



# Official Gazette

City of Spokane, Washington

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

Volume 108

JANUARY 24, 2018

Issue 4



## MAYOR AND CITY COUNCIL

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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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## INSIDE THIS ISSUE

MINUTES	86
HEARING NOTICES	90
GENERAL NOTICES	92
JOB OPPORTUNITIES	93
NOTICES FOR BIDS	104

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# Minutes

**NOTICE**

**NO MEETING MINUTES OF SPOKANE CITY COUNCIL  
Tuesday, January 16, 2018**

The Tuesday, January 16, 2016 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 15, 2018 due to the observance of the Martin Luther King Jr. holiday.)

**STUDY SESSION MEETING MINUTES  
SPOKANE CITY COUNCIL  
Thursday, January 4, 2018**

A Special Meeting of the Spokane City Council was held on the above date at 3:32 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 Burke, Fagan, Kinnear and Stratton were present. Council Member Beggs arrived at 3:35 p.m. and Council Member Mumm arrived at 3:38 p.m.

The following topic was discussed:

Presentation by the Holland Group on Affordable Housing legislative bill

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 4:25 p.m.

**CITY OF SPOKANE  
CIVIL SERVICE COMMISSION MEETING  
MINUTES  
December 19, 2017**

Craig Hult, Chair, called the regular meeting to order at 9:30 a.m. Present were Craig Hult, Judith Gilmore, Pam DeCounter, Mark Lindsey and Scott Stephens.

**Amend Agenda:**

A motion was put forth by Ms. Pam DeCounter and seconded by Mr. Scott Stephens to amend the agenda to add new Agenda Item VII – Election of Officers before the existing Agenda Item VII – Other Business.

**Agenda Item I.****Approval of Minutes:**

Mr. Craig Hult introduced the minutes from the regular meeting of November 21, 2017. A change from “Ms.” to “Mr.” was noted by Mr. Mark Lindsey. A motion to adopt with the recommended change was put forth by Ms. Gilmore and seconded by Ms. DeCounter. The motion passed unanimously.

**Agenda Item II.****Staff Activities:****November:**

Announcements issued:	5	Classifications revised:	5
Examinations:	57	Classifications new/deleted:	1/0
Requisitions received:	35	Requisitions certified:	31

Class Surveys completed:	0	Class Surveys in progress:	18
Requisitions pending no list:	11	Requisitions canceled:	15

Average days from department initiation of request to receipt in Civil Service:	4.3
Average days from requisition receipt to certification:	0.5
Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire: (Excluding public safety, promotional and reclassifications)	0.7

Ms. George-Hatcher reported on the monthly department statistics and provided explanations. She reported that there were a few typographical errors in the new rule book which were identified and provided to the Rule Review Committee and to the Commission. These will be corrected and the correct version placed on the website as well as printed.

### **Agenda Item III.**

#### **Classification Resolution:**

SPN 537 - Title Change and Specification Revision to Facility Logistics Specialist from Warehouse and Yards Foreperson with no change to the SPN number.

Ms. DeCounter moved to adopt the classification resolution which was seconded by Mr. Scott Stephens and passed unanimously.

### **Agenda Item IV.**

#### **Findings of Fact:**

Ms. Gilmore moved to approve the written Findings of Fact in the Administrative Complaint brought about by Mr. Tim Dunivant which was denied by the Commission by a 4-1 vote on November 21, 2017 thereby upholding the Chief Examiner's decision. The motion was seconded by Mr. Mark Lindsey and passed unanimously.

### **Agenda Item V.**

#### **PAR Update:**

Reports to the Commission on the status of the work being conducted pertaining to electronic performance appraisal reports were provided by Human Resources in February 2015, January 2016 and August 2016. Ms. Chris Cavanaugh, Human Resources Director addressed the Commission about the current status of the electronic PAR's. She stated that the plan was to work with Local 270 and the M&P Association in the first quarter of 2018 as there had been some difficulties with respect to how the points that were being assigned. Ms. Cavanaugh stated that paper forms are still being utilized and they are working closely with each of the non-uniformed bargaining units to more closely meet the needs of each bargaining unit.

As soon as agreement is reached on the electronic PAR's it will be provided to the Commission for adoption before being used, per Civil Service Rule VI, Section 9.

### **Agenda Item VI.**

#### **Administrative Complaint**

An administrative complaint was made by Mr. Jonathan Mallahan regarding a determination made by the Chief Examiner regarding the interpretation and application of Civil Service Rule V – Appointment and Probation, Section 5 – Senior Administrative Assistants.

The Chief Examiner provided the background for the complaint. A vacancy for Administrative Specialist occurred in the Business and Developer Services department under the division of Neighborhood and Business Services, headed by Mr. Jonathan Mallahan. On August 25, 2017, Civil Service certified to the department, the name of Ms. Jacqueline Faught who was on layoff for the classification from a different department, along with the names of those on the transfer/voluntary demotion list per Civil Service Rule V – Appointment and Probation, Section 3 – Certification. Ms. Jennifer Saxon, HR Analyst, was included in the explanation of this process to the department at the outset. As no selection was made, the Chief Examiner withdrew the certification on 10/11/2017 per the rules.

On November 13, Mr. Mallahan again requested clarification as to why the entire list including the names of those on the open register for Administrative Specialist could not be provided as the rule states that in classifications such as this one that are designated as "Senior Administrative Assistants" per Rule V, Section 5 – Senior Administrative Assistants, "all candidates who attain a passing score on the examination shall be certified for the vacancy in order of their final score and without regard to promotional preference."

The Chief Examiner provided information that Rule V, Section 3 provides for the order in which names are to be certified and that no exceptions are provided in the rule. Names from the layoff register of those laid off from the department in which the vacancy occurs are provided first and names from the layoff register of those laid off from a different department than the one in which the vacancy occurs, second, along with the names of those on the transfer and voluntary demotion lists. Ms. Faught's name was certified along with the names of those on the voluntary demotion and transfer lists. Ms. George-Hatcher explained per the rules that persons on the layoff register are given preference above all other as provided in Rule IX - Layoff, Section 3 – Reinstatement and the procedure is provided in Rule IX, Section 4.

