



Official Gazette

City of Spokane, Washington

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

Volume 108

JANUARY 10, 2018

Issue 2



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

The Official Gazette

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The Official Gazette

USPS 403-480

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday, January 2, 2018**

The Tuesday, January 2, 2018 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, January 1, 2018, due to the observance of the New Year's Day holiday.)

**STUDY SESSION MEETING MINUTES
SPOKANE CITY COUNCIL
Thursday, December 14, 2017**

A Special Meeting of the Spokane City Council was held on the above date at 3:41 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members Beggs, Fagan, Kinnear, Mumm, Stratton and Waldref were present.

The following topics were discussed:

- Downtown Plan
- Infill Development – Pocket Residential

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

The meeting adjourned at 4:55 p.m.

**STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
10/16/2017 - FINAL**

Attendance

Council Member Candace Mumm, Council President Ben Stuckart, Council Member Karen Stratton, Council Member Laurie Kinnear, Council Member Amber Waldref, Council Member Mike Fagan, Council Member Breean Beggs, Tim Dunivant, Gavin Cooley, Debra Robole, Eric Finch, Crystal Marchand, Kandace Watkins, Brandon Blankenagel, Ed Lukas, Steve Burns, Chris Cavanaugh, Andrew Worlock, Hannalee Allers, Nathen Calene, Anna Everano, Jacob Fraley, Jacqui Halvorson, Brian McClatchey, Adam McDaniel, Skyler Oberst, Skyler Brown, Carly Cortright, Katherine Miller, Mike Piccolo, Mike Ormsby, Scott Simmons, Laura Williams

Non-City Employees: Paul Knopp

Approval of Minutes:

Meeting Minutes for September 2017 were approved.

Agenda Items:

1. Legislative Update – Amber Waldref

Council Member Waldref briefed the Committee regarding this item. Council Member Waldref sent out requests to staff and upper management for 2018 Legislative items. The items that are slated are: Capital Projects, Property Crime Offender Supervision in Spokane County, Foreclosure Process Maintenance, Vacant and Surface Lot promotion, Promote Infill Development, Triage and Diversion Center, Local Investment of Criminal Justice Dollars, Statewide Affordable Housing Networks.

Council Member Waldref would like to see more cohesion between Council and Administration for representation of the City of Spokane with our legislators.

2. 21st Century Workforce – Chris Cavanaugh

Chris Cavanaugh, Human Resources Director, briefed the Committee regarding this item. They have created 4 sub-groups for this Committee: Employee Training, IT Training, Individual Development Plans and Apprenticeships & Internships. These sub-committees will all be meeting soon and gearing up to get more training opportunities for employees.

3. Thorpe Road Booster Station Vertical Pump – Steve Burns

Steve Burns, Water/Hydro Superintendent, briefed the Committee regarding this item. Please see attached briefing paper.

4. Interlocal with STA to Fund Green & Ermina Traffic Signal – Brandon Blankenagel

Brandon Blankenagel, Senior Engineer with Integrated Capital Management, briefed the Committee regarding this item. Please see attached briefing paper.

5. Parking & Business Improvement Area Assessment Ordinance Changes – Mike Piccolo

Mike Piccolo, City Legal, briefed this item to the Committee. Please see attached briefing paper and DRAFT Ordinances.

6. 2018 Property Tax – Tim Dunivant

Tim Dunivant, Director of Finance & Administration, briefed the Committee regarding this item. In the next couple of weeks he will bring forward the Ordinance for the standard 1% increase. This will be for action in mid-November.

7. CIP Update – Crystal Marchand

Crystal Marchand, Director of Management & Budget, briefed the Committee regarding this item. Please see the attached presentation.

8. Financial Update – Gavin Cooley/Tim Dunivant

Gavin Cooley, Chief Financial Officer and the Tim Dunivant, Director of Finance and Administration, briefed the Committee regarding this item. Please see the attached presentation.

9. IT Update – Eric Finch

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

Consent Items:

- Spokane Transit Authority Bus Pass Program for 2018
- Municipal Court Imprest Funds Change

These items will be brought before the City Council for approval. Please see attached briefing papers.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:15 p.m.

**STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
11/20/2017 - FINAL**

Attendance

Council Member Candace Mumm, Council President Ben Stuckart, Council Member Karen Stratton, Council Member Laurie Kinnear, Council Member Amber Waldref, Council Member Mike Fagan, Council Member Breean Beggs, Tim Dunivant, Gavin Cooley, Debra Robole, Eric Finch, Crystal Marchand, Ed Lukas, Chris Cavanaugh, Hannalee Allers, Nathen Calene, Anna Everano, Jacob Fraley, Jacqui Halvorson, Brian McClatchey, Adam McDaniel, Skyler Oberst, Skyler Brown, Tim Szambelan, Luis Garcia, Phil Tencick, Corin Morse, Melissa Owen

Approval of Minutes:

Meeting Minutes for October 2017

Agenda Items:**1. Salary Review Commission Update – Council President**

Council President Stuckart briefed the Committee regarding this item. The next review will be in 2020. The City Administration would like to see other official salaries, such as City Administrator, and include comparables. Could we take elected officials out of SERS and give them a 401(1) in case they do not vest at 5 years? Council Member Beggs would like to include the City Attorney into this. Council Member Kinnear wants to keep compensation competitive to allow for many people to run for office. Council Member Fagan would like to see the Mayor remain on a two year cycle so that citizens get a report card. Council Member Mumm recommended reviewing a COLA. Council Member Mumm wants the Salary Review Commission to determine whether the Council position is full-time or part-time. Discussion ensued.

2. Campaign Finance Reform – Council President

Council President Stuckart briefed the Committee regarding this item. Council President has met with Municipal Court, 2017 Candidates, the League of Women's Voters. Council Member Beggs supports moving election cycle to November of the General Election. There was discussion on changing contribution limits from \$500 to \$1,000.

3. Compensation Review Process

Council President Stuckart and Council Member Mumm briefed the Committee regarding this item. Council Member Kinnear would support an update every couple of months to report on actuals. Council would like to see information earlier so they can make adjustments along the way. Discussion ensued.

4. The New Rule of "90" under SERS – Phillip Tencick

Phillip Tencick, Retirement Director, briefed the Committee regarding this item. This will create a 4th tier "Rule of 90". The estimated implementation time if all bargaining units agree is 3 months. The contribution rate has been updated. Discussion ensued.

5. City Collection Activities – Corin Morse

Corin Morse, Utility Division Customer Service Program Manager, briefed the Committee regarding this item. The City currently contracts with two collection companies; Valley Empire and Automated Accounts. There will be follow up at the January Finance Committee where Corin will return to present on PAR with Howard Delany.

6. East Sprague BID 2018 Assessment Roll and Hearing – Melissa Owen

Melissa Owen, Planning Services, briefed the Committee regarding this item. Please see attached briefing paper.

7. Downtown BID 2018 Assessment Roll and Hearing – Melissa Owen

Melissa Owen, Planning Services, briefed the Committee regarding this item. Please see attached briefing paper.

8. Discuss SBO for Fire and Police Payouts – Tim Dunivant

Tim Dunivant, Director of Finance & Administration, briefed the Committee regarding this item. Three Battalion Chief's retirements could put payouts over budget. Would there be a way we could do an annual SBO to take care of payouts in years where we have significant retirements?

9. Contract with GovQA to provide a Public Records Request Service Platform – Eric Finch

Eric Finch, Chief Information Technology Officer, briefed the Committee regarding this item. Please see attached briefing paper. Many cities use this platform (Snohomish County, Tacoma, Seattle, Vancouver, etc), which allows for tracking public records requests. It can standardize the process and will help with compliance.

10. Financial Update – Gavin Cooley/Tim Dunivant

Gavin Cooley, Chief Financial Officer and the Tim Dunivant, Director of Finance and Administration, briefed the Committee regarding this item. Please see the attached presentation.

