



# Official Gazette

## City of Spokane, Washington

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

Volume 109

**APRIL 3, 2019**

Issue 14



### 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)

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# Minutes

**NOTICE****MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, March 25, 2019**

The minutes for the Monday, March 25, 2019, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, April 10, 2019, issue of the *Official Gazette*.

**STUDY SESSION MEETING MINUTES****SPOKANE CITY COUNCIL****Thursday, March 21, 2019**

A regularly scheduled study session meeting of the Spokane City Council was held on the above date at 3:34 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart, Council Members Fagan, Kinnear, and Mumm were present. Council Member Beggs arrived at 3:38 p.m. Council Members Burke and Stratton were absent.

The following topic was discussed:

- North South Corridor Project Update

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 4:30 p.m.

# 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. C35697**

An ordinance related to City Building Accessibility and Safety; enacting new sections 12.05.055 and 12.05.056 of the Spokane Municipal Code.

**WHEREAS**, the City of Spokane strives to be a transparent government body, and seeks to encourage greater public participation in our local government activities; and

**WHEREAS**, one of the City's goals, as outlined in its strategic plan, is to "[c]reate a compassionate community so that all people can feel safe, empowered, and welcome";

**NOW THEREFORE**, the City of Spokane does ordain:

**Section 1.** That there is enacted a new section 12.05.055 of the Spokane Municipal Code to read as follows:

**Section 12.05.055 Public Access to City Hall and Other City Buildings**

- A. It is the policy of the City of Spokane to ensure safe and equitable access to City buildings for all people.
- B. City buildings, owned by the City of Spokane and its people, are for the access of, and provision of services to, the people of Spokane.
- C. In addition to other areas to which the public has access during the City's office hours (defined in SMC 03.02.010 as 8 a.m. to 5 p.m., Monday through Friday, public holidays excepted), the first-floor lobby of City Hall is a public area, and any member of the public may enter and remain there during office hours, without time limit.
- D. Other areas of buildings owned by the City may, by appropriate administrative policy or by Council resolution, be designated as non-public areas, to which public access may be restricted during normal City office hours.
- E. Members of the public may be removed from any building owned by the City of Spokane if they engage in violent or threatening behavior, cause excessive noise or disturbances which impair the ability of City employees to conduct City business, or if the rated occupancy of the City building, floor, or room is exceeded.
- F. All administrative policies which are in conflict with this section are superseded to the extent of the conflict.

**Section 2.** That there is enacted a new section 12.05.056 of the Spokane Municipal Code to read as follows:

**Section 12.05.056 City Facilities Safety and Accessibility Workgroup**

- A. By December 31, 2020, the Asset Management Director, or his or her designee, shall convene a City Facilities Safety and Accessibility workgroup to meet at least semi-annually to develop, execute, and review processes and projects that maximize public access and improve employee safety in all City owned facilities.
- B. Members of the Facilities Safety and Accessibility workgroup may include but are not limited to:
  - 1. At least three users of City facilities from the public;
  - 2. One representative from each City of Spokane bargaining unit;
  - 3. One representative from Human Resources Division;
  - 4. One representative of City of Spokane security staff;
  - 5. One representative of City of Spokane janitorial staff;
  - 6. One representative from MySpokane;
  - 7. One representative from Parks and Recreation Division;
  - 8. One representative from Innovation and Technology Services Division
  - 9. One representative from the City of Spokane Human Rights Commission
- C. The Asset Management Director, or his or her designee, shall report annually to the City Council's Finance and Administration Committee on the progress of all employee safety and public accessibility projects in City owned buildings.

**Passed by City Council March 25, 2019**

**Delivered to Mayor April 1, 2019**

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**ORDINANCE NO. C35745**

AN ORDINANCE relating to the disposal rates of uncovered loads, amending SMC section 13.02.0570; to chapter 13.02 of the Spokane Municipal Code; and setting an effective date.

The City of Spokane does ordain:

Section 1: That SMC section 13.02.0570 is amended to read as follows:

**13.02.0570 Uncovered Loads**

- A. No person shall transport solid waste to a staffed transfer station or disposal site(s) without securing or covering his/her vehicles waste in such a manner that will prevent spillage. Any vehicle arriving at the transfer station or disposal site(s) that contains waste that is not covered or secured will be charged an additional fee.
- B. For vehicles with gross vehicle weights up to and including eight thousand pounds, the additional charge will be five dollars. ((A surcharge or fee of five dollars for pickup loads, plus any other applicable charges is assessed for any load not so secured or covered, payable by any person individually, and/or as agent or employee of any other person or entity for which such unsecured or uncovered load is transported.)) For vehicles with gross vehicle weights over eight thousand pounds, the additional charge will be ten dollars.
- C. Until the effective date, the operator of any vehicle meeting the conditions described in B of this section will be issued a written warning alerting the operator to the requirements of this section.
- D((C)). A vehicle transporting sand, dirt or gravel in compliance with the provisions of RCW 46.61.655 is exempt from this section.

Section 2: Effective Date.

This ordinance shall take effect and be in force on \_\_\_\_\_, 2019.

**Passed by City Council March 25, 2019**  
**Delivered to Mayor April 1, 2019**

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**ORDINANCE NO. C35749**

An ordinance updating the regulations for personal transportation devices; amending sections 10.17.020, 10.17.030, 10.17.050, 10.17.080, 16A.62.010, 16A.62.030 and 16A.62.040; and enacting a new section 16A.62.035 of the Spokane Municipal Code.

