRONT PARK) SPN 066
PROMOTIONAL**

DATE OPEN: Monday, October 10, 2016 **DATE CLOSED:** Sunday, November 6, 2016 at 11:59 p.m.
SALARY: \$67,546.80 annual salary, payable bi-weekly, to a maximum of \$82,998.00

DESCRIPTION:

Performs responsible administrative work by assisting in directing or administering a department of the parks and recreation division. Employee works under general direction and assumes full responsibility for own actions and those of the division within their area of responsibility. Has staff responsibilities for program planning and coordination. Assists in directing the activities of a department.

DUTIES:

- Performs many of the functions of a department director, except the actual directing of a total department of the Parks and Recreation Division.
- Acts as department liaison in working with citizen groups, other governmental units, architects and contractors.
- Requisitions, inventories and manages equipment purchased for various activities, responsible for the proper utilization of funds allocated to the department.
- Researches grant funding sources, supervises preparation of grant applications and adherence to grant goals and objectives.
- Coordinates programs with other departments of the Parks and Recreation Division, school activities and community programs.
- Selects, assigns and trains seasonal, professional and technical personnel for a wide variety of activities.
- Interprets programs and needs of the division to the public through various news media; promotes programs before civic and community groups; prepares and presents reports related to the division to the Park Board, as well as other boards and committees.
- Directs the daily activities of parks attractions and food concessions including, but not limited to park security operations cash and ticket control operations, and gift shop/guest services operations.
- Assists in establishing financial control by budgeting for seasonal employees, and compiling and studying statistics on labor reports compared to labor expenses and revenues compared to expenses.
- Assists the department director in formulating policies and procedures of the department. Assists in implementation of policies and establishing procedures.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

NOTE: This recruitment is to generate an eligible list to fill vacancies occurring in the Riverfront/Entertainment department of the Parks and Recreation division.

Promotional Requirements: (Must be met by date of examination.)

Education: Graduation from a four-year college or university with a degree in a field related to park operations or recreation program management.

Experience: Two years of experience in the classification of Riverfront Park Training Supervisor (SPN 079), Park Security Supervisor (SPN 693), or Food and Beverage Supervisor (SPN 682), and currently employed in the Parks and Recreation Division.

Required Additional Documents:

- A copy of unofficial college transcripts identifying completion of required coursework for a four-year degree in a field noted above must be uploaded through NEOGOV at the time of application or emailed to civilservice@spokanecity.org no later than the closing date. Transcripts should include name of institution, applicant name, courses/credits taken, and GPA.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a Training and Experience (T&E) Evaluation and Promotional Evaluation, with weights assigned as follows:

- T&E Evaluation 80%
- Promotional Evaluation 20%

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.

T&E EVALUATION DETAILS

The T&E Evaluation is designed to elicit sufficient job-related information and will be used to evaluate the amount and quality of the applicant's previous job-related experience, as well as any other information deemed important to performing the duties of the position.

TIP: It is more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted. The questions are located online in the tab marked "Supplemental Questions" on the job announcement.

- The T&E Evaluation is the Civil Service examination for this position and must be completed online at the time of application.
- Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.

PROMOTIONAL EVALUATION DETAILS

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review (PAR)] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor within the past year.

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**PROGRAM MANAGER – COMMUNITY, HOUSING
AND HUMAN SERVICES SPN 071
OPEN ENTRY**

DATE OPEN: Monday, October 10, 2016 **DATE CLOSED:** Sunday, October 23, 2016 at 11:59 p.m.
SALARY: \$67,546.80 annual salary, payable bi-weekly, to a maximum of \$82,998.00

DESCRIPTION:

Performs a variety of complex, professional responsibilities related to a variety of programs within the Community, Housing and Human Services (CHHS) Department; develops, implements, and maintains various programs, including identifying needs; developing programs; making presentations, acting as the technical program expert; providing customer service to client or partner participants of the program; and performing other complex program related work.

DUTIES:

- Oversees the development, implementation, and maintenance of programs responsible for homeless services; collaborates with partners to identify program needs; draft and monitor program goals; ensures proper allocation of resources; and conduct training sessions.
- Analyzes new and revised legislation which govern homeless programs in order to determine impact on operations.
- Evaluates existing operations and procedures for homeless programs.
- Oversees and/or conducts studies to collect data and make recommendations for procedural or organizational changes; plans and implements program changes with required resources.
- Develops and reviews departmental policies and procedures to ensure compliance with state and federal legislation, regulations, and directives.
- Prepares and monitors the homeless program budget and work plans, including reviewing project budgets, reviewing billing statements, and authorizing payments.
- Research, apply for, and manages grants and grant funding sources; prepares and manages program related contracts and MOUs.
- Composes, organizes and revises program reports, policies, and procedure manuals; plans and coordinates the development of new and revised programs, contracts and interagency agreements with department staff, other City departments, and community agencies.
- Acts as technical expert and resource person to staff regarding homeless program policies and procedures; facilitates group process, mediation, and negotiation functions.
- Attends meetings with various community and volunteer groups; coordinate and schedule presentations.
- Participates in staff and professional meetings to discuss progress and conduct program planning.
- Prepares and submits various mandated financial, operational, and statistical reports.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

