



Official Gazette

City of Spokane, Washington

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

Volume 108

MAY 30, 2018

Issue 22



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

(USPS 403-480)

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The Official Gazette

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Minutes

NOTICE**Monday, May 21, 2018**

The minutes for the Monday, May 21, 2018, Spokane City Council Meeting were not available for publication in this issue of the Official Gazette. The minutes will be published in the Wednesday, June 6, 2018, issue of the Official Gazette.

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
March 20, 2018**

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

The meeting began with the Acting Chief Examiner and the Commission giving thanks to our Exam & Class Analyst II, Ms. Barbara Ackermann, for 10 years of service to the City. Barbara was not present at the meeting, but she will receive her 10 year service pin.

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

A motion to approve the February 20, 2018 minutes was put forth by Mr. Stephens, and seconded by Mr. Hult. Ms. Gilmore would like a clarification of the minutes regarding the executive session. A clarification will be added to specify that the "Personnel Matter" discussed in executive session was regarding content of the interviews to be conducted in the selection process for the Chief Examiner position. With this clarification, the motion carries unanimously.

**Agenda Item II.
Staff Activities:**

Ms. Bjork presented the above staff activities for the month of February.

February:

Announcements issued:	13	Classifications revised:	2
Examinations:	594	Classifications new/deleted:	0/1
Requisitions received:	29	Requisitions certified:	33
Class Surveys completed:	0	Class Surveys in progress:	2
Requisitions pending:	14	Requisitions canceled:	3

Average days from department initiation of request to receipt in Civil Service:	2.8
Average days from requisition receipt to certification:	0
Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire	0.3

**Agenda Item III.
Classification Resolution**

Title Change:

SPN 435	Parking Meter Specialist II	to	Parking Enforcement Specialist II
SPN 439	Parking Meter Foreperson	to	Parking Foreperson
SPN 537	Facilities Logistics Specialist	to	Facility Inventory Foreperson

DELETE:

SPN 008 Permit Specialist

A motion to adopt the title changes and to delete an unoccupied classification was put forth by Ms. Gilmore and seconded by Mr. Hult. The motion passes unanimously.

**Agenda Item IV.
Annual Report 2017**

Ms. Bjork presented the Commission with a draft of the 2017 Annual report authored by Ms. George-Hatcher. Adoption of the report will be on the agenda at the April Commission meeting.

**Agenda Item V.
Other Business**

Ms. Bjork updated the Commission regarding the Chief Examiner recruitment. The posting has been up for just over a month. We have had over 1200 views on governemntjobs.com. We have had 14 applications and six have met the qualifications so far. After the closing, Ms. Bjork will score and create an eligible list.

Ms. Gilmore feels that a special session of the Commission is appropriate to address the selection process, and should be planned prior to the next regular meeting if possible.

There being no additional business to come before the Commission, the meeting was adjourned at 9:43 a.m.

**STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
04/09/2018 - FINAL**

Attendance

Council President Ben Stuckart, Council Member Karen Stratton, Council Member Laurie Kinnear, Council Member Kate Burke, Council Member Mike Fagan, Council Member Breean Beggs, Council Member Candace Mumm, Gavin Cooley, Charlie Wolff, Anna Everano, Brian McClatchey, David Paine, Ed Lukas, Rick Romero, Brian Coddington, Kris Becker, Dawn Kinder, Kate Bitz, Skyler Oberst, Adam McDaniel, Kelly Keenan, Boris Borisov, Eldon Brown, Heather Trautman, Andrew Chanse, Andrew Warlock, Tim Dunivant, Jason Sandobal, Alex Reynolds, Jacob Fraley, Ali Brast, Laura Williams

Non-City Employees: Andrew Rowles – DSP, Mike Tresitter – STA, Robin Toth - GSI

The meeting started at 1:17 p.m.

Approval of Minutes:

The meeting minutes for March were approved.

Agenda Items:**1. Economic Development Marketing – Council President Stuckart**

Council President Stuckart briefed the Committee regarding this item. There were additional questions regarding this item before it went to Council for vote at 6:00 p.m.