**NOW THEREFORE**, the City of Spokane does ordain:

**Section 1.** That section 10.17.020 of the Spokane Municipal Code is amended to read as follows:

**Section 10.17.020 Definitions**

As used in this chapter, the following terms shall have the meanings indicated, unless the context clearly requires otherwise:

- A. "Application-based rental of electronically activated personal transportation devices" means a method of renting a personal transportation device solely by means of a smartphone-enabled software application.
- ~~((A-))~~ B. "Approved bicycle helmet" means a head covering designed for safety that shall meet or exceed the requirements safety of standards adopted by the U.S. Consumer Product Safety Commission (CPSC) 15 USCS 6004, or Z-00.4 set by the American National Standards Institute (ANSI), the Snell Foundation, the ASTM (American Society for Testing and Materials), or other subsequent nationally recognized standard for helmet performance as the City may adopt. The helmet must be equipped with either a neck or chin strap that shall be fastened securely while the wheeled vehicle is in motion.
- ~~((B-))~~ C. "Bicycle" means every device propelled solely by human power:
1. upon which a person or persons may ride, and
  2. having two tandem wheels either of which is eleven inches or more in diameter, or three wheels, any one of which is more than twenty inches in diameter.
  3. Within this chapter, the term "bicycle" shall include any:
    - a. attached trailers,
    - b. side cars, and/or
    - c. other device being towed by a bicycle.
- ~~((C-))~~ D. "Electric-assisted bicycle" means a bicycle with:
1. two or three wheels,
  2. a saddle,
  3. fully operative pedals for human propulsion, and
  4. an electric motor.

~~((D-))~~E. "Electric personal assistive transportation device (EPAMD)" means any device meeting the design characteristics as defined in Title 16A SMC.

~~((E-))~~F. "Guardian" means a:

1. parent,
2. legal guardian,
3. adult with custody, or
4. temporary guardian, who maintains responsibility, whether voluntary or otherwise, for the safety and welfare of a person under the age of sixteen years.

~~((F-))~~G. "In-line skates, roller skates and skate shoes" mean every device which is attached to the rider much like a pair of shoes or boots and which has two or more wheels attached in-line or next to each other beneath, and footwear which has internal or external wheels incorporated as a part the footwear, which wheels are incorporated either in-line or next to each other on the bottom of the footwear.

H. "Personal transportation device" means bicycles, electric-assist bicycles, foot scooters, motorized foot scooters, skateboards, motorized skateboards, electronic personal assistive transportation devices, and all other similar devices, but excluding motorized wheel chairs, motor driven cycles, mopeds, motorcycles.

~~((G-))~~I. "Public area" means public roadways, sidewalk, bicycle paths, parks or any right- of-way, publicly owned facility or publicly owned property within the City.

~~((H-))~~J. "Scooter" means every device with a platform having two or more wheels beneath it and a balancing handpost or steering device, which the rider balances on top of, and which is propelled solely by human power.

~~((I-))~~K. "Skateboard" means every device with a platform having two or more sets of wheels beneath it, which the rider balances on top of, and which is propelled solely by human power.

**Section 2.** That section 10.17.030 of the Spokane Municipal Code is amended to read as follows:

#### **Section 10.17.030 Helmet Required**

- A. Any person riding or otherwise operating any ~~((bicycle, electric-assisted bicycle, electric personal assistive transportation device, in-line skates, roller skate(s), skate shoe(s), scooter or skateboard,))~~personal transportation device as defined in SMC 10.17.020, including any passenger thereon and/ or person being towed thereby, on any public area in the City shall wear an approved bicycle helmet, and shall have either the neck or chin strap of the helmet fastened securely while the device is in motion.
- B. No person shall transport another person on or tow another person on a personal transportation device ~~((listed in subsection (A) of this section))~~ upon any public area in the jurisdiction of the City, unless the passenger is wearing an approved bicycle helmet.
- C. A guardian is responsible for requiring that a child under the age of sixteen (16) years who is under the guardian's care wears an approved bicycle helmet, the neck or chin strap of which is fastened securely, while upon a personal transportation device ~~((listed in subsection (A) of this section))~~while in motion, or riding as a passenger on a personal transportation device ~~((listed in subsection (A) of this section))~~ in any public area in the City.
- D. It is an affirmative defense to a violation of this section that the guardian responsible for a child under the age of sixteen (16) did require the child to wear an approved bicycle helmet at all times that the child was in the guardian's presence.
- E. It is an affirmative defense to a violation of this section for a person wearing an unapproved helmet that the helmet was furnished in conjunction with his rental, lease or use of a personal transportation device ~~((listed in subsection (A) of this section))~~ by a person or organization engaged in the business of renting, leasing or loaning such devices, and that the helmet was fastened securely while riding.
- F. Provisions of this chapter shall not apply to any wheeled devices such as, but not limited to ~~((, electronic scooters or motor driven))~~ wheelchairs that are designed and utilized for medically related reasons.
- G. For purposes of this chapter, the requirement to wear a helmet shall mean that the helmet shall be worn on the head of the person(s) who is required to wear a helmet with the neck or chin strap of the helmet fastened securely while the device is in motion.
- H. This section does not apply to the application-based rental of electronically activated personal transportation devices by persons eighteen years of age or older.