The Chief Examiner's determination was that when the open and promotional lists are next in order to be certified per Rule V, Section 3 – Certification, if the classification is designated under Section 5, as "Senior Administrative Assistant," all the names on both the open and promotional lists are required to be certified rather than the top 10 for open entry positions or the top number required by collective bargaining agreements for promotions. Mr. Mallahan contends that the statement in Rule V, Section 5 that the selection for Senior Administrative Assistant designated positions "*shall be governed by the certification and appointment procedures outlined herein irrespective of any other certification and appointment procedures provided in these rules*" would permit the provision of all names on all the registers to be considered for selection.

The Chief Examiner explained that there are no exceptions provided either in Rule V, Section 3 or in Rules IX, Section 3 or 4 with respect to eliminating the required preference for laid off persons or for the order in which the various lists are to be certified. Ms. George-Hatcher also explained that in making this decision as with all decisions, she reviewed the requisition, the rules, past practice and recent Commission decisions the past decisions before making a decision.

Layoff names get preference in all certification and hiring situations. Layoffs are due to budgetary reasons, and not due to any fault on the part of the individual employee/s. The Chief Examiner provided examples of issues brought to the Commission in February and March of 2015 which demonstrated the strength of past practice regarding the application of the rules when names are certified from the layoff list to departments other than the ones they were laid off from. In these cases also, the laid off names were the only ones submitted in addition to any names provided on the transfer and voluntary demotion lists. Open and promotional lists were not provided until the laid off persons were hired. The reason the issue came before the Commission in 2015 was because these individuals were laid off while they were under Work Improvement Plans which restricted them from operating City equipment and vehicles. This made them unqualified for the positions into which their names were being certified. At that time, the Chief Examiner provided the Commission with information that out of 88 layoff certifications going as far back as records were available, in 86 cases, the layoff names were the only ones certified in addition to any names that may have been on the transfers and voluntary demotions lists. In the other two cases, the employees had left the City and no records were available.

The Commission directed the Chief Examiner to go ahead and make a determination on the provision of names if individuals were unqualified to perform the essential functions of their jobs, and allow appeal rights. The Commission also directed that the layoff rule be discussed at Rule Review. Ms. George-Hatcher stated that all the rules were discussed at Rule Review and there was no interest in revising or updating the rules regarding layoff.

Senior Analyst, Bryan Sullivan was sworn in and addressed the Commission. He also provided an explanation of the rule and stated that there are currently 22 classifications designated as Senior Administrative Assistants and 43 employees in Senior Administrative Assistant designated positions at the City. If the decision is to allow all names to be submitted, then it would be problematic for these 43 employees to be reinstated if they were laid off and may be a recruitment issue in the future. Mr. Sullivan also stated that both Rule V, Section 5 regarding Senior Administrative Assistants and Rule IX regarding Layoffs provide absolutes which can appear to be in conflict with one another and recommended that the rule review committee be directed to address the issue. Mr. Hult, asked about how senior administrative assistant rule even came about and Ms. George-Hatcher and Mr. Sullivan responded that the purpose was to allow greater discretion to management in the selection, when the open entry and /or promotional lists are certified, and all the names on both the open entry and promotional lists are provided.

Ms. George-Hatcher also explained that when a laid off individual is hired in a department other than the one from which they were laid off, Civil Service rules provide a six-month probationary period.

Ms. Gilmore asked regarding the letter from Mr. Mallahan. Mr. Mallahan was sworn in and addressed the Commission and explained his position. Ms. Chris Cavanaugh, Human Resources Director was also sworn in and addressed the Commission. She stated that she agreed with Mr. Mallahan's position that Rule V, Section 5 supersedes all the other rules when it comes to Senior Administrative Assistants and that this situation is rare.

Ms. Gilmore commented that job descriptions would be different from department to department and wondered how a person could be automatically qualified to take up a job in another department when the requirements might be different. The Chief Examiner provided an explanation of classification specifications as opposed to job descriptions and stated

that classification specifications have essential job functions and minimum requirements that are utilized to recruit for that specific classification regardless of which department has need for it. The variations from department to department may pertain to minor issues such as clientele or software programs and does not make a person from another department who has been in that classification unqualified for the same classification in another department. This is the reason for the six-month probationary period when reinstatement is to another department.

M&P President, Dave Kokot came to the podium and spoke in support the Chief Examiner's decision to only certify the laid off person's name to the department

Ms. George-Hatcher stated that she has not deviated from past practice by previous Chief Examiners and Mr. Hult commented that perhaps the other Chief Examiners were wrong.

Ms. George - Hatcher reiterated that there is a six-month probationary period when persons are reinstated into a department other than the one they were laid off from in order to facilitate the reinstatement of persons on the layoff register as well as to provide the ability for appointing officials to remove those who were not able to perform the requirements of the position. There was much discussion regarding what happens if someone fails probation with questions from Ms. DeCounter and Ms. Gilmore. Mr. Sullivan explained that if the person fails their six-month probation, they do not go back on the layoff list for that classification. Mr. Hult commented that it appears the system makes it difficult to get rid of an employee.

Mr. Joe Cavanaugh, President of Local 270 was sworn in and addressed the Commission. He said that the previous Chief Examiner and he had had an informal conversation that was not documented regarding a different opinion that Mr. Glenn Kibbey had about the reinstatement of persons from another department but acknowledged that the practice had not changed.

Mr. Mallahan again addressed the Commission and stated that in Senior Administrative Assistant designated classifications, it would be important for the appointing official to be able to select the best candidate as these positions have greater responsibility and authority and report directly to the Department Head.

Ms. George-Hatcher clarified that making a decision other than what has been past practice in this area for those on layoff from another department in Senior Administrative Assistant designated classifications would have the effect of removing the rights of a certain group of non-probationary employees who have ownership rights under Civil Service Rules to the classifications they were laid off from.