2. Prepaid Postage for Elections – Council President Ben Stuckart

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

3. Municipal Court Judge – Council President Ben Stuckart

Council President Stuckart briefed the Committee regarding this item. The City of Spokane is currently without a 3rd Municipal Court Judge. A request for applications was put out as soon as we heard that Judge Szambelan was leaving. There was a two panel interview process and the City has decided to hire Mr. Antush to fill the vacant judge position through the rest of Judge Szambelan's term. Once the term is up he will have to run for re-election.

4. Child Hunger Grant – Council Member Burke

Council Member Burke briefed the Committee regarding this item. Please see attached briefing paper.

5. Resolution for University District Bicycle & Pedestrian Bridge Name – Andrew Worlock

Andrew Worlock, Planning Services, briefed the Committee regarding this item. The process of naming the new bridge started back in December. They collected 281 bridge names, vetted it down to 5 and brought these 5 names before the Planning Commission. “University District Gateway Bridge” was selected by the Planning Commission and a resolution will be brought forward by Andrew Worlock to be voted on by the City Council.

6. Modifying Vacation Ordinance C-35469 Conditions – Eldon Brown

Eldon Brown, Developer Services, briefed the Committee regarding this item. Please see attached briefing paper.

7. Wonder Building Developer Agreement – Boris Borisov

Boris Borisov, Planning Services, briefed the Committee regarding this item. Please see attached briefing paper.

8. Big Belly Contract Amendment – Alex Reynolds

Alex Reynolds, Community & Neighborhood Services, briefed the Committee regarding this item. They are expanding this contract to include Riverfront Park. Council President would like to see recycle bins added with all garbage bins throughout the park. Please see attached briefing paper.

9. CHHS Substantial Amendment Resolution to the Annual Action Plan for CDBG, HOME and ESG – Kelly Keenan

Kelley Keenan, Director of Community Housing & Human Services, briefed the Committee regarding this item. Please see attached briefing paper.

10. GSI Initiatives Update – Greater Spokane Incorporated

Robin Toth, Greater Spokane Incorporated, briefed the Committee regarding this item. Please see the attached presentation.

11. Economic Update – Gavin Cooley

Gavin Cooley, Chief Financial Officer, briefed the committee regarding this item. Please see attached presentation.

Consent Items:

All consent items were approved and moved forward.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

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

STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
04/16/2018—Final

Attendance

Council Member Candace Mumm, Council Member Laurie Kinnear, Council Member Kate Burke, Council Member Mike Fagan, Council Member Breean Beggs, Council President Ben Stuckart, Council Member Karen Stratton, Tim Dunivant, Debra Robole, Eric Finch, Anna Everano, Brian McClatchey, Adam McDaniel, Skyler Oberst, Kandace Watkins, Sally Stopher, Laura Williams, Joan Hamilton, Jacob Fraley, Crystal Marchand, Ed Lukas, Heather Trautman, Andrew Worlock, Michelle Hughes, Michaela Martinez, Gary Kaesemeyer, Melissa Morrison, Gavin Cooley, Garrett Jones, Mark Buening, Jason Conley, Danielle Arnold, Terri Pfister, Mike Sloon, Raylene Gennett

Non City Employees: Diana Windsor – State Auditor's Office, Alisha Shaw – State Auditor's Office, Toby Hatley

Meeting adjourned at 1:16 p.m.

Approval of Minutes:

Meeting Minutes for March 2018 were approved.

Agenda Items:

1. Limited Tax General Obligation Bond \$7.5 mil – Council Member Mumm

Council Member Mumm brought this item forward. Jason Conley, Parks Executive Officer, briefed the Committee on how to better utilize the City's golf courses. They are exploring several options.

2. North Monroe Street Business Improvement (façade) Program Applications – Heather Trautman/Andrew Worlock

Heather Trautman and Andrew Worlock, Planning Services, briefed the Committee regarding this item. Please see the attached presentation. This process opened on April 9th and they had 27 applications at the time of the Committee Meeting. Will this be something the City will continue to fund if they get more applications? Discussion ensued.

