



# Official Gazette

## City of Spokane, Washington

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

Volume 108

**FEBRUARY 28, 2018**

Issue 9



### 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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# Minutes

## NOTICE

### NO MEETING MINUTES OF SPOKANE CITY COUNCIL Monday, February 19, 2018

The Monday, February 19, 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, February 19, 2018 due to the observance of the President's Day holiday.)

### STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL Thursday, February 15, 2018

A Special Meeting of the Spokane City Council was held on the above date at 3:39 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Pro-Tem Fagan and Council Members Burke and Kinnear were present. Council President Stuckart and Council Members Beggs, Mumm and Stratton were absent.

The following topics were discussed:

- Drone Briefing
- Avista Presentation
- Continuity of Operations

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 4:43 p.m.

### STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL Thursday, February 8, 2018

A Special Meeting of the Spokane City Council was held on the above date at 3:33 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, Burke and Kinnear were present. Council Member Stratton arrived at 4:21 p.m. Council Member Fagan was absent. Council Member Mumm left at 4:00 p.m.

The following topics were discussed:

- Riverside Avenue Project Options
- Future of Economic Development in Spokane

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 4:23 p.m.

**CITY OF SPOKANE  
CIVIL SERVICE COMMISSION MEETING  
MINUTES  
January 16, 2018**

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

**Amend Agenda:**

Human Resources has requested to remove the Supported Employment Pilot program from the January agenda until a later date and the addition of agenda item VII regarding a second reclassification in the Community, Health and Human Services department. Ms. Judith Gilmore asked whether a timeline for this had been provided and Ms. George-Hatcher responded that it had not. Ms. Gilmore stated that the issue of needing another Analyst should be revisited as the workload would be increasing with the adoption of the Supported Employment Program. She asked whether any letter had been sent to the Mayor regarding funding for the additional Analyst. Mr. Craig Hult responded that he had sent a letter to the administration regarding that and included in the letter that any duplication of services between Civil Service and Human Resources should also be addressed. Ms. George-Hatcher asked for clarification on what those duplication of services might be since Civil Service and Human Resources have very separate and different functions. Mr. Hult responded that those would hopefully be determined in a work session.

A motion to amend the agenda was put forth by Mr. Scott Stephens and seconded by Ms. Judith Gilmore. The motion carried unanimously.

**Agenda Item I.**

**Approval of Minutes:**

A motion to approve the minutes with the correction of a few typos was put forth by Ms. Gilmore, and seconded by Mr. Stephens. The motion carried unanimously.

**Agenda Item II.**

**Staff Activities:** Ms. George-Hatcher provided the staff activities for the month of December.

**December:**

Announcements issued:	6	Classifications revised:	3
Examinations:	55	Classifications new/deleted:	3/0
Requisitions received:	38	Requisitions certified:	32
Class Surveys completed:	0	Class Surveys in progress:	1
Requisitions pending:	19	Requisitions canceled:	1

Average days from department initiation of request to receipt in Civil Service:	7.9
Average days from requisition receipt to certification:	.2
Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire	.2

**Agenda Item III.**

**Classification Resolution**

Title Change:

SPN 257 Assistant Planner II

New:

SPN 083 Event Specialist  
 SPN 249 Park Planning Technician  
 SPN 256 Assistant Planner I

A motion to adopt the title change was put forth by Mr. Craig Hult and seconded by Ms. Gilmore. The motion passed unanimously.

**Agenda Item IV.**

**Senior Administrative Assistant**

The annual list of classified positions falling under the Senior Administrative Assistant rule was presented by Ms. George-Hatcher for approval for 2018. A motion to adopt was put forth by Mr. Stephens and seconded by Mr. Hult. The motion passed unanimously.

**Agenda Item V.  
Findings of Fact****Administrative Complaint-Senior Administrative Assistant**

A motion to accept the findings of fact regarding the administrative complaint filed by Mr. Jonathan Mallahan was put forth by Ms. Gilmore and seconded by Mr. Stephens. The motion passed unanimously.

**Agenda Item VI.  
Business Plan**

The Commission was provided the 2018 business plan. Commissioners would like more time to review. A motion to postpone adopting a business plan until February was put forth by Mr. Hult and seconded by Ms. Gilmore. The motion carried unanimously.

