



Official Gazette

City of Spokane, Washington

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

Volume 109

AUGUST 28, 2019

Issue 35



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

The Official Gazette

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The Official Gazette

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, August 19, 2019****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Briefing Center in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

Roll Call

On roll call, Council President Stuckart, Council Members Beggs, Burke, Fagan, Kinnear, and Stratton were present. Council Member Mumm entered the meeting at 3:31 p.m.

City Attorney Mike Ormsby, City Council Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

The City Council received an overview from staff on the August 26, 2019, Advance Agenda items.

Action to Approve August 26, 2019, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the August 26, 2019, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Beggs, **to approve** the Advance Agenda for Monday, August 26, 2019; **carried unanimously.**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed changes to the August 19, 2019, Current Agenda items.

Suspension of Council Rules

Motion by Council Member Fagan, seconded by Council Member Mumm, **to suspend** the Council Rules; **carried unanimously.**

Contract with Willis of Seattle (OPR 2019-0643)

Motion by Council Member Fagan, seconded by Council Member Mumm, **to add** OPR 2019-0643 (Contract with Willis of Seattle for property, casualty and cyber insurance for various departments within the City) to today's (August 19) Consent Agenda; **carried unanimously.**

Letter of Intent to Negotiate Purchase and Sale Agreement (Gonzaga Haven Project) (OPR 2019-0619)

Motion by Council Member Fagan, seconded by Council Member Mumm, **to add** substitute letter (Letter of intent to negotiate purchase and sale agreement for five parcels of city-owned property in the Logan Neighborhood) to today's (August 19) Legislative Agenda; **carried unanimously.**

Reaffirmation of Council Vote on Resolution 2019-0067

Motion by Council Member Fagan, seconded by Council Member Mumm, **to add** Resolution 2019-0067 for reaffirming the vote on today's (August 19) Consent Agenda; **carried unanimously.**

CONSENT AGENDA

Upon motion by Council Member Fagan, and seconded by Council Member Mumm, the City Council unanimously approved Staff Recommendations for the following items:

Special Counsel Contract Amendment with Craig Trueblood and K & L Gates (Seattle, WA) for to provide legal advice and counsel regarding environmental matters for the Wastewater Management Department—\$50,000. Total Contract Amount: \$103,100. (OPR 2018-0252)

Contract with Black & Veatch Corporation (Overland Park, KS) to assist the Water and Hydroelectric Services Department with development and implementation of water loss reduction strategies —\$74,500 (incl. tax). (OPR 2019-0614)

Low Bid of Cameron-Reilly, LLC (Spokane, WA) for Maple Street Gateway-4th Avenue Living Wall—\$366,594 (plus tax). An administrative reserve of \$36,659.40, which is 10% of the contract price, will be set aside. (Riverside Neighborhood) (OPR 2019-0615 / ENG 2018161)

Multiple Family Housing Property Tax Exemption Agreement with Centennial Homes, LLC for nine new multi-family housing units located at 465 N. Nettleton, Parcel Number 25133.3409. (OPR 2019-0616)

Multiple Family Housing Property Tax Exemption Agreement with Dan Garabedian for six new multi-family housing units on a lot that already contains a separate, occupied apartment building located at 3018 E. Everett, Parcel Number 36343.1103. Tax exemption will only apply to new units. (OPR 2019-0617)

Contract Amendment with Evergreen State Towing, LLC (Spokane, WA) for the amount of an additional \$101,000 (additional \$50,500 each year) to the current \$99,000 contract for removal and disposal of abandoned recreational vehicles for the Police Department. Total two-year contract amount not to exceed \$200,000 (\$100,000 per year). Contract expires December 31, 2020. (OPR 2019-0203)

Agreement with Spokane County Sheriff's Office to accept funding for the Edward Byrne Memorial Justice Assistant Grant Program 2018-DJ-BX-0193 award from October 1, 2017, through September 20, 2021. Grant award—139,093, with Spokane Police Department's share of the funding—\$62,591.85. (OPR 2019-0618)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through August 9, 2019, total \$4,330,780.63, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$3,788,571.85. ACH Payment Nos (Check Nos. 563227-563368) (CPR 2019-0002)
- b. Payroll claims of previously approved obligations through August 10, 2019: \$7,463,751.06. (Check Nos. 554266-554487) (CPR 2019-0003)

Contract with Willis of Seattle for property, casualty, and cyber insurance for various departments within the City of Spokane for the period of September 1, 2019, through August 31, 2020—\$1,936,340.

Reaffirmation of Council Vote on Resolution 2019-0067 (taken separately)

Upon Unanimous Voice Vote (in the affirmative), the City Council **reaffirmed** its (August 12, 2019) vote on Resolution 2019-0067 approving a development agreement between the City and Spokane Riverside Partners, LLC relating to certain public infrastructure costs. (Note: This action was taken to clarify the record as the incorrect resolution appeared in the City Council's August 12, 2019, agenda packet material.)