3. State Auditor's Accountability Exit Conference for 2016

Diana Windsor and Alisha Shaw, State Auditor's Office, briefed the Committee regarding this item. Please see attached presentation.

4. 2019 – 2024 CIP Review of Key Dates – Crystal Marchand

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

5. Nuvodio LLC Project Management Assistance & Volt Workforce Solutions Project Management – Eric Finch

Eric Finch, Chief Technology Officer, briefed the Committee regarding this item. Please see attached presentation.

6. Financial Update – Gavin Cooley/Tim Dunivant

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

7. IT Update – Eric Finch

Eric Finch, CITO, briefed the Committee regarding this item. Please see attached presentation.

Consent Items:

The consent items were approved and moved forward.

Strategic Plan Session

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:46 p.m.

**CITY OF SPOKANE
CIVIL SERVICE COMMISSION MEETING
MINUTES
April 17, 2018**

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

Agenda Item I.

Approval of Minutes:

A motion to approve the minutes was put forth by Mr. Hult and seconded by Mr. Stephens. The motion passes unanimously.

Agenda Item II.

Staff Activities:

Ms. Bjork presented the staff activities for the month of March.

March:

Announcements issued:	4	Classifications revised:	1	
Examinations:	311	Classifications new/deleted:	0/0	
Requisitions received:	34	Requisitions certified:	32	
Class Surveys completed:	1	Class Surveys in progress:	3	
Requisitions pending:	14	Requisitions canceled:	2	
Average days from department initiation of request to receipt in Civil Service:				3.8
Average days from requisition receipt to certification:				0.2
Percentage certified within 24 hours:				100%
Average days from department initiation to completion of hire				1.9

Agenda Item III.

Administrative Complaint

Ms. Bjork detailed the complaint filed by Mr. Russell Reser, Firefighter, regarding the recent Fire Lieutenant Assessment Center, pursuant to Rule XI Appeals, Claims, Complaints - Section 4. This test process consisted of a written examination and Assessment Center, which included a Command Problem performance test and an In-Basket writing exercise. The effective date of the eligible list was 3/22/18.

Mr. Reser introduced himself to the Commission, and explained his complaint regarding using an assessor in successive examinations, as one of the assessors evaluated the Command Problem exercise in both 2016 and 2018. Mr. Reser feels this is a clear violation of Civil Service rules, referencing Rule IV Section 6. His suggested solution was to throw out the results of the Assessment Center, and to use only the written examination results for this test process.

Ms. Gilmore asked for clarification regarding the scope of Mr. Reser's complaint. Mr. Reser explained that he also had a problem with the In-Basket exercise, and explained the issue in detail.

Thorough discussion followed regarding the rules and process related to recruiting evaluators, and related to examination development and administration, with reference to the requirements of Rule IV, as well as the requirements of the MOU dated November 3, 2014, between the City and IAFF Local 29, which affects this test process. The Informational Notice regarding Bibliographies for the Captain and Lieutenant Promotional Exams, number 2017-87 was also referenced for relevant information. The Commission ultimately did not find that a rule violation or fatal flaw in the test process had occurred.

A motion to decline an investigation of the complaint was put forth by Mr. Stephens and seconded by Mr. Hult. The motion passes unanimously.

Agenda Item IV.

Annual Report Adoption

A motion to adopt the 2017 Annual Report was put forth by Mr. Hult and was seconded by Ms. De Counter. The motion passes unanimously.

Agenda Item V.

Request for Indefinite Leave of Absence

Ms. Crystal Rodgers, Personnel Analyst I, has requested an indefinite leave of absence from her classified position with Civil Service upon accepting an appointive position with the Police Department on 4/22/18.

A motion to approve was put forth by Mr. Hult and seconded by Ms. De Counter. The motion passes unanimously.