**Agenda Item VII.  
Reclassification**

David Lewis, HMIS Program Manager, was previously been reclassified in his current department. His job duties and responsibilities have been re-evaluated based on the new Business Systems Analyst line of progression. Civil Service has determined that Mr. Lewis would be more properly classified as a Supervisory Business Systems Analyst. Commission approval is required due to his previous reclassification in the same department. Mr. Stephens asked whether this type of request was frequent and Ms. George-Hatcher stated that it was not and that in her recollection there was only one other in another department, that was also due to a complete overhaul of the classifications and lines of progression in that department. A motion to approve the reclassification per the explanation was put forth by Mr. Stephens and seconded by Mr. Hult. The motion carried unanimously.

**Agenda Item VIII.  
Other Business**

Ms. Nicole Goes, Analyst III, who is leaving to take up a new position as Human Resources Director for the City of Sandpoint, addressed the Commission to thank a few people at the City. She stated she wanted first of all to thank the Chief Examiner, Ms. Gita George-Hatcher for all that she has accomplished in Civil Service, for thinking outside the box, and for all her grace and kindness. She also mentioned by name and thanked the following people: Civil Service Department co-workers, as well as Bart Logue, Crystal Marchand, Eric Finch, Mike Sloon, Sally Stopher, Brian Schaeffer, Howard Delaney, Gary Kaesemeyer, Terri Pfister, Laurie Farnsworth, Al Vorderbrueggen, Jennifer Papich, Dusty Patrick, Lori Markam, Bob Olson, Jim Tieken, Kelly Keenan, Peggy Lund, Brian Lollis, Brandon Meiers, Carl Strong, Dave Kokot, Mike Penkunis, David Lewis, Joe Cavanaugh, Mark Olson, Clint Olson, Brandon Childs, Jack Whitelaw, Teague Griffith, and Daniel Ramos. Ms. Goes also specially thanked Kelly Doty and Councilmember Karen Stratton for their constant support and encouragement.

There being no additional business to come before the Commission, the meeting was adjourned at 9:52 a.m.

# Hearing Notices

**NOTICE OF PUBLIC HEARING  
University District Bridge Naming**

Notice is hereby given that there will be a public hearing before the City of Spokane Plan Commission on **Wednesday, March 14, 2018 at 4 pm** in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington (this hearing may be continued to a later date) to take public testimony on the name or names that are being considered for the new bicycle and pedestrian bridge currently under construction in the University District following the rules and procedures set forth for naming public places in the Plan Commission Resolution of Rules and Procedure adopted July 9, 2014. The bridge spans the BNSF rail lines and MLK Jr. Way connecting the WSU Spokane Health Sciences Campus to the South University District.

Section 128 of the City Charter provides the Plan Commission with the authority to make recommendations regarding the naming of streets, squares and public places. The Plan Commission Resolution of Rules and Procedure adopted July 9, 2014 provides criteria and process to be followed in the naming of such places. At their December 13, 2017 meeting, the Plan Commission was briefed on the naming process and formed an ad-hoc sub-committee to review names nominated by the public during the month of January 2018.

The sub-committee met on February 13 and 15, 2018 to review the submissions and formulate a recommendation. The five names recommended for consideration are:

“University District Gateway Bridge”  
“sp̓q̓ní? Way” or “sp̓q̓ní? šušwét (translation Spokane Way)”  
“The U Crossing”  
“The U District Nexus”  
“People’s Unity Bridge”

Anyone may submit written comments on the proposed names or call for additional information at:

**Information:**

*Planning and Development*

Attn: Andrew Worlock, Associate Planner

808 West Spokane Falls Boulevard, 3rd Floor

Spokane, WA 99201-3333

Phone (509) 625-6300

[aworlock@spokanecity.org](mailto:aworlock@spokanecity.org)

**Written Comments and Public Testimony:** Written comments may be submitted on this matter by 4pm, **March 14, 2018** and will be forwarded to the Plan Commission. Written comments should be sent to the Planning & Development Services address or email listed above. **At the Plan Commission Public Hearing, any person may testify on this matter.**

**Public Hearing Process:** This Notice of Public Hearing will be posted at the main City Library and published in the newspaper. Written comments and oral testimony at the public hearing for this proposed action will be made part of the public record and considered by the Plan Commission in formulating their recommendation regarding the bridge naming to City Council. After the Plan Commission hearing, the matter will be forwarded to the City Council for consideration.

**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: February 28 & March 7, 2018

# Ordinances

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

## NOTICE

The following Ordinance No. C35585 was published in the December 27, 2017 issue of the Official Gazette under Ordinance No. C35575. Ordinance No. C35575 was already assigned to another ordinance and was inadvertently assigned to the ordinance below. The ordinance is being republished in this issue of the Official Gazette under reassigned Ordinance No. C35585.