**Section 3.** That section 10.17.050 of the Spokane Municipal Code is amended to read as follows:

**Section 10.17.050 Rent, Lease or Loan of ~~((a Bicycle, Electric-assisted Bicycle, Electric))~~ Personal ~~((Assistive))~~ Transportation ~~((Device, Skateboard, Roller Blades, Roller Skates, Skate Shoes or Scooter))~~ Devices – Helmet Required**

- A. ~~((Any))~~With the exception of application-based rental vendors of electronically activated personal transportation devices, all ~~((person))~~persons engaging in the business of renting, leasing or loaning (e.g., “test ride”) any ~~((of the))~~personal transportation ~~((devices listed in SMC 10.17.030(A))~~device for use in any public area in the City shall supply the person(s) renting, leasing or using any of the devices with an approved bicycle helmet along with the devices unless the riders and passengers possess approved bicycle helmets of their own, and offer proof thereof, for use with the device and further shall notify such persons of the requirements of this chapter to wear a helmet meeting the safety standards described in SMC 10.17.020.
- B. The rental, lease or loan documents (contract, agreement, brochure or receipt) shall advise the person renting, leasing or using any of the devices listed in SMC 10.17.030(A) of the helmet requirements of this chapter and of chapter 16A.62, SMC.

**Section 4.** That section 10.17.080 of the Spokane Municipal Code is amended to read as follows:

**Section 10.17.080 Penalties – Civil Infraction**

- A. Any person violating SMC 10.17.030(A), SMC 10.17.040(A), SMC 10.17.050(A) or SMC 10.17.060(A) shall have committed a class 4 civil infraction and shall be liable for monetary penalties as set forth in SMC 1.05.210.
- B. The court may waive, reduce or suspend the civil penalty and clear the civil infraction as a warning for a person who has not been cited under this chapter within one year and provides proof that he has acquired an approved helmet at the time of appearance in court~~((or has taken class on helmet safety sponsored by the Spokane Regional Health District))~~.
- C. A guardian may be cited for a separate violation of this chapter for each child under sixteen (16) years of age riding on or in tow of a device listed in SMC 10.17.030(A) not wearing an approved helmet.
- D. Each rental and each event under subsection (A) of this section shall be a separate violation.

**Section 5.** That section 16A.62.010 of the Spokane Municipal Code is amended to read as follows:

**Section 16A.62.010 Definitions**

The following definitions are applicable in this chapter unless the context otherwise requires:

- A. “Application-based rental of electronically activated personal transportation devices” means a method of renting a personal transportation device solely by means of a smartphone-enabled software application.
- ~~((A.))~~B. “Approved bicycle helmet” means a head covering designed for safety that shall meet or exceed the requirements safety standards adopted by the U.S. Consumer Product Safety Commission (CPSC) 15 USCS 6004, or Z-00.4 set by the American National Standards Institute (ANSI), the Snell Foundation, the ASTM (American Society for Testing and Materials), or other subsequent nationally recognized standard for helmet performance as the county may adopt. The helmet must be equipped with either a neck or chinstrap that shall be fastened securely while the wheeled-vehicle is in motion.
- ~~((B. “Approved motorcycle helmet” means a protective covering for the head consisting of a hard outer shell, padding adjacent to and inside the outer shell, and a neck or chin strap type retention system, with a label required by the Federal Consumer Products Safety Commission as adopted by the Code of Federal Regulations 16 CFR 1203.))~~
- C. ~~((“Congested district – Retail zone”;;))~~“Retail zone of the congested district”((is defined at SMC 16A.04.020.))  
means, for purposes of this definition, and area bounded:

On the north by the north line of Spokane Falls Boulevard;

On the west by the west line of Madison Street;

On the south by the south line of BNSF railroad viaduct corridor from Madison Street to Washington Street, the south line of 1<sup>st</sup> Avenue from Washington Street to Bernard Street and the South line of Sprague Avenue from Bernard Street to Division Street;

On the east by the east line of Division Street.

The retail zone of the congested district as defined in this section shall also include both sides of Post Street from Spokane Falls Boulevard north to the north landing of the Post Street Bridge.



- D. "Modified or enhanced" means to alter the settings, displacement/horsepower or muffler effect to achieve greater power and/or performance than provided when the unit was delivered from the factory for sale.
- E. "Motorized foot scooter" means a device with no more than two ~~((ten))~~ twelve-inch or smaller diameter wheels that has handlebars, is designed to be stood upon, but may have a seat, and is powered by an internal combustion engine or electric motor that is capable of propelling the device with or without human propulsion.
- F. "Motorized personal transportation device" shall mean motorized foot scooters, motorized skateboards, electronic personal assistive transportation devices, and all other similar devices, but shall be deemed to exclude motorized wheel chairs, motor driven cycles, mopeds, ~~((electrically-assisted bicycles,))~~ motorcycles.
- G. "Motorized skateboard" means every device with a platform having ~~((two))~~ one or more sets of wheels beneath it, which the rider balances on top of, and which is either propelled by an attached or auxiliary, electric or gasoline motor.
- H. "Personal transportation device" means bicycles, electric-assist bicycles, foot scooters, motorized foot scooters, skateboards, motorized skateboards, electronic personal assistive transportation devices, and all other similar devices, but excluding motorized wheel chairs, motor driven cycles, mopeds, and motorcycles.
- ~~((H.))~~ "Street," for the purposes of chapter 16A.62 SMC only, means the entire width between the curb boundary lines, including the shoulder, of every way publicly maintained in the City of Spokane when any part thereof is open to the use of the public for purposes of vehicular travel or parking.