Education: A Bachelor's degree from an accredited four-year college or university in Public Administration, Social Work, or a closely related field.

Experience: Four years of professional level experience in Homeless programs, Community Development Block Grant (CDBG) administration, etc.

Education/Experience Substitutions: Additional qualifying experience may be substituted for the required education on the basis of two years of experience for one year of education. A Master's degree in Public Administration or Social Work, or field related to area of assignment, may be substituted for up to two years of the required experience.

Required Additional Documents

- A copy of unofficial college transcripts identifying completion of required degree from an accredited four-year college or university must be uploaded through NEOGOV at the time of application or emailed to civilservice@spokanecity.org no later than the closing date. Transcripts should include name of institution, applicant name, courses/credits taken, and GPA.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 100% of the final score. Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire by the City of Spokane.

T&E EVALUATION DETAILS

The T&E Evaluation is designed to evaluate the relevance, level, recency, progression, and quality of the applicant's education and training, and to elicit sufficient job-related information to evaluate the amount and quality of the applicant's previous experience, as well as any other information deemed important to performing the duties of the position.

IMPORTANT: The T&E is the Civil Service examination for this position. It is presented as a Supplemental Questionnaire, which must be completed online at the time of application. The questions may be viewed online in the tab marked "QUESTIONS" on the job announcement.

NOTE:

- Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
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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.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

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- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**CUSTOMER SERVICE ASSISTANT SPN 099
OPEN ENTRY**

DATE OPEN: Monday, October 10, 2016 **DATE CLOSED:** Sunday, October 16, 2016 at 11:59 p.m.

SALARY: \$31,988.16 annual salary, payable bi-weekly, to a maximum of \$45,518.40

DESCRIPTION:

Perform various routine, repetitive tasks relating to record keeping, transaction processing, and customer service work over the telephone or via written correspondence. Employee has substantial contact with the public to obtain or supply factual information.

DUTIES:

- Interacts with the public to provide a full range of customer service related support activities, which includes providing information, handling or obtaining details of complaints, and receiving payments for various City services.
- Receives and responds to a high volume of telephone inquiries and web/chat requests, representing the City to public over the telephone and through written correspondence in a professional and effective manner.
- Resolves service or billing complaints by providing detailed information regarding policies and regulations, refunding money or adjusting bills when appropriate, or referring unresolved customer grievances to the appropriate department for further investigation.
- Registers participants for parks and recreation activities and provides information on scheduled classes or events; calculates and quotes rates for tours, activities, or other products and services.
- Performs various clerical and office support tasks to include typing, proofreading, filing, record keeping, mailing, sorting and retrieving documents.

- Operates a variety of office equipment to correspond with customers, and transmits information and documents using a desktop computer, facsimile machine, or postal mail.
- Utilizes various computer software applications to perform record-keeping activities including, but not limited to, the following:
 - determine the status of accounts,
 - enter monetary transactions and issue receipts,
 - create or make adjustments to service requests,
 - document details of customer interactions, including any actions taken, and
 - retrieve, research, and review information related to customer comments, inquiries or complaints.
- May assist with in-person customer inquiries or payments for services at the public counter, depending on the department to which assigned.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

Education:

- High school diploma or equivalent

Experience:

- Six months of customer service experience in a call center or other environment where a significant portion of the work included using a computer to enter and retrieve data.

Required Additional Documents:

- Veterans' Preference: DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 for more info.)

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test, weighted at 100%.

WRITTEN TEST DETAILS:

Written tests will be conducted in the Civil Service Test Room the week of **October 24, 2016**. The approximate duration of the test is 2 hours.

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

The written test may include such subjects as:

- Customer Service
- Basic Computer Literacy
- Office Practices
- Cashiering & Business Math
- Grammar, Punctuation, and Spelling
- Interpersonal Relations
- Reading Comprehension

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.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. 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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**ACCOUNTANT II SPN 111
PROMOTIONAL****DATE OPEN: Monday, October 10, 2016 DATE CLOSED: Sunday, October 23, 2016 at 11:59 p.m.****SALARY: \$61,261.92 annual salary, payable bi-weekly, to a maximum of \$75,230.64****DESCRIPTION:**

Performs advanced professional-level accounting work and independently performs highly technical and varied professional accounting tasks.