## ORDINANCE NO C35585

An ordinance amending Ordinance No. C-35457, passed the City Council November 28, 2016, and entitled, “An ordinance adopting the Annual Budget of the City of Spokane for 2017, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2017, and providing it shall take effect immediately upon passage”, and declaring an emergency.



WHEREAS, subsequent to the adoption of the 2017 budget Ordinance No. C-35457, as above entitled, and which passed the City Council November 28, 2016, it is necessary to make changes in the appropriations of the Street Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	1100-99999	Street Fund	
	99999-	Streets Unappropriated Reserves	<u>\$ 600,000</u>
TO:	1100-21800	Street Fund	
	42660-59951	Reserve for Budget Adjustment	<u>\$ 600,000</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to establish a contingency budget appropriation for ice and snow control, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council December 18, 2017**  
**Delivered to Mayor December 22, 2017.**  
**Effective December 22, 2017.**

# 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.**

## TREASURY MANAGER SPN 116 OPEN ENTRY

**DATE OPEN:** Monday, February 26, 2018      **DATE CLOSED:** Sunday, March 25, 2018 at 11:59 p.m.  
**SALARY:** \$74,353.68 annual salary, payable bi-weekly, to a maximum of \$96,402.96

**DESCRIPTION:**

The Treasury Manager administers all functions of the Treasury Services Department within the parameters of applicable laws, codes and regulations; performs complex, professional and managerial level work in cash management, banking, and taxes and licensing activities.

**DUTIES:**

- Develops and implement methods and procedures for collecting, retrieving and analyzing cash flow, cash requirements, bank account balances and periodic interest allocations.
- Develops and implement methods and procedures for efficient and effective collection of taxes and licenses revenues with a strong focus on professional customer service.
- Performs debt administration duties which include, but are not limited to: review and interpretation of bond related documents; ensuring bond compliance with applicable federal and state legislation and regulations including schedules of debt and bond retirements; coordination of debt issuance with Finance and Accounting.
- Interprets and implement statutory and procedural changes required to ensure compliance with federal and state statutes and City Code relating to imposition of taxes and licensing; participates in the City’s licensing civil hearing and appeals process.
- Manages the maintenance, modification, operation and implementation of assigned Treasury systems; identify and resolve ongoing functional and technical issues; coordinates and tests system modifications; recommends operational and procedural changes to the systems as necessary.
- Provides direction, support and supervision over the Business Improvement District (B.I.D.) and the Local Improvement District (L.I.D.) assessments, billings and collections systems.

- Prepares complex Treasury related licensing, accounting and financial reports.
- Assists in preparing Cash and Investments Note 2 of the City's Comprehensive Annual Financial Report.
- Assists with planning, executing and accounting for daily cash and investment portfolios of approximately \$525 million.
- Assists in preparing and monitoring the Treasury Services Department budget.
- Assists in the development and revision of the City's investment policy as needed.
- Supervises complex reconciliation between the City's centralized financial system and various subsidiary ledgers. Acts as a facilitator and supervisor in the preparation of some investment reconciliations, bank reconciliations and cash reports. May be called upon to perform other accounting functions.
- Supervises professional and clerical staff in the department and develops procedures relating to personnel issues.

Coordinates with the City's Legal Department to facilitate ordinance creation and revisions as they relate to the functions of the Treasury Services Department.

#### **MINIMUM QUALIFICATIONS:**

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

Bachelor's degree from an accredited four-year college or university with major coursework in finance, accounting, or a related field; AND, five years of professional experience in an accounting, auditing, or treasury function, including a minimum of two years of supervisory experience.

#### **Licenses and Certifications:**

Valid driver's license is required, or otherwise demonstrated ability to get to and from multiple work locations as required. A Certified Public Accountant (CPA) license may substitute for two years of non-supervisory work experience.

**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 is a Training and Experience (T&E) Evaluation in the form of a Supplemental Questionnaire.
- You will receive your Civil Service Eligibility List ranking after the position is closed for applications and scoring of T&E Evaluations is completed.

#### **T&E Details:**

The T&E 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.

We encourage you to apply immediately using the online application system. Submit your complete online City of Spokane employment application by 11:59 p.m. on the filing cut-off date.