**Section 6.** That section 16A.62.030 of the Spokane Municipal Code is amended to read as follows:

**Section 16A.62.030 Requirements for Operating Motorized Personal Transportation Devices**

- A. Minimum Age.  
No person may operate a motorized personal transportation device on a street, alley, sidewalk, or other public area unless the person is sixteen (16) years of age or older.
- B. Passengers – Towing.  
Only one person may occupy a motorized personal transportation device at one time. No operator of a motorized personal transportation device may transport passengers or tow other devices or persons behind a motorized personal transportation device.
- C. Helmet Required.  
~~((1.))~~ Any person operating a motorized personal transportation device ~~((propelled by an internal combustion engine))~~ upon any ~~((upon any))~~ street, alley, or other public area in the City shall wear an approved ~~((motorcycle))~~ bicycle helmet ~~((designed for safety on his or her head and shall have either the neck or chin strap of the helmet fastened securely while the motorized personal transportation device is in motion))~~. This requirement does not apply to the application-based rental of electronically activated personal transportation devices by persons eighteen years of age or older.  
~~((2. Any person operating a motorized personal transportation device propelled by an electric motor, upon any street, alley, sidewalk, or other public area in the City shall wear an approved motorcycle helmet designed for safety on his head and shall have either the neck or chin strap of the helmet fastened securely while the electrically propelled motorized personal transportation device is in motion.))~~
- D. Lighting Required.  
1. All motorized personal transportation devices, when in use on any street, alley, sidewalk, or other public area during the hours of darkness set forth in RCW 46.37.020 shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least five hundred (500) feet to the front.  
2. All motorized personal transportation devices, when in use on any street, alley, sidewalk, or other public area during the hours of darkness shall be equipped with a red reflector on the rear of a type approved by the Washington State Patrol which shall be visible from all distances up to six hundred (600) feet to the rear when directly in front of lawful lower beams of head lamps on a motor vehicle. A lamp emitting a red light visible from a distance of five hundred (500) feet may be used in addition to the red reflector. A light-emitting diode flashing taillight visible from a distance of five hundred (500) feet to the rear may also be used in addition to the red reflector.  
3. All motorized personal transportation devices equipped with a head lamp and/or tail lamp, are required to have the lamps on and functioning at all times when the motorized personal transportation device is being operated on street, alley, sidewalk or other public area.

E. Muffler Required.

Motorized personal transportation devices powered by an internal combustion engine shall have a properly functioning engine muffler attached and constantly operational during use of the motorized personal transportation device to prevent a "public disturbance noise" as defined in SMC 10.08.020. The use of a cutout, bypass, or similar muffler elimination device is prohibited on all motorized personal transportation devices powered by an internal combustion engine.

F. Brake Required.

Motorized personal transportation devices shall be equipped with a rear brake which, when applied, will enable the operator to make the braked wheel(s) skid on dry, level, clean pavement.

G. Modifications Prohibited.

Motorized personal transportation devices operated within the City of Spokane shall not be modified or enhanced in design or construction from the specifications provide by the manufacturer, unless to comply with the requirements of this chapter.

**Section 7.** That there is enacted a new section 16A.62.035 of the Spokane Municipal Code to read as follow:

**Section 16A.62.035 Rental of Motorized Personal Transportation Devices**

- A. It shall be unlawful to rent application-based electronically activated personal mobility devices in the City of Spokane without first obtaining the written permission of the City obtained pursuant to this section.
- B. The City may, at its sole discretion, create an administrative permit program, issue a request for qualifications, or issue a request for proposals for the application-based rental of electronically activated personal transportation devices usable in public places in Spokane.
- C. Upon the close of any evaluation period concerning requests for qualifications or requests for proposals, the City may select one or more vendor(s) to operate the application-based rental of electronically activated personal transportation devices in Spokane.
- D. Upon selecting a qualified vendor(s), the City may enter into an agreement, subject to City Council approval, under the terms of which the application-based rental of electronically activated personal transportation devices may be conducted in Spokane. Each vendor of the application-based rental of electronically activated personal transportation devices shall operate such rental service at all times in compliance with Chapters 10.17 and 16A.62, SMC.

**Section 8.** That section 16A.62.040 of the Spokane Municipal Code is amended to read as follows:

**Section 16A.62.040 Prohibited Areas**

- A. Retail Zone of the Congested District.  
It is unlawful for any person to operate or ride upon a motorized personal transportation device upon any ((street, alley,)) sidewalk ((-public trail, park,)) or publicly-owned parking lot in the retail zone of the congested district.
- B. Parks.  
Except as otherwise provided in Park Rules, ((#))it is unlawful for any person to operate or ride upon a motorized personal transportation device in any park, as defined in SMC 12.06.030. Violations of this restriction are subject to the specific penalties set forth in SMC 12.06.100.
- C. Sidewalks.  
It is unlawful for any person to operate or ride upon a motorized personal transportation device propelled by an internal combustion engine on any sidewalk.
- D. Public Trails.  
It is unlawful for any person to operate or ride upon a motorized personal transportation device propelled by an internal combustion engine, on any public trails, including the Centennial Trail, within the Spokane city limits.
- E. Certain Streets.  
It is unlawful for any person to operate or ride upon a motorized personal transportation device on any street with a speed limit greater than ((twenty-five))thirty (30) miles per hour, unless the street is equipped with a bicycle facility.