Council Recess/Executive Session

The City Council adjourned at 3:50 p.m. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

There was no **Poetry at the Podium** presentation.

Roll Call

Council President Stuckart, Council Members Beggs, Burke, Fagan, Kinnear, Mumm, and Stratton were present.

City Council Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present on the dais.

MAYORAL PROCLAMATION**August 23-25, 2019** *Gathering at the Falls Powwow*

Council Member Stratton read the proclamation and presented it to Shane Garcia. The Gathering at the Falls Powwow held each year in August honors our City's rich history by celebrating the sacred traditions of many Inland Northwest tribes who have gathered at the river for many generations to signify life, love, hope, and a sense of revitalization. The Gathering at the Falls Powwow is proudly organized by various groups and volunteers serving as a renewed tradition for people of all nations to gather and celebrate those gifts the river provides and to create and renew friendship. The 2019 Gathering at the Falls Powwow celebrates the 28th Year in Riverfront Park where it has shared its cultural heritage and history with citizens and visitors of our City by inviting all people from around the region to join the tribes in attendance.

FIVE-YEAR PIN PRESENTATION

Council President Stuckart presented Council Member Stratton with her five-year pin – five years on the City Council.

There was no **Administrative Report**.

There were no **Boards and Commission Appointments**.

COUNCIL COMMITTEE REPORTS**Finance, Administration & Sustainable Resources Committee**

Council Member Mumm reported on the Finance, Administration, and Sustainable Resources Committee meeting held earlier today (August 19, 2019). Minutes of the Finance, Administration, and Sustainable Resources Committee meetings are filed with the City Clerk's Office and are available for review following approval by the Finance, Administration, and Sustainable Resources Committee.

OPEN FORUM

Aaron Miller inquired why public improvement money couldn't be split into different sectors such as the Spokane Resource Center. He stated he is hoping that money will be spent towards those that are the most in need in our society and community and feels there is a need for a drug rehabilitation center in Spokane.

George McGrath remarked on a meeting held at the South Hill Library on South Perry Street where there were three police cars. He also remarked on Representative Matt Shea.

Tom Sanderson remarked on a proposed shelter to be located at the corner of Sprague and Havana.

Alexander E remarked that his current landlord is evicting him at the end of the month without reason and commented on housing discrimination.

Nicolette Ogletree referred to George McGrath's comments and indicated the reason why there were police officers at the meeting at the library was because some of the groups attending that meeting were parts of groups of people who had made death threats against members of our LGBTQ community and she stated she was proud of the police for being there. She also remarked on Matt Shea.

LEGISLATIVE AGENDA**SPECIAL BUDGET ORDINANCES****Special Budget Ordinance C35804**

Subsequent to an overview of Special Budget Ordinance C35804 by Council President Stuckart, public testimony from one individual, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C35804** amending Ordinance No. C35703 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, departments and programs 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 and appropriating funds in:

Property Acquisition Fund
FROM: Loan Proceeds, \$2,500,000;
TO: Capital Expenditures, same amount.

(This action re-establishes budget authority for Parks to spend \$2.5 million of their authorized SIP loan amount to upgrade four City Golf course irrigation systems and other on-course and off-course improvements.)

Special Budget Ordinance C35805

Subsequent to an overview of Special Budget Ordinance C35805 by Council President Stuckart, public testimony from one individual, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C35805** amending Ordinance No. C35703 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, departments and programs 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 and appropriating funds in:

General Fund
FROM: City Council—Other Miscellaneous Charges, \$1,000;
TO: Library Fund, same amount.

and

Library Fund
FROM: Library General Fund, \$1,000;
TO: Library Books, same amount.

(This action is needed to support the purchase of books for a newly purchased 24/7 library kiosk in order to increase literacy by eliminating check out barriers.)

There were no **Emergency Ordinances**.

RESOLUTIONS

For reaffirmation vote on Resolution 2019-0067, see section of minutes under 3:30 p.m. Briefing Session.

There were no **Final Reading Ordinances**.

FIRST READING ORDINANCES

First Reading Ordinance C35806

The following ordinance was read for the first time with further action deferred:

ORD C35806 Relating to the Northeast Public Development Authority adopting a new section 7.14.020 to Chapter 7.14 of the Spokane Municipal code.

SPECIAL CONSIDERATIONS

Letter of Intent (OPR 2019-0619)

Council President Stuckart requested a motion, on the first bullet point in the letter of intent, to take out "by September 1, 2019." The following action was taken:

Motion by Council Member Fagan, seconded by Council Member Mumm, **to remove** "by September 1, 2019," from the first bullet point in the letter of intent; **carried unanimously**.

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, and Council commentary, the following action was taken:

Upon Unanimous Vote (in the affirmative), the City Council **approved** Letter of intent to negotiate purchase and sale agreement for five parcels (2809, 2811, 2817 and 2821 N. Nevada Street and 920 E. Wolverton Court) of city-owned property in the Logan Neighborhood (Gonzaga Haven project).