**Agenda Item VI.
Chief Examiner Selection Process**

Mr. Piccolo asked the Commission to determine what type of interview process they would like to use for the Chief Examiner selection. It had been discussed that the Commission may open up part of the process to include participation of City management, Civil Service staff, and bargaining unit representatives. Suggestions included the use of a round table discussion or something more informal, with the most qualified candidates moving on to an interview in executive session with the Commission.

Ms. De Counter asked Mr. Hult what process was used previously. In the last hiring process, interviews were conducted in the council lounge in executive session. There was a list of questions used for consistency in the first round of interviews, and then the top two were selected for extensive follow-up interviews. There were no other stakeholders involved.

Ms. Bjork informed the Commission that the recruitment is still open, has been advertised nationally, and there are currently six qualified candidates ready to complete the T&E examination. A date for recruitment closure could also be determined at this time in order to move forward with completing the eligibility list, and then moving on to interviews.

Ms. Gilmore suggested that an independent third party should screen all of the applications received, in order to protect Civil Service staff and the Commission from any perceived bias. Mr. Piccolo suggested contacting a different municipal Human Resources department for review, and volunteered to assist.

Mr. Lindsey reminded Commissioners that a decision as to process is necessary. Ms. De Counter feels it is important to have input from interested parties, and recommends an informal meeting with the stakeholder panel and the group of candidates (eligibles). Mr. Stephens stressed that consistency is key throughout the process. Ms. Bjork will reach out to parties for panel participation and work on a preliminary plan and schedule for the event.

The decision was made to close the recruitment on April 29th, 2018 and send all of the applications to an independent reviewer before finalizing the eligibility list and moving on to the next steps.

**Agenda Item VII.
Other Business**

No other business.

There being no additional business to come before the Commission, the meeting was adjourned at 10:51 a.m.

General Notices

**NOTICE
CITY OF SPOKANE
FRANCHISE ORDINANCE C35622**

SUMMARY:

Franchise to New Cingular Wireless PCS, LLC., a Delaware Limited Liability Company whose home office is 575 Morosgo Drive NE, Atlanta, GA 30324, to use the public right of way to provide noncable telecommunications service within its legal authority. Franchise term: 10 years with two renewal options for five-year terms. For more information, contact Chris Baidenmann at (425) 406-7856: email: chris.baidenmann@wirelesspolicy.com

Publish: May 30 and June 6, 13, & 20, 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*.

ORDINANCE NO. C35621

An ordinance amending Ordinance No. C-35565, passed the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the Development Services Center 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 Development Services Center Fund, and the budget annexed thereto with reference to the Development Services Center Fund, the following changes be made:

FROM:	4700-99999	Development Services Center	
	99999-28810	Undesignated Fund Balance	<u>\$ 366,276</u>
TO:	4700-30210	Development Services Center Fund	
	24100-54201	Contractual Services	<u>\$ 366,276</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 budget for unanticipated demolition costs, 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 May 21, 2018
Delivered to Mayor May 22, 2018**

ORDINANCE NO. C35624

An ordinance amending Ordinance No. C-35565, passed the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the Public Works Fund and Sewer 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 Public Works & Utilities Fund, and the budget annexed thereto with reference to the Public Works & Utilities Fund, the following changes be made:

FROM:	5200-72100 38148-00020	Public Works & Utilities Clerk II	<u>\$ 242,728</u>
TO:	5200-99999 99999-	Public Works & Utilities Unappropriated Reserves	<u>\$ 242,728</u>

Section 2. That in the budget of the Sewer Fund, and the budget annexed thereto with reference to the Sewer Fund, the following changes be made:

FROM:	4300-99999 99999-	Sewer Fund Unappropriated Reserves	<u>\$ 242,728</u>
TO:	4360-43510 54941-59951	Sewer Fund - Environmental Programs Reserve for Budget Adjustment	<u>\$ 242,728</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 eliminate the total 2018 salaries and benefits of four (4) vacant Clerk II positions and increase the budget in Environmental Programs by this same amount for implementation of the Sustainability Action Plan, 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 May 21, 2018
Delivered to Mayor May 22, 2018