Ms. Chris Cavanaugh again addressed the Commission and supported the position of Mr. Mallahan. She said that the sentence in Rule V, Section 5 stating, "*These procedures shall not change the grading or scoring methods as established elsewhere in these rules*" as supporting her position that an exception is provided in the rules for Senior Administrative Assistants.

A motion to uphold Mr. Mallahan's complaint was put forth by Ms. DeCounter and seconded by Ms. Gilmore. The motion passed with a three to two vote with Ms. Gilmore, Ms. DeCounter and Mr. Hult voting in the affirmative and Mr. Stephens and Mr. Lindsey voted in the negative.

Mr. Cavanaugh addressed the Commission again and confirmed that the decision relates to Senior Administrative Assistant designated classifications when the certification is to a department other than the one they were hired from.

#### **New Agenda Item VII. Election of Officers for 2018**

A nomination for Mr. Lindsey to become Chair was put forth by Ms. Gilmore. A nomination for Ms. Gilmore to become the vice-chair was put forth by Ms. DeCounter.

A motion for Mr. Lindsey as Chair and Ms. Gilmore as Vice Chair as put forth by Ms. DeCounter and seconded by Mr. Stephens. It passed unanimously.

#### **Agenda Item VIII (previously Agenda item VII). Other Business:**

There being no additional business to come before the Commission, the meeting was adjourned at 10:58 am.

PLEASE NOTE: The dictation software was not working and therefore these minutes were prepared from notes and memory due to the lack of dictation.

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# Hearing Notices

## **Notice of City Council Public Hearing Amendments to Spokane Municipal Code Related to Cottage Housing, Pocket Residential Development, and Compact Lot Standards (Proposed Ordinance C35575)**

Notice is hereby given that there will be a public hearing before the Spokane City Council at its regularly scheduled meeting on January 29, 2018, beginning at 6:00 PM in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington. This public hearing is regarding amendments to the Development Code, relating to cottage housing, pocket residential development, and compact lot standards, amending Spokane Municipal Code (SMC) chapters 17A.020, 17C.110, 17C.230, and 17G.080; adopting a new section 17C.110.209 to chapter 17C.110 SMC; and repealing SMC section 17C.110T.002. The proposal would expand areas where these alternative residential development methods may be used at the levels permitted by the comprehensive plan, while enhancing design guidelines, as recommended by the City Plan Commission. Public testimony will be taken on this ordinance at the hearing on January 29, 2018. This hearing or portions thereof may be continued at the discretion of the City Council.

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

City of Spokane Planning & Development, Attn: Nathan Gwinn, 808 West Spokane Falls Blvd, Spokane, WA 99201  
509-625-6893 [ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org)

Documents relating to this proposal are available for viewing at:  
[my.spokanecity.org/projects/infill-housing-strategies-infill-development/](http://my.spokanecity.org/projects/infill-housing-strategies-infill-development/)

Location: Certain residential zones in the city of Spokane: specifically, the RA, RSF, RSF-C, and RTF zones. A zoning map is available for viewing at: [maps.spokanecity.org](http://maps.spokanecity.org)

Description of Proposal: Code amendments to Cottage Housing (SMC 17C.110.350) for larger unit floor area, subdivision of internal units, slight increases in height and density, attention to standards for development perimeters, and to allow in the RTF zone. Also, allow Pocket Residential (private access and new lots; SMC 17C.110.360), and some smaller lots (Table 17C.110-3), in the RSF zone, with no changes to aggregate site density for those development tools, using limited design standards.

SEPA: This proposal has been reviewed under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Title 17E, Chapter 17E.050. A Determination of Non Significance (DNS) was issued on November 29, 2017 under WAC 197-11-340(2). During the comment period, no comments were received regarding this DNS.

**Only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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 [msteinolfson@spokanecity.org](mailto:msteinolfson@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.

Publish: January 17 & 24, 2018

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## **Notice of City Council Public Hearing Proposed Ordinance No. C35576 Update to Spokane Municipal Code Chapters 17C.340.110 – Home Occupations, and 17C.370.030 - Existing Neighborhood Commercial Structures in Residential Zones.**

Notice is hereby given that there will be a public hearing before the City of Spokane City Council at their regularly scheduled meeting on January 29, 2018, beginning at 6:00 PM in the City Council Chambers, Lower Level of City Hall at

808 West Spokane Falls Boulevard, Spokane, Washington. This public hearing is regarding the proposed update to the Spokane Municipal Code Chapters 17A.020 – Definitions, 17C.340.110 – Home Occupations, and 17C.370.030 - Existing Neighborhood Commercial Structures in Residential Zones. The specific action proposed is the adoption by City Council of the updated language to the aforementioned chapters of the Spokane Municipal Code as recommended by the City of Spokane Plan Commission. These updates are housekeeping items resulting from the proposed updates to the City's Sign Code. Public testimony will be taken on the Sign Code update at the Hearing on January 29, 2018. This hearing or portions thereof may be continued at the discretion of the City Council.

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

City of Spokane Planning & Development, Attn: Lisa Key, 808 West Spokane Falls Blvd, Spokane, WA 99201  
509-625-6187 [lkey@spokanecity.org](mailto:lkey@spokanecity.org).

Documents relating to this proposal are available for viewing at:  
<https://my.spokanecity.org/projects/sign-code-update/>

Location: The City of Spokane is located in Spokane County, Washington State. The updated language applies to all property within the City's corporate boundary.

Description of Proposal: The City of Spokane has proposed updates to the City's sign code to update standards related to off-premises signage, ensure compliance with a 2015 U.S. Supreme Court decision, *Reed v. Town of Gilbert*, as well as other updates to ensure administrative clarity. As a result of those proposed changes additional housekeeping changes are needed to other sections of the SMC to ensure consistent application of signage standards.

SEPA: A Determination of Non Significance (DNS) was issued on November 15, 2017 under WAC 197-11-340(2). No comments were received regarding this determination.