11. IT Update – Eric Finch

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

Consent Items:

- Contract w/True Point Solutions LLC – Luis Garcia, Code Enforcement
- 6 month contract extension with Comcast Franchise – Tim Szambelan
- CDW Government contract for Purchasing technology Equipment – Eric Finch
- Council Member Mumm questioned whether this contract should be sent out for another RFP. Contract has gone from \$200,000 to \$500,000. IT is down 2/3 of project management workforce. The question was raised if we are paying potential City employees enough to recruit good project management talent? Council Member Stratton questioned whether we have promotable employees that could fill these positions?
- Add additional funds to the Cerium Value Blanket – Eric Finch
- Approval to purchase Cisco Hardware and Software from Cerium Networks – Eric Finch
- Fourth of one year renewal options with Cerium Networks Inc for Maintenance of Cisco Equipment – Eric Finch
- Approval to purchase PC, Laptop and Mobil Data Hardware Equipment from Dell Marketing – Eric Finch
- Contract with Lenovo to purchase server related equipment – Eric Finch
- Addendum to increase funds on Nuvodio LLC contract for Project Management Consulting for ITSD – Eric Finch
- Approval for the annual renewal of Support and Maintenance in regards to PM Web – Eric Finch
- Approval to purchase from SHI International for the Microsoft Enterprise Agreement License Support – Eric Finch
- Approval to purchase various Software Products from Washington State Department of Enterprise Services – Eric Finch

These items will be brought before the City Council for approval. Please see attached briefing papers.

Strategic Plan Session

Human Resources is looking into why professional development training opportunities are not being taken advantage of. Human Resources is setting up online training on skillssoft. Human Resources has also completed a wellness survey.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:58 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Urban Development Committee
11/13/2017 - FINAL

Attendance

Council President Ben Stuckart, Council Member Mumm, Council Member Karen Stratton, Council Member Laurie Kinnear, Council Member Amber Waldref, Council Member Mike Fagan, Council Member Breean Beggs, Gavin Cooley, Jonathan Mallahan, Andrew Worlock, Hannalee Allers, Nathen Calene, Anna Everano, Jacob Fraley, Jacqui Halvorson, Brian McClatchey, Adam McDaniel, Skyler Oberst, Teri Stripes, Ali Brast, Eldon Brown, Laura Williams

Non-City Employees: Karl Otterstrom - STA

Approval of Minutes:

The approval of the meeting minutes for October was deferred until the December Urban Development Committee Meeting.

Agenda Items:

1. Strategic Investments – Council President Stuckart

Council President Stuckart briefed the Committee regarding this item. Please see attached briefing paper.

2. Skywalk Permitting Ordinance – Council President Stuckart

Council President Stuckart briefed the Committee regarding this item. Please see attached briefing paper and ordinance.

3. Resolution Opposing the House of Representatives Tax Cuts & Jobs “Tax Reform” Bill – Council President Stuckart

Council President Stuckart briefed the Committee regarding this item. Please see attached briefing paper and resolution.

4. Briefing on the Monroe Street Business Support Plan – Council Member Mumm

Council Member Mumm briefed the Committee regarding this item.

5. Residential Parking Enforcement: discussion – Council Member Stratton

Council Member Stratton briefed the Committee regarding this item. This was a discussion item only pertaining to certain regulations regarding parking vehicles on streets and the rules that apply.

6. A Rezone from Residential Single Family to Residential Single Family Compact for the Ivory Abbey near the Perry District – Ali Brast

Ali Brast, Development Services Center, Briefed the Committee regarding this item. Please see attached briefing paper and zoning specifications.

7. Proposed Street Vacation for the Catalyst Project – Eldon Brown

Eldon Brown, Development Services Center, briefed the Committee regarding this item. Please see attached briefing paper and presentation.

8. Urban Utility Incentive – Teri Stripes

Teri Stripes, Planning Services, briefed the Committee regarding this item. Please see attached briefing paper and presentation.

9. Urban Development: Initiative & Project Updates

Downtown Plan – Gavin Cooley & Lisa Key briefed the Committee on this item.
Spokane River Trail System – Gavin Cooley briefed the Committee on this item.
Downtown Dog Parks – Gavin Cooley briefed the Committee on this item.