**Passed by City Council March 25, 2019  
Delivered to Mayor April 1, 2019**

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**ORDINANCE NO C35750**

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Asset Management Capital 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 Asset Management Capital Fund, and the budget annexed thereto with reference to the Asset Management Capital Fund, the following changes be made:

**FROM:**

<b>FUND:</b>	<b>FUND NAME:</b>	<b>BUDGET CODE:</b>	<b>DESCRIPTION:</b>	<b>AMOUNT:</b>
5901	Asset Mgt Capital	5901-79160-99999-39787	Operating Transfer In – From Asset Mgt [Ops]	141,000
			<b>Total</b>	<b>141,000</b>

**TO:**

<b>FUND:</b>	<b>FUND NAME:</b>	<b>BUDGET CODE:</b>	<b>DESCRIPTION:</b>	<b>AMOUNT:</b>
5901	Asset Mgt Capital	5901-79160-94000-56203	Building Improvements	141,000
			<b>Total</b>	<b>141,000</b>

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 for additional budget authority for unexpected costs on the City Hall Restoration project, 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 March 25, 2019**  
**Delivered to Mayor April 1, 2019**

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**ORDINANCE NO C35751**

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Asset Management Operations 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 Asset Management Operations Fund, and the budget annexed thereto with reference to the Asset Management Operations Fund, the following changes be made:

**FROM:**

FUND:	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
5900	Asset Mgt Ops	5900-99999-99999-*****	Reserves	268,000
			<b>Total</b>	<b>268,000</b>

**TO:**

FUND:	FUND NAME:	BUDGET CODE:	DESCRIPTION:	AMOUNT:
5900	Asset Mgt Ops	5900-30700-97185-80101	Operating Transfer Out-Asset Mgt Capital	141,000
5900	Asset Mgt Ops	5900-30700-94000-56403	Capitalized Software	35,000
5900	Asset Mgt Ops	5900-30700-94000-56301	Other Improvements	28,622
5900	Asset Mgt Ops	5900-30700-18300-54802	Building Repairs & Maintenance	63,378
			<b>Total</b>	<b>268,000</b>

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 for additional budget authority for unexpected costs on the City Hall Restoration project and other unforeseen projects, 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 March 25, 2019**  
**Delivered to Mayor April 1, 2019**

---

**ORDINANCE NO C35752**

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, 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:	1100-21400	Street Department – Signs & Markers	
	42640-06120	Sign Painter	50,872
		(from 1 to 0 positions)	
	1100-99999	Street Fund	
	99999-	Unappropriated Reserves	4,687
			<u>\$ 55,559</u>
TO:	1100-21400	Street Department – Signs & Markers	
	42640-06120	Sign Painter	<u>\$ 55,559</u>
		(from 0 to 1 positions)	

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 a range change recommended by Human Resources, 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 March 25, 2019**  
**Delivered to Mayor April 1, 2019**

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**ORDINANCE NO C35753**

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Reprographics 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 Reprographics Fund, and the budget annexed thereto with reference to the Reprographics Fund, the following changes be made:

FROM:	5400-99999	Reprographics Fund	
	99999-	Unappropriated Reserves	<u>\$ 38,586.81</u>
TO:	5400-74050	Reprographics Fund	
	94000-56401	Machinery/Equipment	<u>\$ 38,586.81</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 replace a 23 years old paper cutter in Reprographics, 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 March 25, 2019**

**Delivered to Mayor April 1, 2019**

# 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.

## INFORMATION SYSTEMS ANALYST II SPN 165 PROMOTIONAL

**DATE OPEN:** Monday, April 1, 2019

**DATE CLOSED:** Sunday, April 14, 2019 at 11:59 p.m.

**SALARY:** \$62,640.00 annual salary, payable bi-weekly, to a maximum of \$84,188.16

### DESCRIPTION:

Under general supervision, performs professional information technology work pertaining to the development, design, programming, testing, implementation, modification and maintenance of computer programs and applications across multiple platforms and technologies.

### DUTIES:

- Designs, writes, tests, and maintains complex applications software using a variety of operating systems and modern programming languages in order to improve City business systems; designs and creates programming work plans; tests programs; analyzes, troubleshoots and resolves performance, integrity, security, access and other issues/problems.
- Customizes and modifies existing software applications; analyzes and corrects operational problems to ensure the smooth operation of specific applications systems.

- Interviews users to analyze client needs; gathers user information in order to define business requirements; creates and presents alternatives and solutions using diagrams and documentation.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.
- Selects and integrates software packages into existing City applications using current technology to improve the business model; creates and demonstrates application prototypes for discussion with users; solicits and documents feedback; makes design corrections; ensures proper interfaces with other systems, including electronic interfaces where applicable.
- Programs and designs the City's Internet/Intranet websites; responds to Webmaster contacts and mail; trains departmental clients to do web postings and content updates.
- Provides applications-related training to end-users, employing a variety of software and methodologies to create instructional presentations; organizes and coordinates meetings to inform and instruct groups and/or individuals regarding custom software.
- Plans, implements and monitors software-based database security.
- Provides professional technical support for users regarding complex applications issues; resolves difficult technical problems; communicates with department managers and staff regarding issues.
- Develops recommendations for selection, acquisition, deployment and upgrading of applications and programming tools as assigned.
- Participates on complex applications development, enhancement and integration projects; may serve as project leader on less complex projects; reviews and recommends project technical criteria; develops software configurations and specifications; communicates with vendors and contractors to research products and services; performs cost/benefit analyses; participates in project budget development.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment and methodologies to expedite and/or enhance existing processes.
- Communicates assigned information technology activities with other departments and divisions as needed.
- Develops and maintains software documentation and user instructions.
- Attends and participates in meetings; serves on committees and task forces; continuously communicates with supervisor regarding the status of assignments and projects.
- May perform systems and network analysis as an ancillary duty.
- Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

##### **Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *City Experience:* Two years of experience in the classification of Information Systems Analyst I (SPN 164) or Business Systems Analyst I (SPN 160).

Current, non-probationary, City employees within the line of progression may apply for this promotional recruitment if you meet either the open or promotional requirements (Rule VI Section 5 of the Civil Service Rules).

##### **Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Completion of a bachelor's degree from an accredited four-year college or university with major coursework in computer science, information systems, or a related field.
- *Experience:* Two years of professional information technology experience that emphasized the development, enhancement, and maintenance of programs, applications, and related systems.
- *Substitution:* An equivalent combination of education, training and experience may also be qualifying.