#### **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 22nd day of February 2018.

MARK LINDSEY  
Chair

JERRI BJORK  
Acting Chief Examiner

**BUDGET ANALYST SPN 128  
OPEN ENTRY**

**DATE OPEN:** Monday, February 26, 2018      **DATE CLOSED:** Open until further notice  
**SALARY:** \$70,824.96 annual salary, payable bi-weekly, to a maximum of \$92,143.44

**DESCRIPTION:**

The Budget Analyst performs a wide range of analytical, technical, and advisory functions in the municipal budgetary process; assists the director in the preparation of the City's annual budget; provides direct support in management and analysis of City operations, specifically working in the area of budget analysis and assisting with analysis of revenue collections; provides support in preparation of budget to actual comparisons and analysis for financial reporting purposes.

**DUTIES:**

- Performs budget preparation processes for the City's annual budget; reviews budget change requests for accuracy and compliance with budget principals and guidelines established by elected officials; participates in planning, organizing and communicating budget deadlines; prepares and ensures accuracy of all associated budget reports presented.
- Coordinates the development of the City's Capital Improvement Program budget; ensures capital improvement budgets are incorporated properly into the annual budget; directs preparation and ensures accuracy of all associated CIP reports presented.
- Analyzes and produces complex reports for use by diverse groups, including elected officials, City management, boards, commissions, and other government entities; coordinates with City management and elected officials to determine reporting needs for operating and capital budgets; works with the Information Technology (IT) Department to develop and implement necessary enhancements to reports used in the budget process.
- Facilitates and participates in public presentations as needed; provides oral briefings, recommendations, and progress reports to City management and elected officials.
- Reviews and processes budget transfers requested throughout the budget year.
- Provides general budget consulting services to City departments, converting technical budget information into operational terms for City officials and staff; interprets and provides guidance to departmental personnel related to application of established budget principals and guidelines.
- Prepares and provides workshops and training related to the CIP and annual budget processes.
- Coordinates the preparation of the city-wide indirect cost allocation plan and establishment of interfund allocation rates; reviews work of contracted plan preparer for accuracy.
- Performs budget analysis and conducts related studies to identify efficiency and cost savings; prepares reports of such activity including recommendations for action.

**MINIMUM QUALIFICATIONS:**

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

A Bachelor's degree from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field; AND five years of experience in the development of governmental budgets. An equivalent combination of education, training and experience may also be qualifying.

**Licenses and Certifications:**

- Valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.
- A Certified Public Accountant (CPA) license may substitute for up to two years of work experience.

**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:**

\*\*\*This recruitment is open until further notice. Application packets are reviewed as needed with results merged into one eligible list according to final ratings (Civil Service Rule IV, Section 13). The first review of application packets will begin no later than April 2nd, 2018.\*\*\*

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 is a Training and Experience (T&E) Evaluation in the form of a Supplemental Questionnaire.
- You will receive your Civil Service Eligibility List ranking after the position is closed for applications and scoring of T&E Evaluations is completed.



**T&E Details:**

The T&E 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.

We encourage you to apply immediately using the online application system. Submit your complete online City of Spokane employment application by 11:59 p.m. on the filing cut-off date.

**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 21st day of February 2018.

MARK LINDSEY  
Chair

JERRI BJORK  
Acting Chief Examiner

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**RECREATION AIDE SPN 670  
OPEN ENTRY**

**DATE OPEN:** Monday, February 26, 2018      **DATE CLOSED:** Sunday, March 4, 2018 at 11:59 p.m.  
**SALARY:** \$33,825.60 annual salary, payable bi-weekly, to a maximum of \$52,262.64

**DESCRIPTION:**

Performs routine, repetitive tasks providing recreation program support by performing limited aspects of recreation work, and by working with participants of all ages in well-organized and carefully monitored recreational activities.

**DUTIES:**

- Sets up recreation areas for scheduled activities, such as: strings tennis or volleyball nets, limes base lines and base paths, sets up batting cages, and maintains recreation areas, tools, and equipment.
- Coordinates youth and adult art enrichment classes and camps, birthday parties, and parks/facilities rentals including weddings, rehearsal dinners, retirement parties, etc.
- Arranges for equipment or tools, and art supplies, charging them out to participants, and checking them for condition on their return.
- Decorates community or recreation centers for special events, activities, or parties.
- Posts announcements of scheduled activities and answers inquiries about transportation, time, place, or other related matters.
- Provides leadership to participants of all ages and coordinates special events, to include: kite flying, sports clinics, summer basketball, fall soccer, summer lunch programs, spring break and summer camps, and other activities to accommodate no-school occasions (e.g. "snow days"), etc.
- May serve as host for special events/rentals and coordinates related activities, or as gym attendant and officiates recreational sports activities.
- Maintains activity records, such as class rosters and attendance records, and provides reports as required.
- Assists with group activities which require more than one staff monitor, performing specifically assigned tasks.
- Assists in a variety of programs and may lead various recreational activities in the following areas: indoor/outdoor sports, arts and crafts, youth camps, group parties and rentals, or other specialized areas.
- May operate a passenger van transporting program participants to various locations.