10. Urban Development: Partner Updates & Reporting

DSP/BID – Gavin Cooley briefed the Committee regarding this item.
Spokane Transit Authority – Karl Otterstrom from STA briefed the Committee regarding this item.

11. Urban Development: Performance Measures Update

Gavin Cooley briefed the Committee regarding this item.

12. Economic Update

Gavin Cooley briefed the Committee regarding this item. Please see attached presentation.

Consent Items:

- Updating the Municipal Code to reflect new language “Special” Budget Ordinance
- CHHS SNAP’s Single Family Rehabilitation and Essential Repair programs w/CDBG funds.
- Spokane Regional Food System Inventory Resolution.
- 2017-2019 Biennial Stormwater Capacity Grant Agreement w/the Washington State Department of Ecology

These items will be brought before the City Council for approval. Please see attached briefing papers.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:30 p.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, January 16, 2018 in the City Council Chambers.

Items on the Agenda are as follows:

- I. Approval of Minutes
- II. Staff Activities
- III. Classification Resolution
- IV. Senior Administrative Assistant Resolution
- V. Findings of Fact
- VI. Business Plan
- VII. Supported Employment Pilot Program Implementation
- VIII. 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., January 16, 2018, in the City Council Chambers

Dated at Spokane, Washington, this 3rd day of January, 2018.

MARK LINDSEY
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, January 15, 2018.

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 Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfon@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Job Opportunities

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.

PROGRAM PROFESSIONAL SPN 039 OPEN ENTRY

DATE OPEN: Monday, January 8, 2018 **DATE CLOSED:** Sunday, January 14, 2018 at 11:59 p.m.
SALARY: \$61,261.92 annual salary, payable bi-weekly, to a maximum of \$75,230.64

DESCRIPTION:

Performs responsible professional work in the management of a program or programs within a City division or department.

DUTIES:

- Develops, implements, and administers programs, initiatives, and related budgets or grants, and ensures compliance in accordance with applicable laws policies and guidelines.
- Works with a wide range of community members, government and non-government representatives and officials, contractors, and other City departments to develop and implement a wide variety of programs and initiatives.
- May provide operational direction to program staff and employees; trains, provides technical assistance and direction, and disseminates pertinent information.
- Plans and manages various team or committee activities. Provides coordination of schedules, notices, permits, and other pertinent details as needed for special projects.
- Plans and coordinates processes and requirements, such as development and scoring of publicly released requests for proposals grant applications, etc., and leads programs.
- May be required to travel to various sites to conduct or monitor program elements.
- Operates standard office machines, personal computers, and applicable software.
- Performs document control and database management. May prepare and manage the budget for various programs. Assists in the preparation of the department's annual budget.
- Negotiates contract awards, manages program documents and files, and prepares reports as required.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Graduation from an accredited four-year college or university with a degree in Social Science, Business, Public Administration, Government, or related field; and two years of professional experience in program planning, administration and coordination.

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. – if applicable.
- 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:

You are required to meet the minimum qualifications above and to pass the examination for this position, in order to be eligible for hire.

Your Civil Service examination consists of a Training and Experience (T&E) Evaluation, in the form of a Supplemental Questionnaire, which will constitute 100% of your final score.

You will receive your Civil Service Eligibility List ranking after the position is closed for applications and scoring is complete.

T&E Details:

The T&E Evaluation is used to examine the relevance, level, 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: You will complete the T&E Supplemental Questionnaire online as a part of the application process. You may preview the instructions and questions online in the tab marked "QUESTIONS" near the top of the job announcement.

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 3rd day of January 2018.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**EXAMINATION AND CLASSIFICATION ANALYST III SPN 047
PROMOTIONAL**

DATE OPEN: Monday, January 8, 2018 **DATE CLOSED:** Sunday, January 14, 2018 at 11:59 p.m.

SALARY: \$69,112.80 annual salary, payable bi-weekly, to a maximum of \$84,898.08

DESCRIPTION:

Performs responsible professional and analytical work in public personnel administration.