DUTIES:

- Reviews, audits, and maintains municipal accounts, including general and subsidiary ledgers. Prepares technically complex financial and statistical reports, statements and tax returns in accordance with city, state, and federal requirements.
- Reviews and audits a variety of systems or processes that record financial transactions. Reconciles various accounts such as bank reconciliations and general ledger accounts.
- Prepares and presents financial management reports and projections to customer departments; prepares and presents complex business, financial and regulatory concepts to the City Council, Mayor, City officials, staff, and the general public.
- Prepares or assists with preparation of ad hoc financial reports at the request of a supervisor or customer departments as needed.
- Ensures all financial transactions and reports prepared or reviewed are supported by professional-level workpapers.
- Performs technically complex financial forecasts, research and analysis.
- Prepares major departmental financial statements, including supporting schedules. Performs or reviews accounting transactions and reconciliation of the City's capital assets.
- Performs budget to actual analyses and maintenance of budgets; prepares major departmental budgets. Participates in preparing the Citywide Six Year Capital Plan.
- Prepares and reviews fiscal grant reports; determines allowable costs and application of indirect cost rates for grant administration.
- Initiates and leads accounting projects as well as process and system improvements.
- Performs accounting project manager functions for various city projects.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements: (Must be met by date of examination.)

Experience: Two years of experience with the City in the classification of Accountant I (SPN 110), AND graduation from an accredited four-year college or university with a major in Accounting. A current CPA license may substitute for the education requirement.

Required Additional Documents:

A copy of unofficial college transcripts identifying completion of required coursework for a four-year degree in a field noted above must be uploaded through NEOGOV at the time of application or emailed to civilservice@spokanecity.org no later than the closing date. Transcripts should include name of institution, applicant name, courses/credits taken, and GPA.

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%.

WRITTEN TEST DETAILS:

Written tests will be conducted in the Civil Service Test Room on **Thursday, October 27, 2016 at 1:00 p.m.** The approximate duration of the test is 2 hours.

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: General Accounting.

PROMOTIONAL EVALUATION DETAILS

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review (PAR)] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor within the past year.

- The employee's most recent PAR is the Promotional Evaluation for this position.
- If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.
- If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

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.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**SENIOR ENGINEER SPN 233
PROMOTIONAL**

DATE OPEN: Monday, October 10, 2016 DATE CLOSED: Sunday, October 30, 2016 at 11:59 p.m.
SALARY: \$78,070.32 annual salary, payable bi-weekly, to a maximum of \$96,319.44

DESCRIPTION:

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

DUTIES:

- Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major public works or utility project or in a total project of moderate scope.
- Supervises and gives technical advice, guidance, and direction to a project team concerning engineering feasibility, design, or construction of a project.
- Coordinates and participates in the preparation of technical reports.
- Reviews plans, design drawings, and specifications of consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.
- May conduct or participate in hearings, public meetings, and conferences which concern Public Works projects, policies, or regulations. Prepares and presents written or oral project status reports to supervisors and City management.
- Operates an automobile, drafting equipment, telephone, computer, reprographic equipment, and calculator.
- HYDRAULIC AND HYDROLOGIC ANALYSIS (designated positions)
 - Performs complex analysis for combined and separated sewer systems, and water systems.
 - Develops and calibrates the analysis procedures for hydrologic/hydraulic investigation to determine sizing of conveyance pipes, tanks, combined sewer overflow facilities.
 - Develops and documents water and wastewater flow projections to assess future facility needs.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements: (Must be met by close of the recruitment.)

Certification: Possession of a Professional Engineering certificate as a Civil Engineer in the state of Washington.

Experience: Two years of experience with the City in the classification of Associate Engineer (SPN 232).

Additional: All applicants must possess a valid driver's license or evidence of equivalent mobility.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation (T&E) and a performance evaluation (PAR) with scoring weight assigned as follows:

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

T&E EVALUATION DETAILS

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

T&E COMPLETION GUIDELINES

- This T&E form is complex. We strongly recommend that you plan ahead so that you will complete the evaluation before the deadline. Late responses will not be considered.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.