ORDINANCE NO. C35625

An ordinance amending Ordinance No. C-35565, passed the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the Solid Waste Fund and Sewer 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 Solid Waste Fund, and the budget annexed thereto with reference to the Solid Waste Fund, the following changes be made:

FROM:	4500-45100 37148-00549	Solid Waste Fund Refuse Collector I	<u>\$ 306,700</u>
TO:	4500-99999 99999-	Solid Waste Fund Unappropriated Reserves	<u>\$ 306,700</u>

Section 2. That in the budget of the Sewer Fund, and the budget annexed thereto with reference to the Sewer Fund, the following changes be made:

FROM:	4300-99999 99999-	Sewer Fund Unappropriated Reserves	<u>\$ 306,700</u>
TO:	4360-43510- 54941-59951	Sewer Fund - Environmental Programs Reserve for Budget Adjustment	<u>\$ 306,700</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 eliminate the total 2018 salaries and benefits of five (5) vacant Refuse Collector I positions and increase the budget in Environmental Programs by this same

amount for implementation of the Sustainability Action Plan, 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 May 21, 2018

Delivered to Mayor May 22, 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.

AMENDMENT

AMENDMENT

AMENDMENT

STREET MAINTENANCE OPERATOR II

SPN 562

(Announcement of 5/21/2018)

The above titled announcement is hereby amended to read:

Shortage Promotional Requirements

- Experience: Current service in the Street Department and completion of six months of experience with the City in the classification of Street Maintenance Operator I or Asphalt Raker; OR, three years of experience in the classification of Bridge Maintainer I, Bridge Maintainer II, or a combination thereof.

Licenses: Applicants must possess a valid Class "A" Commercial Driver's License (CDL) with a tank vehicle endorsement; OR, possess a valid Class "B" CDL and must obtain a Class "A" CDL with a tank vehicle endorsement within six months of appointment.

SUPERVISORY PROBATION OFFICER SPN 957 PROMOTIONAL

DATE OPEN: Monday, May 28, 2018 DATE CLOSED: Sunday, June 3, 2018 at 11:59 p.m.

SALARY: \$78,070.32 annual salary, payable bi-weekly, to a maximum of \$102,186.72

DESCRIPTION:

Under administrative direction, manages and supervises probation operations, functions, and subordinate staff within the Probation Services Department of Municipal Court.

DUTIES:

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Provides direction, instruction and guidance to subordinate professionals in the management of their casework.
- Reviews, modifies and approves court reports and recommendations prepared by subordinate professionals.
- Assists in the formulation of assignment procedures for new cases to subordinate professionals; approves case transfers from one probation officer to another.
- Performs the more sensitive and difficult court assignment and supervision cases, requiring the application of considerable knowledge, skill and judgment.
- Assists subordinate probation officers with interpretations of technical and legal matters; provides consultation and training where required in the preparation of court reports and recommendations.
- Performs project work and specialized studies in efforts to improve caseload management; implements new projects and programs.

- Assists in the development and implementation of unit policies and procedures.
- Assists in preparing the preliminary department budget.
- Arranges and monitors placement of individuals on probation in rehabilitation and/or treatment programs.
- Communicates with a wide variety of agencies, probation departments, law enforcement agencies or other organizations to arrange and maintain needed services for probationers.
- Communicates with Sheriff's Office, Police Department, City Prosecutor's Office, Probation Department and/or social service agencies on crime investigation and prevention.
- Intervenes in crisis situations; counsels with probationers and/or family members; communicates with involved community and/or private agencies; makes referrals as required.
- Compiles, investigates, verifies and presents reports on personal, social, educational, financial, health and/or prior criminal involvement of probationers
- Maintains records; prepares and processes various reports and court documents as needed.
- Appears and/or testifies in court for detention, jurisdictional, disposition and/or violation of probation hearings; attends special and/or annual review and sealing of records per assigned casework.
- Conducts presentations to community groups, organizations or others as assigned.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Serves on various boards and committees as directed.
- May act in the absence of the Municipal Court Administrator/Director of Probation when assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Two years of experience in the classification of Probation Officer II (SPN 955)

Licenses and Certifications: A valid driver's license or evidence of equivalent mobility is 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.