**MINIMUM QUALIFICATIONS:**

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

**Education:** High school diploma or equivalent

AND

**Work Experience:** One year of experience providing leadership and support to an organized community recreation program.

OR

**Substitution:** Successful completion of study at an accredited college or university that included at least 6 semester or 9 quarter credit hours in courses related to recreation (e.g., physical education, arts and crafts, intramural sports, etc.).

All applicants need to 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.
- 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:**

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.

**We encourage you to apply immediately. Online applications must be completed and submitted by 11:59 p.m. on the filing cut-off date.**

**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
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- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 22nd day of February 2018.

MARK LINDSEY  
Chair

JERRI BJORK  
Acting Chief Examiner

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**GOLF MANAGER SPN 685  
OPEN ENTRY**

**DATE OPEN:** Monday, February 26, 2018      **DATE CLOSED:** Sunday, March 11, 2018 at 11:59 p.m.  
**SALARY:** \$62,640.00 annual salary, payable bi-weekly, to a maximum of \$81,745.20

**DESCRIPTION:**

Performs responsible professional work managing the administration and daily operations of the golf program.

**DUTIES:**

- Develops, implements and monitors plans and programs to achieve the golf operation's mission and goals. Establishes performance measures to gauge progress toward attainment of goals. Inspects facilities to insure that the facilities and grounds are properly maintained.
- Determines community golf needs. Provides programs to maximize usage by all user groups. Assists in planning and organizing special events and golf tournaments.
- Develops, plans, and organizes city-sponsored golf lessons in cooperation with the golf professionals.
- Supervises the activities of golf staff. Establishes or recommends policies and procedures. Establishes training programs and performance standards.
- Works with the Golf Committee to establish golf course operations and maintenance policies. Recommends green fees pricing policy. Develops marketing strategies and plans, including website management and other social media. Negotiates and manages golf program contracts.
- Evaluates the maintenance programs at each facility; approves maintenance equipment acquisition.
- Assists in preparing the Golf Fund annual budget for each golf facility.
- Represents the Department at appropriate events.
- Responsible for insuring quality customer service and customer satisfaction in the golf programs and facilities; handles customer complaints; serves as the primary intermediary between the golfing public and the City.
- Serves as staff liaison to the Park Board, Golf Committee, other City Departments and various community groups and agencies.

**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 major course work in, Business, Recreation, or Golf Management or a closely related field; AND, two years of responsible experience in developing and managing organized golf course programs, one year of which must be in a supervisory capacity.

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

NOTE: Active certifications and membership in the PGA or GCSAA are desirable.

**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 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) in the form of a Supplemental Questionnaire with scoring weight assigned as follows:

100% Training and Experience Evaluation

**T&E EVALUATION DETAILS**

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

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- 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.

**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 21st day of February 2018.

MARK LINDSEY  
Chair

JERRI BJORK  
Acting Chief Examiner

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**DEPUTY FIRE CHIEF SPN 941  
OPEN/PROMOTIONAL**

**DATE OPEN:** Monday, February 26, 2018      **DATE CLOSED:** Open until further notice  
**SALARY:** \$129,205.44 annual salary, payable bi-weekly, to a maximum of \$158,124.24

**DESCRIPTION:**

The Deputy Fire Chief performs responsible command and administrative duties assisting the Chief and Assistant Chief.

**DUTIES:**

- Assists in planning, organizing and administering the activities of the department. Supervises major sections within the department. Prepares working schedules. Maintains and enforces discipline. Participates in personnel selection, development and promotion; assists with the development of department's training program. Provides technical assistance and interprets policy matters.
- Assists in establishing the goals and objectives of the department. Organizes the departmental operations to meet these goals and objectives. Evaluates the organizational structure and methods of service delivery. Recommends changes as necessary.
- Performs research and development work in the area of uniform fire reporting systems, physical fitness training, day-to-day operations, safety, and other areas as needs indicate.
- Responds to multi-alarm and other incidents. Assumes command as required. Coordinates with other City agencies at incident scenes.
- Reviews records and reports. Initiates changes and submits reports.
- Assists the Chief and Assistant Chief with a variety of special projects as assigned. Researches data essential for budget preparation. Makes presentations to groups and organizations.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Open Entry** (Must be met at time of application.)