**Only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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 [msteinolfson@spokanecity.org](mailto:msteinolfson@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.

Publish: January 17 & 24, 2018

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**Notice of City Council Public Hearing  
Update to Spokane Municipal Code Chapter 17C.240 – Signs  
(Proposed Ordinance C35577)**

Notice is hereby given that there will be a public hearing before the City of Spokane City Council at their regularly scheduled meeting on January 29, 2018, beginning at 6:00 PM in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington. This public hearing is regarding the proposed update to the Spokane Municipal Code Chapter 17C.240 - Signs. The specific action proposed is the adoption by City Council of the updated language to the City's signage standards as recommended by the City of Spokane Plan Commission. Public testimony will be taken on the Sign Code update at the Hearing on January 29, 2018. This hearing or portions thereof may be continued at the discretion of the City Council.

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

City of Spokane Planning & Development, Attn: Lisa Key, 808 West Spokane Falls Blvd, Spokane, WA 99201  
509-625-6187 [lkey@spokanecity.org](mailto:lkey@spokanecity.org).

Documents relating to this proposal are available for viewing at:  
<https://my.spokanecity.org/projects/sign-code-update/>

**Location:** The City of Spokane is located in Spokane County, Washington State. The sign code update applies to all property within the City's corporate boundary.

**Description of Proposal:** The City of Spokane is proposing changes to the City's sign code to update standards related to off-premises signage, ensure compliance with a 2015 U.S. Supreme Court decision, *Reed v. Town of Gilbert*, as well as other updates to ensure administrative clarity.

**SEPA:** This proposal has been reviewed under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Title 17E, Chapter 17E.050. A Determination of Non Significance (DNS) was issued on September 26, 2017 under WAC 197-11-340(2). No comments were received regarding this DNS.

**Only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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 [msteinolfson@spokanecity.org](mailto:msteinolfson@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.

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# General Notices

## NOTICE OF SEPA DETERMINATION PROPOSED AMENDMENT TO SPOKANE MUNICIPAL CODE CHAPTERS 17D.040, 17G.010, 08.02 and 07.08

Notice is hereby given that the City of Spokane Planning Department has issued a non-project DNS (Determination of Non-significance) on a proposal to amend the City Code; in specific to repeal of SMC 17D.040; adoption of new chapter: 17D.100; amend sections 17G.010.210, 08.02.031, and 08.02.065; and adopt a new section 07.08.151. Comments regarding this DNS must be submitted no later than 5pm on January 25, 2018. Any person may submit written comments on the proposed action or call for additional information at:

*City of Spokane Planning and Development Services*  
*Attn: Tirrell Black, Associate Planner*  
*808 West Spokane Falls Boulevard, 3rd Floor*  
*Spokane, WA 99201-3333*  
*Phone (509) 625-6300*  
*[tblack@spokanecity.org](mailto:tblack@spokanecity.org)*

**Description of Proposal:** The proposed ordinance enhances protections for historic landmarks and districts, as well as provides increased incentives and new funding for historic preservation. More specifically, it provides for the creation of historic districts to be listed on the Spokane Register of Historic Places. The proposal also creates a more thorough and, at times, restrictive process by which the appropriateness of demolition of historic buildings and buildings in historic districts may be determined, among other procedural improvements. The specific action proposed at this time is repealing chapter 17D.040; adopting a new chapter 17D.100; amending sections 17G.010.210, 08.02.031, and 08.02.065, and adopting a new section 07.08.151 of the Spokane Municipal Code.

Additional information about this project can be found at  
<https://static.spokanecity.org/documents/citycouncil/interest-items/demolition/demo-ord-final-draft-2018-01-08.pdf>

Publish: January 17 & 24, 2018



# 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.

## PERSONNEL ANALYST 1 SPN 045 OPEN ENTRY

**DATE OPEN:** Monday, January 22, 2018    **DATE CLOSED:** Sunday, February 4, 2018 at 11:59 p.m.  
**SALARY:** \$52,972.56 annual salary, payable bi-weekly, to a maximum of \$68,862.24

### DESCRIPTION:

Performs professional and technical Civil Service work in a public personnel merit system, including examination and job classification functions.

### DUTIES:

The Spokane Civil Service Commission seeks high-energy, upbeat candidates for the position of Personnel Analyst I. The Commission's mission is to provide an efficient, effective, merit-based system of employment so that the City selects and retains the best employees for more than 300 job classifications.

- The following is a sample of the types of functions and duties you would perform in this position:
- Prepares examination announcements and plans the procedures and mechanics for the administration of examinations.
- Assists in the development and administration of written, performance and oral tests for a wide variety of occupations.
- Assists in conducting job surveys, desk audits, and time and motion studies. Assists in the maintenance of a city-wide classification plan.
- Reviews applications and interviews applicants to determine their eligibility for examination.
- Assists in research and surveys in order to stay on top of manpower needs, current trends, and new developments in Civil Service systems which adhere to the merit principle.
- Conducts item analysis studies. Assists in coordinating recruiting and placement programs with City departments.
- Performs related work as required.

Employees who complete one year as a Personnel Analyst I are eligible to take the promotional exam for Examination & Classification Analyst II. The promotional position pays up to a maximum of \$79,803 annually.

### MINIMUM QUALIFICATIONS:

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

- **Education:** Graduation from an accredited four-year college or university with a degree in Public or Business Administration, Personnel Management, Psychology, Sociology, or closely related field.
- **Experience:** No previous experience is necessary.

Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.

**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 will need to 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%.

Upon request, at the 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**

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall) on February 14, 2018, at 9:00 a.m. The approximate duration of the test is 2 1/2 hours. Additional test sessions may be made available depending on the number of applicants.

Self-schedule written test date and time: When you pass the minimum qualification review, we will send you an e-mail with complete instructions to self-schedule your test session. Test sessions are filled on a first-come, first-served basis.

The written test may include such subjects as Job Classification, Mathematics, Merit-Based Employment, Personnel and Human Resources, Reading Comprehension, Reasoning, Research Methods, and Written Communication.