EXAMINATION DETAILS:

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

SUPPLEMENTAL QUESTIONNAIRE DETAILS

The Supplemental Questionnaire is designed to evaluate the applicant's previous job-related experience, as well as any other information deemed important to performing the duties of the position.

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/job> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 24th day of May 2018.

MARK LINDSEY

Chair

JERRI BJORK

Acting Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

Sunset Boulevard from Royal Street to Lindeke Street Engineering Services File No. 2014094

This project consists of the construction of approximately **48,000** square yards (**5,300** cubic yards) of HMA grinding, **2,500** linear feet of storm sewer, **45** drainage structures, **8,000** linear feet of concrete and HMA sidewalk and trail, **48,000** square yards of 4-inch thick **HMA** pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201–3316, will receive sealed bids until 1:00 p.m., June 11, 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. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

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

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

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

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

Publish: May 23, 30 and June 6

CALL FOR BIDSCALL FOR BIDS

2018 Residential Grind and Overlay Project - South Engineering Services File No. 2018047

This project consists of the construction of approximately, 51,000 square yards of 2-inch thick HMA pavement, 4,100 square yards of pavement repair, 34,000 square yards of grinding, and 2,500 **square** yards of sidewalk, 26 drainage structures, 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., June 18, 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. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

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

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

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

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

Note regarding new specifications: The City of Spokane is using WSDOT's 2018 Standard Specifications. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2018 Standard Specifications prior to bidding the project.

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

Publish: May 30, June 6 and 13, 2018

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR BIDS

LANDSCAPE MAINTENANCE AND REPAIR AT VARIOUS CITY SITES

City of Spokane Asset Management Department

BID #4446-18

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, JUNE 11, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LANDSCAPE MAINTENANCE AND REPAIR AT VARIOUS CITY SITES** for the City of Spokane Asset Management Department.

PRE-BID CONFERENCE. A pre-bid conference will be held on Thursday, May 31, 2018 at 2:30 p.m. – 4:00 p.m. The location will be at City of Spokane City Hall, Fourth Floor, Conference Room #2B, 808 W. Spokane Falls Blvd., Spokane, WA 99201.

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 Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 11, 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 to:

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

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

All response packages are to be clearly marked with:

"BID #4446-18, LANDSCAPE MAINTENANCE AND REPAIR AT VARIOUS CITY SITES, DUE: MONDAY, JUNE 11, 2018."

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

Publish: May 23 & 30, 2018

CONCERT PRODUCTION AND TICKETING SERVICES FOR RIVERFRONT PARK

City of Spokane Parks Department

RFP #4462-18

Sealed proposals will be acknowledged at 1:15 p.m., **MONDAY, JUNE 18, 2018**, in the City Council Chambers – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for the **CONCERT PRODUCTION AND TICKETING SERVICES FOR RIVERFRONT PARK** for the City of Spokane Parks Department.

PRE-BID CONFERENCE. A pre-bid conference will be held on Thursday, June 7, 2018 at 1:00 pm local time at 808 W Spokane Falls Blvd., 5th Floor – Conference Room 5A.

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

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

**City of Spokane – Purchasing
4th Floor – City Hall
808 West Spokane Falls Boulevard
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: **“CONCERT PRODUCTION AND TICKETING SERVICES FOR RIVERFRONT PARK, RFP #4462-18, DUE 6/18/18”**.

Thea Prince
Purchasing Division

Publish: May 16, 23 & 30, 2018

REQUEST FOR PROPOSALS**MALLON OFF-STREET PARKING LOT MANAGEMENT**

City of Spokane Asset Management Department

RFP #4468-18

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 4, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **MALLON OFF-STREET PARKING LOT MANAGEMENT** for the City of Spokane Asset Management Department.

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 Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Proposals.

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 4, 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
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201**

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

All response packages are to be clearly marked with:

“RFP #4468-18, MALLON OFF-STREET PARKING LOT MANAGEMENT, DUE 6/4/2018”

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

Publish: May 23 & 30, 2018