Completion of at least five years of experience as a Chief Officer for a fire agency, AND; possession of a Bachelor's degree, or higher, from an accredited four-year college or university in a closely related field including, but not limited to, Fire Command, Fire Administration, Para-Medicine, or Business/Public Administration. An equivalent combination of education and experience may also be qualifying.

**Promotional Requirements:** (Must be met at time of application.)

Completion of the probationary period with the Spokane Fire Department in a uniformed Fire classification at the level of Fire Battalion Chief (SPN: 940), Division Chief, or higher, AND; possession of a Bachelor's degree, or higher, from an accredited four-year college or university in a closely related field including, but not limited to, Fire Command, Fire Administration, Para-Medicine, or Business/Public Administration.

**Licenses and Certifications** (Applies to all applicants.)

A valid driver's license is required

Current or previous Paramedic license or EMS program management experience is desirable.

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

**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:**

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 is a Training and Experience (T&E) Evaluation in the form of a Supplemental Questionnaire.
- The T&E comprises 100% of the test score for Open Entry applicants. For current City employees who meet the Promotional requirements, the T&E is weighted at 80%, and your most recent promotional evaluation (PAR) is 20% of your final score.
- You will receive your Civil Service Eligibility List ranking after scoring of your T&E Evaluation is completed. Application packets are reviewed as needed with results merged into one eligible list according to final ratings (Civil Service Rule IV, Section 13).

**T&E Details:**

The T&E 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:**

**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 22nd day of February 2018.

MARK LINDSEY  
Chair

JERRI BJORK  
Acting Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

**CALL FOR BIDS****Riverside Drive Phase 2B  
Engineering Services File No. 2015078**

This project consists of the construction of approximately 240 cubic yards of excavation and embankment, 1,530 linear feet of water main (varying sizes), 40,320 s.y. of 2-inch thick HMA, 12,310 s.y. of 3 inch thick HMA, and 4,300 s.y. of 3.5-inch thick HMA, construction of a roundabout with concrete and colored concrete islands and center, storm sewer, storm drainage and treatment areas, landscaping, utility conduit construction, pedestrian hybrid bacon system, installation of a traffic signal system lighting and electrical work, sundry utility adjustments, contaminated soil remediation, 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., March 19, 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 FIVE (5) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

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

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

***A non-mandatory pre-bid conference will be held at Spokane City hall in the Council Briefing Center (basement) at 808 W. Spokane Falls Blvd. at 9:00 a.m. on Wednesday, March 7, 2018.***

Publish: February 28 and March 7 and 14, 2018

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR BIDS

#### REPROGRAPHICS CENTER SUPPLIES – PRINTING PAPER City of Spokane Communications – Reprographics Center BID #4445-18

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, MARCH 5, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **REPROGRAPHICS CENTER SUPPLIES – PRINTING PAPER** for City of Spokane Communications – Reprographics Center.

Detailed specifications and proposal forms are available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

It is the responsibility of Bidders/Vendors to check back to this site for Addenda or other additional information that has been posted regarding this bid.

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, March 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 Bid Proposals delivered late. **Only firm Bid 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) of the Bid 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 #4445-18, REPROGRAPHICS CENTER SUPPLIES – PRINTING PAPER, DUE 3/5/2018”**

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

Publish: February 21 & 28, 2018

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**FABRICATION AND DELIVERY OF LIME SLURRY TANK  
Solid Waste Disposal Department, Waste to Energy Facility  
BID #4447-18**

Sealed bids will be opened at 1:15 p.m., **MONDAY, MARCH 12, 2018** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **FABRICATION AND DELIVERY OF LIME SLURRY TANK** for the Solid Waste Disposal Department – Waste to Energy Facility.

Detailed specifications and proposal forms are posted on the City of Spokane Webpage at:  
<https://my.spokanecity.org/administrative/purchasing/current-projects/>

**Submittal Instructions:**

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 PM 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:

**“FABRICATION AND DELIVERY OF LIME SLURRY TANK, BID #4447-18, DUE 3/12/18”.**

Thea Prince  
Purchasing Department

Publish: February 28 & March 7, 2018

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