**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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 18th day of January 2018.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**PROCUREMENT SPECIALIST SPN 176  
OPEN ENTRY**

**DATE OPEN:** Monday, January 22, 2018     **DATE CLOSED:** Sunday, February 4, 2018 at 11:59 p.m.  
**SALARY:** \$52,972.56 annual salary, payable bi-weekly, to a maximum of \$68,862.24

**DESCRIPTION:**

Procures materials, supplies, commodities, equipment, and services, and/or administers contracts for City of Spokane departments.

**DUTIES:**

This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties you may perform in this classification.

- Maintains records, logs and files; verifies accuracy of information; processes various routine requirements, which may include credit card purchases, invoices, claim vouchers, requisitions, and purchase orders.
- Orders, receives, maintains inventory of, and issues parts, supplies, and equipment.
- Consults with departments on purchasing needs and specification requirements.
- Teaches and advises department personnel on methods and procedures for procurement.
- Processes contracts; monitors for completeness, accuracy and appropriateness of payments.
- Handles the competitive procurement process from specification development through award.
- Coordinates public records requests and responses.
- Researches vendors, contractors, and markets to determine alternative sources, types of materials, supplies, methods, and availability, quality, and price of products or services. Develops and maintains lists of vendors that meet the standards of the City.
- Conducts internal and external customer satisfaction surveys and reports results.
- Prepares and submits periodic and special reports as required.
- Coordinates and expedites production schedules and delivery arrangements between suppliers and City departments.
- Facilitates training of project managers and other departmental staff in implementation and ongoing use of purchasing and contracting procedures.
- Disposes of surplus, obsolete and damaged stock by selling, exchanging or by other means as appropriate.

**MINIMUM QUALIFICATIONS:**

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

Education: A Bachelor's degree from an accredited college or university with a major in a field related to business administration, economics, purchasing, marketing, accounting, retailing, law, statistics, or data processing.

Experience: Two years of work experience in storekeeping, warehousing, or purchasing that includes purchasing and vendor contact experience.

Substitution: An equivalent combination of experience and training that would likely provide the required knowledge and abilities may also be qualifying.

Note: Applicants will need to meet all minimum requirements and submit unofficial transcripts at the time of application.

**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:**

##### **EXAMINATION PROCESS**

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

##### **T&E EVALUATION DETAILS**

We have designed the T&E 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 meaningful to performing the duties of the position.

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 we intend to measure those skills.

**IMPORTANT:** The T&E is the Civil Service examination for this position. We present it as a Supplemental Questionnaire, which needs to be completed online and submitted as part of the application. You may preview the questions 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.

##### **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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 18th day of January 2018.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**PUBLIC WORKS JOURNEY LEVEL INSPECTOR SPN 216  
PROMOTIONAL**

**DATE OPEN:** Monday, January 22, 2018      **DATE CLOSED:** Sunday, February 4, 2018 at 11:59 p.m.  
**SALARY:** \$41,655.60 annual salary, payable bi-weekly, to a maximum of \$64,936.80

**DESCRIPTION:**

Performs responsible, full-skill level inspections of public works construction for conformance to project specifications and contract documents.

**DUTIES:**

- Inspects public works projects for compliance with specifications and ordinances.
- Checks the grade, sub-grade, line and location; forms, depth and thickness; connections and seals; backfill, compaction, and repaving; temperature of the mix and application. Obtains load tonnage tickets.
- Computes volumes, takes measurements, records locations and connections, and makes final check upon completion of project. Prepares and submits required inspection reports; measures, sketches and calculates project quantities; prepares and submits as-built drawings for review. Prepares final project acceptance documents.
- Performs compaction tests. Collects samples of construction materials as necessary and delivers to laboratory for testing. Develops the necessary laboratory data for determining compaction. Assists in bridge monitoring and inspection. Inspects foundry products and precast concrete products for compliance with plans and specifications. Prepares Material Acceptance Reports.
- Conducts or monitors water test, sewer line air pressure, exfiltration, and infiltration tests. Performs tests on concrete for slump, air entrainment, unit weight, and concrete factor.
- Inspects and tests concrete and asphalt aggregates. Takes samples of aggregate for laboratory testing. Checks proportions of dry mix, time and temperature, quality, weight, and stockpile. Receives or collects core samples, and conducts laboratory tests and analyses of mixes for adherence to specifications.
- May be required to make trips to inspect construction materials at the manufacturing source.
- Monitors and enforces all City ordinances relating to City right-of-way, including the City's obstruction permit program.
- Investigates complaints, as directed, concerning unsafe street conditions; investigates complaints concerning project issues and reports on-site complaints to supervisor.
- Operates an automobile, computer, calculator, and occasionally uses an engineer level and transit.
- May be assigned duties as an engineering technician during the non-construction season and participate in snow removal.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

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

Requires completion of at least one year of experience with the City in the classification of Engineering Technician II.

Applicants need a valid driver's license to apply.

NOTE: Current non-probationary City of Spokane employees within the line of progression who meet the Open Entry requirements may apply on a Promotional basis, pursuant to Civil Service Rule VI Section 5.

**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 are required to pass the examination for this classification to be eligible for hire by the City of Spokane. This exam will consist of a written, multiple-choice test and promotional evaluation (PAR), with scoring 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, February 15, 2018 at 1:00 p.m. The approximate duration of the test is 2 1/4 hours.

If your application is accepted, you will receive an e-mail with your scheduled test date and time.

The written test may include such subjects as:

Technical Knowledge

Human Relations  
Reports  
Applied Mathematics  
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.

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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 18th day of January 2018.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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### PUBLIC WORKS JOURNEY LEVEL INSPECTOR SPN 216 OPEN ENTRY

**DATE OPEN: Monday, January 22, 2018      DATE CLOSED: Sunday, February 4, 2018 at 11:59 p.m.**

**SALARY: \$41,655.60 annual salary, payable bi-weekly, to a maximum of \$64,936.80**

#### DESCRIPTION:

Performs responsible, full-skill level inspections of public works construction for conformance to project specifications and contract documents.