#### **EXAMINATION DETAILS:**

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

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

**T&E Evaluation Details**

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

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

**Promotional Evaluation Details:**

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

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

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

**TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 28th day of March 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**BUILDING INSPECTOR SPN 300**  
**OPEN ENTRY**

**DATE OPEN:** Monday, April 1, 2019

**DATE CLOSED:** Sunday, April 14, 2019 at 11:59 p.m.

**SALARY:** \$43,785.36 annual salary, payable bi-weekly, to a maximum of \$68,384.09

**DESCRIPTION:**

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

**DUTIES:**

- Performs field inspections of residential and commercial new construction, remodels, and repairs for footings, foundation walls, framing, trusses, insulation, ceiling, roofing, grading, finishing, med-gas, concrete, structural steel, sheet metal work, and other structural element systems related to construction.

- Reviews building plans and materials lists to interpret specifications and methods of installation.
- Inspects and notifies builders and owners of code violations as appropriate.
- Assists contractors, homeowners, architects and others regarding the inspection process and code requirements.
- Maintains records of inspections and prepares reports as required.
- Issues "stop work orders" when necessary, investigates complaints, and may be required to testify at hearings or in courts of law on code, laws and ordinance violations.
- May be required to perform inspections other than building inspections.
- Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

##### **Open Entry Requirements:**

(Open-entry applicants must meet all requirements in one of the following paths at the time of application.)

##### *Government Inspection Path*

- *Education:* High school diploma or equivalent.
- *Experience:* Two years of experience as a building inspector with a government agency.
- *Licenses:* Possession of a valid driver's license.

##### *Building Construction Foreperson Path*

- *Education:* High school diploma or equivalent.
- *Experience:* Four years of experience as a building construction foreperson.
- *Licenses:* Possession of a valid driver's license.

##### *Education Path*

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

*Licenses:* Possession of a valid driver's license

#### **EXAMINATION DETAILS:**

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

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

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

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

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



**TO APPLY:**

**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 28th day of March 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**POLICE EVIDENCE TECHNICIAN I SPN 348**  
**OPEN ENTRY**

**DATE OPEN: Monday, April 1, 2019**

**DATE CLOSED: Sunday, April 14, 2019 at 11:59 p.m.**

**SALARY: \$36,907.49 annual salary, payable bi-weekly, to a maximum of \$57,992.11**

**DESCRIPTION:**

Performs entry-level clerical and custodial work for the Spokane Police Department (SPD) and Spokane County Sheriff's Office (SCSO), managing property in a warehouse environment and maintaining the Chain of Custody.

**DUTIES:**

- Receives, stores, releases, and maintains the security of a wide variety of property and evidence items.
- Assists in logging property and evidence in and out of the Property Facility.
- Transports items as required.
- Establishes and/or assigns storage location for items to ensure integrity and chain-of-custody.
- Testifies in court as to the chain-of-custody.
- Assists in researching various data sources to determine the disposition of property and determining the value of items for resale or disposal.
- Prepares items, including firearms, for police/sheriff auctions according to applicable laws.
- Responds to inquiries from citizens, SPD/SCSO, and other agencies regarding the disposition of property.
- Notifies citizens when evidence is available for release. Releases property to citizens.
- Assists in performing quarterly random audits of items in the Property Facility. Assists in reviewing inventory records with an Internal Affairs Officer.
- Assists in storage of and preparation for the disposal and destruction of controlled, hazardous or contraband substances and items, including weapons, drugs and related paraphernalia, chemicals, bio-hazard and unknown material and substances. Transports items to various locations for destruction/disposal. Works with an Internal Affairs Officer to destroy illegal drug items.
- Performs background checks for release of firearms in accordance with applicable laws.
- Assists in building security and access control to secure storage areas.
- Performs maintenance duties to keep warehouse storage areas neat and orderly. Assembles shelving and rearranges storage spaces as necessary. Maintains supplies and forms.
- Uses vehicle jack stands/roller pads (when applicable). Assists in the coordination of internal/external tow truck requirements for evidence vehicle movements.
- Operates various types of vehicles, forklifts, man lifts, material handling equipment, computers, and standard office equipment

**MINIMUM QUALIFICATIONS:****Open Entry Requirements: (Needed at time of application)**

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

**Work Experience:** One year of experience in a law enforcement agency using a records management system OR an NCIC system.

**License:** A valid driver's license.

Ability to type accurately at a rate of 200 keystrokes (40 words) per minute.

**Note:** Applicants must submit to a polygraph examination, fingerprint, background investigation, labor physical and drug testing prior to appointment; and must obtain an ACCESS/WACIC Level I Certificate within one year of hire.

#### **EXAMINATION DETAILS:**

Applicants will need to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test and pass/fail typing test, with weights assigned as follows:

- Written Test (100%)
- Typing Test (Pass/Fail)

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

#### **WRITTEN TEST DETAILS:**

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) the week of **April 22, 2019**. Plan approximately 2 hours for testing.

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

The written test may include such subjects as:

Number & Letter Recognition  
Inventory & Warehouse Practices  
Human Relations  
Office Practices & Procedures  
Safety  
Spatial Ability  
Accuracy & Error Detection

#### **TYPING TEST DETAILS:**

The typing test will be conducted immediately following the written test. The City can conduct typing tests for 10 candidates at a time. Accordingly, candidates should be prepared to remain for up to 60 minutes after completion of the written test.