DUTIES:

Plans, organizes, and promotes the procedures and techniques of job analysis, classification, test construction, and administration, recruiting, and related areas as assigned. Performs extensive research and develops new methods and procedures as needed.

Supervises and participates in a continuous review of the classification plan and the relationship of jobs to each other. Reviews and investigates requests for new classifications. Develops and maintains career fields and lines of progression for all positions in the classified service. Coordinates with management in salary studies as they relate to job evaluations and grade structures.

Supervises and participates in recruitment, qualification and placement programs. Interviews applicants to determine their qualifications, veteran status, and other factors.

Performs extensive research for test development for a wide variety of occupations.

Constructs and administers tests, and conducts test research for validity and reliability. Researches and develops written, performance, assessment centers, and other job-related examinations, as necessary. Develops and conducts assessment processes, including exercises, grading criteria and forms, and related timetables. Identifies, contacts and recruits well-qualified assessors. Monitors and controls assessment process exercises to ensure that candidates are considered and graded on job-related criteria.

Establishes and maintains cooperative relationships with departments, professional and employee groups, and individual employees, and conducts special studies or investigations as necessary. Investigates and reports on employee complaints concerning conditions of employment and appeals from disciplinary action. Prepares position papers for Commission deliberations.

Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Experience: Completion of at least two years of service with the City as an Examination & Classification Analyst II (SPN 046).

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. – if applicable.

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 promotional evaluation (PAR), with scoring weights assigned as follows:

T&E: 80%

PAR Score: 20%

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 in order to 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 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:

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 5th day of January 2018.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**BRIDGE INSPECTOR SPN 190
PROMOTIONAL**

DATE OPEN: Monday, January 8, 2018 **DATE CLOSED:** Sunday, January 21, 2018 at 11:59 p.m.
SALARY: \$44,223.84 annual salary, payable bi-weekly, to a maximum of \$68,987.52

DESCRIPTION:

Under direct supervision, assists in conducting comprehensive inspections of bridges and related structures; analyzes facts to determine the proper course of action within the limits of standard procedure.

DUTIES:

EXAMPLES OF DUTIES: This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:

- Assists in conducting on-site bridge inspections to determine bridge condition and to evaluate structural quality, general safety, or conformance to specifications and codes.
- Uses surveying instruments, tape measures, or related test equipment for such tasks as taking measurements, taking photographs, compiling notes, and verifying the condition of various members of bridges.
- Assists in writing bridge condition reports and preparing presentations.
- Assists in maintaining computerized master bridge inventory files, scour reports, and related records.
- Assists the street maintenance division in snow removal during the winter.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Two years of experience in the classification of Public Works Journey Level Inspector (SPN 216) or Bridge Maintainer II (SPN 566).

Licenses and Certifications: A valid driver's license. NOTE: Incumbent must obtain a Class A Commercial Driver's License (CDL), with air brake endorsement, within the probationary period.

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. – if applicable.

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 and promotional evaluation, with weights assigned as follows:

Written test 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.

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on Tuesday, February 6, 2018 at 9:00 a.m. The approximate duration of the test is 2 1/2 hours.

Self-schedule written test date and time: Upon acceptance of your application, you will receive an e-mail with complete instructions to self-schedule your test session. Additional sessions may be added depending on the number of applications accepted.

The written test may include such subjects as:

Bridge Mechanics

Mathematics

Written and Oral Communication

English Grammar and Vocabulary

Basic Business Software
Safety

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 3rd day of January 2018.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

POLICE RADIO DISPATCHER I SPN 283 OPEN ENTRY

DATE OPEN: Monday, January 8, 2018 **DATE CLOSED:** Sunday, January 21, 2018 at 11:59 p.m.
SALARY: \$36,560.88 annual salary, payable bi-weekly, to a maximum of \$54,977.04

DESCRIPTION:

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

DUTIES:

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

MINIMUM QUALIFICATIONS:

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

Experience:

- High School diploma or its equivalent.
- Type a minimum of 200 keystrokes (40 words) per minute.

NOTE: You will be required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment.