#### DUTIES:

- Inspects public works projects for compliance with specifications and ordinances.
- Checks the grade, sub-grade, line and location; forms, depth and thickness; connections and seals; backfill, compaction, and repaving; temperature of the mix and application. Obtains load tonnage tickets.
- Computes volumes, takes measurements, records locations and connections, and makes final check upon completion of project. Prepares and submits required inspection reports; measures, sketches and calculates project quantities; prepares and submits as-built drawings for review. Prepares final project acceptance documents.
- Performs compaction tests. Collects samples of construction materials as necessary and delivers to laboratory for testing. Develops the necessary laboratory data for determining compaction. Assists in bridge monitoring and inspection. Inspects foundry products and precast concrete products for compliance with plans and specifications. Prepares Material Acceptance Reports.
- Conducts or monitors water test, sewer line air pressure, exfiltration, and infiltration tests. Performs tests on concrete for slump, air entrainment, unit weight, and concrete factor.
- Inspects and tests concrete and asphalt aggregates. Takes samples of aggregate for laboratory testing. Checks proportions of dry mix, time and temperature, quality, weight, and stockpile. Receives or collects core samples, and conducts laboratory tests and analyses of mixes for adherence to specifications.
- May be required to make trips to inspect construction materials at the manufacturing source.
- Monitors and enforces all City ordinances relating to City right-of-way, including the City's obstruction permit program.
- Investigates complaints, as directed, concerning unsafe street conditions; investigates complaints concerning project issues and reports on-site complaints to supervisor.
- Operates an automobile, computer, calculator, and occasionally uses an engineer level and transit.

- May be assigned duties as an engineering technician during the non-construction season and participate in snow removal.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

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

**Education:** Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Civil Engineering Technology to include algebra, geometry, trigonometry, surveying and drafting.

**Work Experience:** Completion of one year of experience in public works construction in a technical or supervisory capacity.

**Substitution:** Additional experience may be substituted for the education requirement on a year-for-year basis.

**License:** Applicants need a valid driver's license to apply.

**Note: Applicants will need to meet all minimum requirements and submit unofficial transcripts at the time of application.**

**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 will need to pass the examination for this classification to be eligible for hire by the City of Spokane. This exam will consist of a multiple choice test weighted at 100% of the final score.

Written tests will be conducted in the Civil Service Test Room on Thursday, February 15, 2018 at 1:00 p.m. The approximate duration of the test is 2 1/4 hours.

**If your application is accepted, you will receive an e-mail with your scheduled test date and time.**

The written test may include such subjects as:

Technical Knowledge  
Human Relations  
Reports  
Applied Mathematics  
Safety

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

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

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CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**WTE SHIFT SUPERVISOR SPN 573  
PROMOTIONAL**

**DATE OPEN:** Monday, January 22, 2018     **DATE CLOSED:** Sunday, February 4, 2018 at 11:59 p.m.  
**SALARY:** \$67,839.12 annual salary, payable bi-weekly, to a maximum of \$109,912.32

**DESCRIPTION:**

Performs responsible supervisory work related to the safe, proper, and efficient operation and maintenance of the waste to energy plant, in accordance with City policies and standards.

**DUTIES:**

- Directs and supervises operations group and other personnel to ensure the plant is operated and maintained in a clean, safe and efficient manner.
- Trains personnel in safety procedures, plant operation procedures and proper equipment use.
- Ensures staff follows standard safety procedures, corrects safety and environmental hazards, and administers the lockout/tagout system, confined space entry program, and welding and cutting permits.
- Conducts performance appraisals; completes disciplinary forms, accident and equipment damage reports; approves timesheets; documents attendance, tardiness and other employment issues.
- Inspects plant frequently to ensure proper operation of equipment, materials storage and handling, plant security, cleanliness, safety, and environmental compliance; maintains a log of plant operations, activities, and events.
- Investigates material spills, accidents or potentially hazardous situations, in conjunction with maintenance personnel, and completes necessary written reports; contacts outside agencies, if required.
- Manages supply inventory, such as treatment chemicals, PPE, etc., to ensure accuracy in accordance with required policies and procedures.
- Ensures completion of boiler cleaning and inspections during boiler outages.

**MINIMUM QUALIFICATIONS:**

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

Two years of experience in the classification of WTE Power Plant Operator (SPN 572) and successful completion of the internal training program through the level of WTE Shift Supervisor.

All applicants must obtain a valid Operator Certification under the ASME QRO Certification for Operators of Resource Recovery Facilities program, as well as required local, state and federal licenses, 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 promotion. The examination will consist of a Training and Experience (T&E) Evaluation, in the form of a Supplemental Questionnaire, and a Promotional Evaluation (PAR), with weights assigned as follows:

T&E Evaluation: 80%

PAR 20%

**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.

**General Instructions:**

- 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.

**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 test date. If an updated PAR is not received by the test 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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 18th day of January 2018.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**WTE ASH OPERATOR SPN 576  
PROMOTIONAL**

**DATE OPEN: Monday, January 22, 2018      DATE CLOSED: Sunday, February 4, 2018 at 11:59 p.m.**

**SALARY: \$38,231.28 annual salary, payable bi-weekly, to a maximum of \$60,155.28**

**DESCRIPTION:**

Performs skilled manual work in the operation of ash handling equipment at the waste to energy plant. Duties are very heavy in nature requiring considerable physical activity, climbing ladders, stairs and catwalks, operating fire extinguishing equipment, exposure to large machinery and confined spaces, performed under hazardous conditions.