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.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. 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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**SENIOR ENGINEER SPN 233
OPEN ENTRY**

DATE OPEN: Monday, October 10, 2016 **DATE CLOSED:** Sunday, October 30, 2016 at 11:59 p.m.
SALARY: \$78,070.32 annual salary, payable bi-weekly, to a maximum of \$96,319.44

DESCRIPTION:

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

DUTIES:

- Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major public works or utility project or in a total project of moderate scope.
- Supervises and gives technical advice, guidance, and direction to a project team concerning engineering feasibility, design, or construction of a project.
- Coordinates and participates in the preparation of technical reports.
- Reviews plans, design drawings, and specifications of consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.

- May conduct or participate in hearings, public meetings, and conferences which concern Public Works projects, policies, or regulations. Prepares and presents written or oral project status reports to supervisors and City management.
- Operates an automobile, drafting equipment, telephone, computer, reprographic equipment, and calculator.
- HYDRAULIC AND HYDROLOGIC ANALYSIS (designated positions)
 - Performs complex analysis for combined and separated sewer systems, and water systems.
 - Develops and calibrates the analysis procedures for hydrologic/hydraulic investigation to determine sizing of conveyance pipes, tanks, combined sewer overflow facilities.
 - Develops and documents water and wastewater flow projections to assess future facility needs.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements: All requirements must be met at the time of application.**

Certification: Possession of a Professional Engineering certificate as a Civil Engineer in the state of Washington. (Applicants from other states must possess P.E. certification as a Civil Engineer and obtain Washington certification within six months from time of employment.)

Experience: Four years of Public Works type planning, design, or construction engineering experience; and two years of applicable supervisory experience.

Substitution (optional): A master's degree in Engineering may substitute for one year of experience.

Additional: Applicants must possess a valid driver's license or evidence of equivalent mobility.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a training and experience evaluation (T&E) with scoring weight assigned as follows: T&E: 100%

T&E EVALUATION DETAILS

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

T&E COMPLETION GUIDELINES

- This T&E form is complex. We strongly recommend that you plan ahead so that you will complete the evaluation before the deadline. Late responses will not be considered.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- 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.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. 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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**BUILDING INSPECTOR SPN 300
OPEN ENTRY**

DATE OPEN: Monday, October 10, 2016 DATE CLOSED: Sunday, October 23, 2016 at 11:59 p.m.
SALARY: \$41,488.56 annual salary, payable bi-weekly, to a maximum of \$59,633.28

DESCRIPTION:

Performs skilled technical inspection work in inspecting commercial and residential constructions to verify conformance with safety laws, codes and ordinances.

DUTIES:

- Performs field inspections of residential and commercial new construction, remodels, and repairs for footings, foundation walls, framing, trusses, insulation, ceiling, roofing, grading, finishing, med-gas, concrete, structural steel, sheet metal work, and other structural element systems related to construction.
- Reviews building plans and materials lists to interpret specifications and methods of installation.
- Inspects and notifies builders and owners of code violations as appropriate.
- Assists contractors, homeowners, architects and others regarding the inspection process and code requirements.
- Maintains records of inspections and prepares reports as required.
- Issues "stop work orders" when necessary, investigates complaints, and may be required to testify at hearings or in courts of law on code, laws and ordinance violations.
- May be required to perform inspections other than building inspections.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open-entry applicants must possess a valid driver's license and meet all requirements in one of the following paths at the time of application.

Government Inspection Path

- **Education:** High school diploma or equivalent.
- **Experience:** Two years of experience as a building inspector with a government agency.

Building Construction Foreperson Path

- **Experience:** Four years of experience as a building construction foreperson.

Education Path

- **Education:** Four years of education in a college or university with major course work in architecture, engineering, building theory and practice, construction management, or a related field.
- **Substitution (optional):** Experience in the field of building trades as a foreperson or higher level may substitute for education on a year-for-year basis for up to two years.

Required Additional Documents:

- A copy of unofficial college transcripts identifying completion of required coursework for a four-year degree in a field noted above must be uploaded at the time of application or emailed to civilservice@spokanecity.org at the time of application. Transcripts should include name of institution, applicant name, courses/credits taken, and GPA.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. The examination will consist of a training and experience evaluation (T&E) weighted at 100%.

T&E EVALUATION DETAILS

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "QUESTIONS" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the closing date.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.
- 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.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. 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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**WELDER FOREPERSON SPN 609
PROMOTIONAL**

DATE OPEN: Monday, October 10, 2016 **DATE CLOSED:** Sunday, October 16, 2016 at 11:59 p.m.
SALARY: \$49,527.36 annual salary, payable bi-weekly, to a maximum of \$75,042.72

*****This recruitment is for one week only.*****

DESCRIPTION:

Performs skilled and supervisory work in directing the activities of the welding shop. Responsible for assigning, supervising, and instructing a crew of skilled, semi-skilled, and unskilled workers.