BACKGROUND CHECK OVERVIEW

1. We will not consider you for hire if any of the following are found in your background check:
 - a. Any felony conviction;
 - b. Any illegal drug use, possession, sale or having offered for sale, distributed, or transported drugs within the last three years; or
 - c. Any falsification or omission of significant information on the application.
2. We will most likely not consider you for hire if any of the following are found in your background check:
 - a. History of extensive illicit drug use;
 - b. Any outstanding warrant for arrest existing at the time of application;
 - c. Financial affairs or personal life showing a history of poor judgment; or
 - d. Work history showing a pattern of unexcused absences, discipline, discharge or poor employer reviews.

These criteria are intended only as a general guideline and are not all-inclusive. Government clearances or success in other agency selection processes are not a guarantee of success with the City of Spokane.

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. – if applicable.
- 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:

It is necessary for you to meet the minimum qualifications and 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 Criticalll software performance test.

Assigned weights: written test 50%, performance test 50%.

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

The Criticalll software test will be conducted on Wednesday, January 31, 2018 and Thursday, February 1, 2018. You should plan approximately one hour for testing.

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

Applicants who pass the Criticalll test will be notified to schedule the written test, which will be held on Thursday, February 8, 2018, at 9 a.m. in the Civil Service Test Room. You should plan approximately two hours for testing.

Additional test sessions may be added based upon the number of applications accepted.

The written test may include the following subjects:

- Number Checking
- Communications and Public Relations
- City Geography, Maps, and Directions
- Character Recognition
- Call Reports and Prioritization
- Vocabulary

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 3rd day of January 2018.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**WATER SERVICE SPECIALIST SPN 521
PROMOTIONAL**

DATE OPEN: Monday, January 8, 2018 **DATE CLOSED:** Sunday, January 21, 2018 at 11:59 p.m.
SALARY: \$39,901.68 annual salary, payable bi-weekly, to a maximum of \$59,862.96

DESCRIPTION:

Performs skilled and minor supervisory work in the tapping of water service lines and the installation of water meters; maintenance and construction of a water distribution system; water meter servicing and repair.

DUTIES:

- Assigned as lead worker on a construction crew engaged in the installation or repair of water mains and services; cuts, fits, taps, lays, cleans and flushes mains and fittings; operates equipment and tools incidental to the work assigned.
- May be assigned primary duty as driver and operator of one of the following types of equipment, but is expected to participate in other work of the crew to which assigned: any truck or truck-mounted crane, grader, backhoe or loader. Services equipment, makes minor field repairs, and prepares necessary reports.
- Instructs and trains new employees; repairs meters on bench; receives meters, determines repairs needed, replaces parts, cleans housings, reassembles meters; tests reconditioned meters for accuracy; install, program and wire radio reading equipment.
- Assigned as lead worker on tapping or water meter crew; taps water mains for service connections, using hand and powered tapping machines; services equipment, makes minor field repairs and prepares necessary reports; tests, inspects, installs and replaces meters; checks meters and plumbing for leaks and illegal connections; removes or resets meters; takes special readings; turns on and off water service; advises on plumbing problems; operates pickup truck, van or automobile, two-way radio, equipment used in locating pipes and leaks and other plumbing tools; installs automatic reading billing systems.
- Assigned as lead worker on one of several types of water service or repair crews; supervises and participates in such functions as: location and repair of leaks and breaks in mains and services; location and closing of valves and adjustment of curb/valve boxes and manhole rings and covers; repair, replacement or relocation of sections of mains, branches and connections; repair, replacement or relocation of valves, curb cocks and fire hydrants; routine operation and inspection of valves and fire hydrants; cutting, fitting, laying, cleaning and flushing lines and fittings in the installation and repair of mains and services; operates equipment and tools incidental to the work assigned. May be assigned to warehouse or yards duty. May be assigned to emergency service crews or to snow removal duty as needed.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

At least two years experience with the City in the classification of Laborer II in the Water Department.

Applicants must possess a valid Class "A" Commercial Driver's License.