**DUTIES:**

- Operates and maintains the ash management system. Moves ash containers using a yard tractor, levels loads in ash containers, ensures ash containers are within the required weight range, and operates conveyors and related equipment.
- Inspects and cleans all assigned areas to ensure compliance with safety regulations, environmental permits, and operating permits. Corrects deficiencies as required.
- Operates metals separation equipment.
- Maintains records of the quantity of ash removed per day.
- Operates other equipment including, but not limited to, industrial forklifts, manlifts, skid steer type loaders, and other mobile equipment.
- Participates in boiler cleaning and other assigned outage work.
- Prepares necessary reports, forms, and miscellaneous paperwork related to associated tasks being performed, such as records of the quantity of ash removed per day.
- Drives trucks or vehicles with trailers with a weight rating of 10,000 pounds or less.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Assists mechanic in the repair and maintenance of plant equipment.
- Inspects assigned equipment, recording or reporting damage and mechanical problems.
- Performs related work as required

**MINIMUM QUALIFICATIONS:**

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

Current City employees who meet the following requirements may apply on a promotional basis:

**Education:** High school diploma or equivalent.

**Licenses:** All applicants must possess a Class "B" Commercial Driver's License (CDL) with air brake endorsement.

**Experience:** One year of experience in an industrial setting operating equipment such as industrial forklifts, manlifts, skid steer loaders, other mobile equipment, and mechanical systems such as conveyors, transfer screws, or similar equipment.



**NOTE:** Individuals in this classification must successfully complete the Ash Operator training program within their 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 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:

Multiple choice test: 80%

Performance evaluation: 20%

Written tests will be conducted in the Civil Service Test Room on Tuesday, February 13, 2018, at 1:00 p.m. The approximate duration of the test is 2 1/2 hours.

**If your application is accepted, you will receive an email with a confirmation of your test time.**

The written test may include such subjects as:

- Safety
- Driving And Equipment
- Mechanical Knowledge
- Mathematics
- Human Relations
- Reading/Following Directions

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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
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CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**WTE ASH OPERATOR SPN 576  
OPEN ENTRY**

**DATE OPEN:** Monday, January 22, 2018      **DATE CLOSED:** Sunday, February 4, 2018 at 11:59 p.m.

**SALARY:** \$38,231.28 annual salary, payable bi-weekly, to a maximum of \$60,155.28

**DESCRIPTION:**

Performs skilled manual work in the operation of ash handling equipment at the waste to energy plant. Duties are very heavy in nature requiring considerable physical activity, climbing ladders, stairs and catwalks, operating fire extinguishing equipment, exposure to large machinery and confined spaces, performed under hazardous conditions.

**DUTIES:**

- Operates and maintains the ash management system. Moves ash containers using a yard tractor, levels loads in ash containers, ensures ash containers are within the required weight range, and operates conveyors and related equipment.
- Inspects and cleans all assigned areas to ensure compliance with safety regulations, environmental permits, and operating permits. Corrects deficiencies as required.

- Operates metals separation equipment.
- Maintains records of the quantity of ash removed per day.
- Operates other equipment including, but not limited to, industrial forklifts, manlifts, skid steer type loaders, and other mobile equipment.
- Participates in boiler cleaning and other assigned outage work.
- Prepares necessary reports, forms, and miscellaneous paperwork related to associated tasks being performed, such as records of the quantity of ash removed per day.
- Drives trucks or vehicles with trailers with a weight rating of 10,000 pounds or less.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Assists mechanic in the repair and maintenance of plant equipment.
- Inspects assigned equipment, recording or reporting damage and mechanical problems.
- 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.
- **Licenses:** All applicants must possess a Class "B" Commercial Driver's License (CDL) with air brake endorsement.
- **Experience:** One year of experience in an industrial setting operating equipment such as industrial forklifts, manlifts, skid steer loaders, other mobile equipment, and mechanical systems such as conveyors, transfer screws, or similar equipment.
- **NOTE:** Individuals in this classification must successfully complete the Ash Operator training program within their 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.
- 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 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:

Multiple choice test: 100%

Written tests will be conducted in the Civil Service Test Room on Tuesday, February 13, 2018, at 1:00 p.m. The approximate duration of the test is 2 1/2 hours.

**If your application is accepted, you will receive an email with a confirmation of your test time.**

The written test may include such subjects as:

- Safety
- Driving And Equipment
- Mechanical Knowledge
- Mathematics
- Human Relations
- Reading/Following Directions

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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 18th day of January 2018.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**FIRE LIEUTENANT SPN 936  
PROMOTIONAL**

**DATE OPEN: Monday, January 22, 2018      DATE CLOSED: Sunday, February 4, 2018 at 11:59 p.m.**  
**SALARY: \$94,480.98 annual salary, payable bi-weekly, to a maximum of \$105,803.28**

**DESCRIPTION:**

Performs first level supervisory, skilled firefighting, and emergency medical techniques as a station shift commander or a company officer.

**DUTIES:**

- Responds to fire, medical and other incidents. Determines the best routes to incidents, and supervises the activities of assigned personnel or may act as incident commander until relieved by a superior officer. Participates in all phases of emergency operation and basic life support. Performs firefighting, rescue and salvage work, and cleanup operation. Supervises the recovery, cleaning, and inspection of company equipment after fire, medical or other types of incidents.
- Responds to medical emergencies and participates in various aspects of medical emergency care.
- Supervises, on an assigned shift, the cleaning and care of firefighting apparatus, equipment, and station quarters. Inspects personnel, quarters and equipment. Maintains discipline, and instructs and drills assigned personnel in emergency medical skills, firefighting, and related subjects.
- Performs such fire prevention functions as inspection of business establishments, apartment complexes and schools.
- Inspects assigned district periodically to become familiar with buildings, location and condition of fire hydrants and streets, and to identify potential fire hazards and dangers and to compile comprehensive pre-incident plans. Advises residents regarding potential dangers.
- May be assigned the following duties: Investigator in SIU, Training Officer, or Clinical Standards and Practices Officer.
- May be designated acting station commander in the absence of the regular commander.
- Maintains company records and prepares necessary reports.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

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

1. **EXPERIENCE:** One of the following:
  1. Completion of four years' combined service with the Fire Department in subordinate positions of the uniformed Fire Service; or
  2. Completion of the probationary period as a Lateral Entry Firefighter (SPN 931).
2. **EDUCATION:** Per labor/management agreement, completion of at least 10 quarter (or 6 semester) credit hours of fire-related or other applicable subject areas from an accredited institution.
3. **LICENSE:** Applicants must possess a valid driver's license.