DUTIES:

- Designs, plans, organizes, supervises, instructs, and participates in the cutting, welding, brazing, and fabrication of a variety of metal parts and pieces of equipment using either oxy-acetylene or electric arc equipment.
- Supervises and participates in the welding and fabrication of equipment for all utility operations and for other activities as directed.
- Supervises and participates in the welding, fabrication, and repair of construction equipment parts, frames, and bodies, and tools and parts of other increasingly complex machinery.
- Determines material needs, and assists the Purchasing Department in the search for, and purchase of, material. Maintains records and makes necessary reports.
- Updates information in the computer to track work orders and interdepartmental billing.
- Inspects outside contractor's materials and work.
- Repairs and maintains welding tools and equipment.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements: (Must be met by date of examination.)

EXPERIENCE: At least two years of experience with the City in the classification of Welder (SPN: 608).

LICENSE: Applicants must possess a valid driver's license.

EXAMINATION DETAILS:

Applicants must pass the examination for this classification to be eligible for hire 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%.

Written tests will be conducted in the Civil Service Test Room on **Tuesday, October 25, 2016 at 9:00 a.m.** The approximate duration of the test is 2 1/2 hours. **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: General Welding Knowledge, Supervision, Safety, and Basic Computer Knowledge.

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.

PROMOTIONAL EVALUATION DETAILS

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review (PAR)] shall be a subject in all promotion exams. The PAR should be administered by the employee's supervisor within the past year.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of October 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

**Pacific and Perry Stormwater Facility
Engineering Services File No. 2015154**

NOTE: THIS PROJECT HAS A TWO WEEK BID PERIOD

This project consists of the construction of approximately 22,000 cubic yards of excavation and embankment, 100 linear feet of storm sewer, 200 linear feet of sanitary sewer, 5,000 square yards of 12-inch thick topsoil for Bio-infiltration swales, 5,000 square yards of topsoil type A, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., October 17, 2016 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged

business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cash, cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within FIVE (5) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

Note regarding new specifications: The City of Spokane is using WSDOT's 2016 Standard Specifications. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2016 Standard Specifications prior to bidding the project.

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

******Time is of the essence due to the length of the construction window and/or the time of year in which the project is being constructed. Please note that various award phase steps have shorter than normal time frames as detailed in section 1-03.3, 1-08.4, and 1-08.5.**

It is anticipated that excavation and backfill and grading work will begin in November 2016 and be completed prior to winter shutdown.

Publish October 5 and 12, 2016

CALL FOR BIDS

CSO 33-1 Liberty Park Control Facility Engineering Services File No. 2013213

This project consists of the construction of a 2,000,000 gallon combined sewer storage facility underground concrete tank with mechanical, odor control and electrical facilities; about 800 vertical square feet of shoring, approximately 24,000 cubic yards of excavation and 1,000 cubic yards of rock removal (tank site), 80 linear feet of 42" diameter tunnel in rock, 1,900 linear feet of 18" to 54" combined sanitary/storm sewer (most requires rock removal), 160 linear feet of 18" and 24" fusible slip-lined sewer pipe; and also includes 600 linear feet of 4" to 6" water line, nine drainage structures, 350 linear feet of sidewalk, 5,600 square yards of 3" to 5" thick pavement, sundry utility adjustments and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201-3316, will receive sealed bids until 1:00 p.m., October 17, 2016 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department of Engineering Services. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cash, cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

Note regarding new specifications: The City of Spokane is using WSDOT's 2016 Standard Specifications. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2016 Standard Specifications prior to bidding the project.

A prebid conference will be held at the basement level of Spokane City Hall (West 808 Spokane Falls Boulevard Spokane, Washington 99201) in the Council Briefing Center at 1:00 p.m., Wednesday, October 5, 2016. Attendance is highly encouraged.

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

Publish: September 28, October 5 and 12, 2016

Notice for Bids

Supplies, Equipment, Maintenance, etc.

OFF SITE REBUILD OF HYDRAULIC AND PNEUMATIC CYLINDERS (USING OEM PARTS ONLY)

Solid Waste Disposal Department, Waste to Energy Facility

BID #4303-16

Sealed bids will be opened at 1:15 p.m., **MONDAY, OCTOBER 24, 2016** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **OFF SITE REBUILD OF HYDRAULIC AND PNEUMATIC CYLINDERS** for the 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) original copy of response 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:

"OFF SITE REBUILD OF HYDRAULIC AND PNEUMATIC CYLINDERS, BID #4303-16, DUE 10/24/16".

Thea Prince
Purchasing Department

Publish: October 12 & 19, 2016