#### **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 28th day of April 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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#### **BRIDGE MAINTAINER II SPN 566 PROMOTIONAL**

**DATE OPEN:** Monday, April 1, 2019

**DATE CLOSED:** Sunday, April 14, 2019 at 11:59 p.m.

**SALARY:** \$43,008.62 annual salary, payable bi-weekly, to a maximum of \$67,047.77

#### **DESCRIPTION:**

Performs skilled and minor supervisory work in preventive maintenance, reconstruction, and repair of municipal bridges, trestles, retaining walls, guard rails and related structures.

#### **DUTIES:**

- Assists in the training of subordinates; acts for the foreperson in his/her absence.
- Assists foreperson in planning maintenance and repair work.

- Estimates material and equipment needs; repairs and maintains beams, decks, steel and concrete work; repairs or builds guard rails; paints and does related work at various heights over the water.
- Performs such other building and structure repair and construction as directed, such as divider island curbing, sidewalks, retaining walls, etc.
- Uses hand, mechanical and power equipment including automotive vehicles incidental to the work being performed.
- Performs related work as required and assists in snow removal operations.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:** (must be met at the date of the test)

- *Experience:* Two years of experience with the City in the classification of Bridge Maintainer I (SPN 565).

**Open Entry Requirements:** (must be met at time of application)\*

- *Education:* Graduation from high school, trade school, or equivalent.
- *Experience:* Three years of experience in structural construction performing carpentry, concrete, and steel work.

\*Current, non-probationary, City employees within the line of progression may apply for this promotional recruitment if you meet either the open or promotional requirements (Rule VI Section 5 of the Civil Service Rules).

**License and Certifications:**

(Qualified applicants and employees in this job class must meet these requirements.)

- Possession of a valid Class A Commercial Driver's License (CDL) with tank vehicle endorsement.
- Bridge Maintainers must obtain NCCCO certifications in Articulating Boom and Articulating Boom Crane with Winch within six months of appointment. Employees must maintain these certifications while they hold this job class.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test and promotional evaluation (PAR), with scoring weights assigned as follows:

Written test 80%

PAR 20%

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

**WRITTEN TEST DETAILS:**

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Wednesday, April 24, 2019 at 1:00 pm**. The approximate duration of the test is 2 hours.

Upon acceptance of your application, you will receive an e-mail invitation to the exam.

The written test may include such subjects as: Municipal Bridges, Guard Rails, and Equipment; Human Relations and Supervision; Construction Methods and Materials; Applied Mathematics; Driving Knowledge; Safety and First Aid.

**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.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

**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 28th day of March 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**HEAVY EQUIPMENT MECHANIC SPN 636**  
**PROMOTIONAL ENTRY**

**DATE OPEN: Monday, April 1, 2019**

**DATE CLOSED: Sunday, April 14, 2019 at 11:59 p.m.**

**SALARY: \$43,785.36 annual salary, payable bi-weekly, to a maximum of \$68,384.09**

**DESCRIPTION:**

Perform specialized and skilled journey level-work in the repair and maintenance in all facets of heavy trucks and construction equipment.

**DUTIES:**

- Repairs and maintains major components of complex construction equipment such as garbage trucks, graders, street sweepers, front-end loaders, backhoes and trucks which are designed to haul in excess of 12,000 lb. pay loads. This work includes diesel engines, complex transmissions and hydraulic systems, as well as all other related mechanical work.
- Applies mechanical, machinist, and welding skills in the repair, maintenance and fabrication of parts for heavy automotive and mechanical equipment chassis, attachments, and implements.
- Plans work procedure using manuals, charts and the available tools of the trade.
- Orders necessary parts for repair from parts room. Discusses major overhauls and repairs with foreperson to determine extent of repairs.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements**

(All promotional requirements must be met at the date of the examination.)

- *City Experience:* Completion of two years as an Automotive Mechanic (SPN 630) or four years as an Equipment Servicer (SPN 626).
- *General Experience:* Journey-level status as a heavy equipment mechanic.
- *Licenses:* Possession of a valid driver's license.

Current, non-probationary, City employees within the line of progression may apply for this promotional recruitment if you meet either the open or promotional requirements (Rule VI Section 5 of the Civil Service Rules).

**Open Requirements**

- *General Experience:* Journey-level status as a heavy equipment mechanic.
- *Licenses:* Possession of a valid driver's license.

**Note:** Heavy Equipment Mechanics must obtain a Class A Commercial Driver's License (CDL) within one year of employment. Employees must maintain this license while they hold this job class.

**EXAMINATION DETAILS:**

You must pass the examination for this classification to be eligible for promotion. This exam will consist of a written test and a promotional evaluation (PAR), with weights assigned as follows: written test 80%, PAR 20%.

The written test will be conducted in the Civil Service Test Room on **April 30, 2019 at 9:00 a.m. and 1:00 p.m.** The approximate duration of the test is 2 hours.

The written test may include such subjects as:

Safety & Supervision  
Engines & Transmissions  
Axles, Steering, & Brakes  
Hydraulics, Fuel, & Cooling Systems  
Lights & Electricity  
Troubleshooting, Testing & Maintenance

Upon acceptance of your application, we will send you an e-mail inviting you to schedule a time for the written test.

Qualified applicants are encouraged to apply immediately using the online application system. **All applicants must complete and submit the online City of Spokane employment application by 11:59 p.m. on the filing cut-off date.**

#### **PROMOTIONAL EVALUATION DETAILS:**

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

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

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

#### **TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 28th day of March 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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### **HEAVY EQUIPMENT MECHANIC SPN 636 OPEN ENTRY**

**DATE OPEN: Monday, April 1, 2019**

**DATE CLOSED: Sunday, April 14, 2019 at 11:59 p.m.**

**SALARY: \$43,785.36 annual salary, payable bi-weekly, to a maximum of \$68,384.09**

#### **DESCRIPTION:**

Perform specialized and skilled journey level-work in the repair and maintenance in all facets of heavy trucks and construction equipment.