**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, assessment center, and promotional evaluation (PER). Weights are assigned as follows: written test 35%, assessment center 50%, PER 15%.

The top 40 candidates as initially determined by the written test score (85%) and PER (15%) will advance to the assessment center.

**WRITTEN TEST DETAILS:**

The written test will be conducted at the Fire Training Center, located at 1618 N Rebecca, on Tuesday, February 13, 2018, at 9:00 am. The approximate duration of the test is 2 hours. Upon acceptance of online applications, applicants will receive an email invitation to appear for the written test.

The written test will be based upon the promotional bibliography for 2018:

1. Building Construction for the Fire Service, Brannigan, 4th Edition
2. IFSTA Company Officer for Emergency Services 4th Edition, Chapters 1 to 21
3. Spokane County Field Operations Guide (FOG)
  - a. Chapter 5 Command
  - b. Chapter 6 Operations
4. The following City Policies (PL's)
  - a. Admin 0620-05-35 Sexual Harassment
  - b. Admin 0620-05-53 General Harassment
  - c. Admin 0620-05-55 Email
5. SFD modified NWCG Wildland Fire Suppression Tactics Reference Guidebook; April 1996

**ASSESSMENT CENTER DETAILS:**

The assessment center will be in two parts and will include exercises and weights (of the total 50% exam weight) as follows: command problem 30%, in-basket writing exercise 20%.

Candidates will be notified of the time and place to appear for their assessment exercises, to be held the week of February 26, 2018.

**PERFORMANCE EVALUATION DETAILS:**

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance shall be a subject in all promotion exams. The evaluation should be administered by the employee's supervisor within the past year.

The employee's most recent PER is the Promotional Evaluation for this position.

If the most recent PER is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PER to the HR department for approval prior to the date of the examination.

If an updated PER is not received by the examination date, the most recent PER 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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 18th day of January 2018.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

**CALL FOR BIDS**

**Monroe Street 2  
Grace Avenue to Kiernan Avenue  
Engineering Services File No. 2017145**

This project consists of the construction of approximately 12,400 cubic yards of excavation and embankment, 580 linear feet of storm sewer main, 60 drainage structures, 5,800 square yards of sidewalk, 16,600 square yards of 11-inch thick HMA pavement, illumination system, landscaping, swale construction and 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., February 12, 2018 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](http://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](http://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.

\*\*This project and Monroe 1 are being bid separately with the intent that they will be managed separately and as such there are special requirements in section 1-05.13.\*\*

\*\*\*\*"It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to any contract or any subcontract resulting from this solicitation for bids."\*\*\*\*

Publish: January 24, 31 and February 7, 2018

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**REQUEST FOR QUALIFICATIONS  
PROJECT NO. 2018054**

**2018-2019 CONSTRUCTION MANAGEMENT ON-CALL SERVICES  
City of Spokane Department of Engineering Services**

Sealed proposals are due by 1:00 p.m. on **MONDAY, FEBRUARY 5, 2018** to the Engineering Department on the second floor of Spokane City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201-3343.

**Submit (1) one original and (3) three paper copies of the Proposal to:**

**City of Spokane – Engineering Services  
2nd Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201-3343**

Place each copy of the Proposal in a separate sealed envelope. On the front of each envelope, clearly note it contains the original or a copy and place the following information:

2018-2019 CONSTRUCTION MANAGEMENT ON CALL SERVICES  
YOUR COMPANY NAME

Copies of the Request for Qualifications are available at [www.cityofspokaneplans.com](http://www.cityofspokaneplans.com)

**NOTE:** Proposals will not be accepted by fax or email.

Publish: January 17 and 24, 2018

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### MISCELLANEOUS WATERWORKS PRODUCTS Water Department BID #4433-18

Sealed bids will be opened at 1:15 p.m., **MONDAY, FEBRUARY 5, 2018** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **MISCELLANEOUS WATERWORKS PRODUCTS** for the City of Spokane Water Department.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at [purchasinghelp@spokanecity.org](mailto: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  
4<sup>th</sup> 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:

**“MISCELLANEOUS WATERWORKS PRODUCTS, BID 4433-18, DUE 2/5/18”.**

Thea Prince  
Purchasing Department

Publish: January 24 & 31, 2018

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### REQUEST FOR PROPOSALS RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES City of Spokane Asset Management Department RFP #4436-18

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, FEBRUARY 5, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES** for the City of Spokane Asset Management Department.

The Request for Proposals document is available by contacting Connie Wahl, City of Spokane Purchasing, 4<sup>th</sup> Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201 at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, February 5, 2018**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

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

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

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

All response packages are to be clearly marked with:

**“RFP #4436-18, RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES, DUE 2/5/2018”**

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

Publish: January 24 & 31, 2018

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**REQUEST FOR BIDS  
LIQUID AND DRY CHEMICAL ORGANIC POLYMER FLOCCULANT  
City of Spokane Riverside Park Water Reclamation Facility  
BID #4438-18**

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, FEBRUARY 5, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LIQUID AND DRY CHEMICAL ORGANIC POLYMER FLOCCULANT** for the City of Spokane Riverside Park Water Reclamation Facility.

The Request for Bids document is available by contacting Connie Wahl, City of Spokane Purchasing, 4<sup>th</sup> Floor, City Hall, 808 West Spokane Falls Blvd, Spokane, WA 99201 at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, February 5, 2018**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be tabulated.**

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

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

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

All response packages are to be clearly marked with:

**“BID #4438-18, LIQUID AND DRY CHEMICAL ORGANIC POLYMER FLOCCULANT, DUE: MONDAY, 2/5/2018.”**

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

Publish: January 24 & 31, 2018

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