Note: Individuals in this classification possessing a Washington State Department of Health Water Distribution Manager I or higher certificate are eligible for a two-range pay adjustment. The pay adjustment is contingent on the budget process and Civil Service verification of the certification.

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. – if applicable.

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 and promotional evaluation, with weights assigned as follows:

- Written test 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.

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on Thursday, February 1, 2018 at 1:00 p.m. The approximate duration of the test is 2 1/2 hours.

Self-schedule written test date and time: Upon acceptance of your application, you will receive an e-mail with complete instructions to self-schedule your test session. Additional sessions may be added depending on the number of applications accepted.

The written test may include such subjects as:

Safety
Human Relations
Technical Knowledge

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 3rd day of January 2018.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

POLICE CAPTAIN SPN 917 PROMOTIONAL

DATE OPEN: Monday, January 8, 2018 **DATE CLOSED:** Sunday, January 21, 2018 at 11:59 p.m.
SALARY: \$142,610.40 annual salary, payable bi-weekly, to a maximum of \$156,057.12

DESCRIPTION:

Performs responsible command-level work in directing the activities of a major division of the Police Department.

DUTIES:

Exercises powers of arrest and control; defends self and uses force and deadly force; enforces motor vehicle laws; operates vehicle under emergency conditions and provides emergency assistance; responds to crime scenes and performs criminal investigations; and participates in special operations.

Directs programs for their respective division which may include patrol, traffic, K-9, critical incident management and other specialty units. Is responsible for the coordination and development of patrol tactics/ strategies to deal with crime problems and related issues. Assigns uniformed police officers to patrol and other specialty units; directs traffic safety and accident investigation programs; conducts studies of traffic and crime records; develops corrective measures; makes recommendations for revision of ordinances and policies; and does liaison work with various law enforcement agencies and organizations.

Commands the Investigative Division. Coordinates and directs activities of the various investigative units in the division; provides technical advice; designs special details and task forces; and does liaison work with the prosecutor's office, the public defender's office, the various courts and other state and federal agencies.

Directs the activities of the Training, and Community Services Sections. Does liaison work with various law enforcement agencies and organizations; and provides administrative support as needed to the Police Chief's office.

Prepares working schedules; maintains and enforces discipline; reviews records and reports of subordinates; develops new procedures; and submits reports and recommendations to the Police Chief. Responsible for the managerial development of command level subordinates.

May assume direct command of police activities during a major emergency, a major crime or other significant police-involved event.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

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

Experience: Two years of service with the City in the classification of Police Lieutenant.

Certification: Must obtain the Washington State Criminal Justice Training Commission Mid-Management Career Level Certification within the probationary period.

Must be Certified by the Police Physician as physically fit to perform such duty.

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

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

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. – if applicable.

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) with scoring weight assigned as follows:

- T&E: 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, and are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments 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. Duplicate applications will be disqualified
- 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:

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
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By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of January 2018.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

STRATEGIC MARKETING INITIATIVE City of Spokane

RFP #4429-18

Sealed proposals will be acknowledged at 1:15 p.m., **MONDAY, JANUARY 29, 2018** in the City Council Chambers – Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **STRATEGIC MARKETING INITIATIVE** for the City of Spokane.

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

Submittal Instructions:

Proposals 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 two (2) copies, one (1) Original Paper copy and one (1) reproducible digital copy (CD or Thumb Drive) 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:
STRATEGIC MARKETING INITIATIVE, RFP #4429-18, DUE 1/29/18”.

Thea Prince
Purchasing Department

Publish: January 10 & 17, 2018

FERTILIZER AND TURF CHEMICALS Parks & Recreation Department

BID #4431-18

Sealed bids will be opened at 1:15 p.m., **MONDAY, JANUARY 15, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **FERTILIZER AND TURF CHEMICALS** for the City of Spokane Parks and Recreation Department.

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

Submittal Instructions:

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

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

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

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

Envelopes containing proposals are to be marked: **“FERTILIZER AND TURF CHEMICALS, BID #4431-18, DUE JANUARY 15, 2018**

Thea Prince
City of Spokane Purchasing

Publish: January 3 & 10, 2018