#### **DUTIES:**

- Repairs and maintains major components of complex construction equipment such as garbage trucks, graders, street sweepers, front-end loaders, backhoes and trucks which are designed to haul in excess of 12,000 lb. pay loads. This work includes diesel engines, complex transmissions and hydraulic systems, as well as all other related mechanical work.
- Applies mechanical, machinist, and welding skills in the repair, maintenance and fabrication of parts for heavy automotive and mechanical equipment chassis, attachments, and implements.

- Plans work procedure using manuals, charts and the available tools of the trade.
- Orders necessary parts for repair from parts room. Discusses major overhauls and repairs with foreperson to determine extent of repairs.
- Performs related work as required.

#### MINIMUM QUALIFICATIONS:

##### Open Entry Requirements:

(Open-entry applicants must meet all requirements when they apply.)

- *Experience:* Journey-level status as a heavy equipment mechanic.
- *Licenses:* Possession of a valid driver's license.

**Note:** Heavy Equipment Mechanics must obtain a Class A Commercial Driver's License (CDL) within one year of employment. Employees must maintain this license while they hold this job class.

#### EXAMINATION DETAILS:

You must pass the examination for this classification to be eligible for hire. The exam is a multiple-choice written test, which comprises 100% of the final score for ranking on the Civil Service eligibility list for this position.

The written test will be conducted at 808 W Spokane Falls Blvd. in the 4th floor Civil Service Test Room on **April 30, 2019 at 9:00 a.m. and 1:00 p.m.** You should plan approximately 2 hours for testing.

The written test may include such subjects as:

Safety & Supervision  
Engines & Transmissions  
Axles, Steering, & Brakes  
Hydraulics, Fuel, & Cooling Systems  
Lights & Electricity  
Troubleshooting, Testing & Maintenance

Upon acceptance of your application, we will send you an e-mail inviting you to schedule a time for the written test.

We encourage qualified applicants to apply immediately using the online application system. **All applicants must complete and submit the online City of Spokane employment application by 11:59 p.m. on the filing cut-off date.**

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 28th day of March 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner



# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### DUTCH JAKE'S PARK RENOVATION

Parks & Recreation Department

**BID #4516-19**

Sealed bids will be opened at 1:15 p.m., **MONDAY, APRIL 29, 2019** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **DUTCH JAKE'S PARK RENOVATION** for the Parks & Recreation Department.

**PRE-BID CONFERENCE.** A pre-bid conference will be held on Friday, April 12, 2019 at 1:00 pm at 808 W Spokane Falls Blvd. City Hall Lobby – Lilac Conference Room.

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:**

#### **DELIVERY BY MAIL:**

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

#### **HAND DELIVERY:**

City of Spokane – “My Spokane” Service Desk  
1<sup>st</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201

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

Envelopes containing proposals are to be marked: **“DUTCH JAKE'S PARK RENOVATION, BID #4516-19, DUE 4/29/19”.**

Thea Prince  
Purchasing Department

Publish: March 27 & April 3, 2019

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**COLLECTION AGENCY SERVICES**  
City of Spokane My Spokane Department

**RFP #4517-19**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, APRIL 22, 2019**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **COLLECTION AGENCY SERVICES** for the City of Spokane My Spokane 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, April 22, 2019.** 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 and one (1) reproducible electronic copy (thumb drive or CD) of the Proposal to:**

**DELIVERY BY MAIL:**

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

**HAND DELIVERY:**

**City of Spokane – “My Spokane” Service Desk  
1<sup>st</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201**

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

All response packages are to be clearly marked with:

**“RFP #4517-19, COLLECTION AGENCY SERVICE, DUE: 4/22/2019”**

Thea Prince  
City of Spokane Purchasing

Publish: March 27 & April 3, 2019

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**RADON MITIGATION SYSTEM INSTALLATION**  
Asset Management Department

**BID #4519-19**

Sealed bids will be opened at 1:15 p.m., **MONDAY, APRIL 22, 2019** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **RADON MITIGATION SYSTEM INSTALLATION** for the Asset Management Department.

**MANDATORY PRE-BID CONFERENCE.** A pre-bid conference will be held on Friday, April 12, 2019 from 9:00 am – 11:00 am at 808 W Spokane Falls Blvd., Lower Level – Conference Room LL-A.

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:**

**DELIVERY BY MAIL:**

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

**HAND DELIVERY:**

**City of Spokane – “My Spokane” Service Desk  
1<sup>st</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201**

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

Envelopes containing proposals are to be marked: **"RADON MITIGATION SYSTEM INSTALLATION, BID #4517-19, DUE 4/22/19"**.

Thea Prince  
Purchasing Department

Publish: April 3 & 10, 2019

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**ASPHALTIC MIXES**  
Various City of Spokane Departments

**BID #4520-19**

Sealed bids will be opened at 1:15 p.m., **MONDAY, APRIL 15, 2019** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **ASPHALTIC MIXES** for various City of Spokane Departments.

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 **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) paper original of the Proposal to:**

**DELIVERY BY MAIL:**

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

**HAND DELIVERY:**

City of Spokane – "My Spokane" Service Desk  
1<sup>st</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane, Washington 99201

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

Envelopes containing proposals are to be marked: **"ASPHALTIC MIXES, BID #4520-19, DUE 4/15/19"**.

Thea Prince  
Purchasing Department

Publish: April 3 & 10, 2019