SECOND OPEN FORUM

Cherrie Barnett presented remarks in support of Matt Shea and stated he is not the hate monger that he is put out to be.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:27 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
6/10/19 – MINUTES

Attendance

Gavin Cooley, David Paine, Louis Meuler, Andrew Chanse, Teri Stripes, Kris Becker, Eldon Brown, Kyle Twohig, Heather Trautman, Katherine Miller, Carly Cortright, Kenn Freeman, Paul Krupp, Marlene Feist, Brandon Blankenagel, Brian McClatchy, Adam McDaniel, Kyle, CM Karen Stratton, Garrett Jones, Nate Gwinn, Melissa Wittstruck, CP Ben Stuckart, CM Mike Fagan, CM Kinnear, CM Beggs, Ana Everano, Hannah Lee, Jake Fraley, Tirrell Black, CM Candace Mumm, Patrick Jones, CM Kate Burke, Danielle Cossey, Chris Green, Catherine Brazil

Non-City Employees: Paul Knowles, Doug Engle, Toby Hatley (WRA), Andrew Rowles (DSP), Rebecca White (Spokesman Review), Susan Engel, Brad McQuarrie

The meeting started at 1:16 p.m.

Approval of Minutes:

The meeting minutes for May were approved.

Agenda Items:

- 1. Creation of Media Manager Position- Marlene Feist**
Video storytelling role, have been creating the story telling media for past years and was part of 2019 budget, creating official position. This would be a civil service position and report to communications director.
- 2. Library Bond Implementation Update- Andrew Chanse**
Update on Library.
- 3. Spokane County Trails Plan- Inga Note**
Conversation on Trails Plan.
- 4. Spokane Conservation Futures, Review, and Discussion- Inga Note**
Paul Knowles presented in Inga's absence, presented on conservation processes, currently just over 9,000 acres, and question on funding distribution based on acreage based on a resolution from 2005.
- 5. City of Spokane Census Committee, Review, and Discussion- Patrick Jones**
Presentation on Decennial Census, funding and mention on key programs, mention on impact of accurate counts.
- 6. Spokane Indicators Project, Review, and Update- Patrick Jones**
We have grown about 1-1.5% annually past few years, estimated to reach 1 million in 65 years, presentation on average age and household income and ended with miles of bike trails, Spokanetrends.org
- 7. Spokane River Trail, Review, and Update- Gavin Cooley**
Update on trail along the river and the one by Peaceful Valley that is almost complete. More information/rendering to present at PIES in two weeks.
- 8. North Bank Update- Garrett Jones and Rick Romero**
Update on M&O location, Ballroom building is removed, able to re-locate soil to sportsplex.
- 9. SPS, City, Library, and Parks Umbrella Agreement Update- Rick Romero**
Update on where agreements are at, looking at mid-July to get approvals.
- 10. Mt. Spokane State Park Overview, Opportunities, and Discussion-**
 - a. Alpine- Brad McQuarrie- Presentation on Mt. Spokane developments and impact to the region.

b. Nordic- Susan Engel- Presentation on cost, Nordic/Cross Country skiing, and programs.

11. SRHD Update- Dr. Bob Lutz

Closures, air quality index (AQI) vs WAQA,

12. Economic Update- Kris Becker & Gavin Cooley

Presentation on where we are for the month and also maps

Consent Items:

Questions on the Media Manager position. All consent items were approved and moved forward.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 3:03 p.m.

Referenced attachments to the minutes are on file in the Office of the City Clerk.

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. C35804

An ordinance amending Ordinance No. C35565, 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. C35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the Property Acquisition 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 Property Acquisition Fund, and the budget annexed thereto with reference to the Property Acquisition Fund, the following changes be made:

FROM:	5901-79214 99999-38271-84113	Property Acquisition – Loan Proceeds	<u>\$2,500,000</u>
TO:	5901-79214 94000-56301	Property Acquisition -- Capital Expenditures	<u>\$2,500,000</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need for the Property Acquisition Fund to interfund loan the Parks Department to upgrade four City Golf course irrigation systems and other on-course and off-course improvements, 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 August 19, 2019

Delivered to Mayor August 23, 2019

ORDINANCE NO. C35805

An ordinance amending Ordinance No. C35703, 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. C35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the General 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 General Fund, and the budget annexed thereto with reference to the General Fund, the following changes be made:

FROM:	0320-36100- 11600-54999	General Fund: City Council Other Misc Charges	<u>\$1,000</u>
TO:	0980-89000- 97113-80101	General Fund: Transfer to Library Fund	<u>\$1,000</u>

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

FROM:	1300-30210- 99999-39710	Library Fund: From General Fund	<u>\$1,000</u>
TO:	1300-56100- 94000-56402	Library Fund: Library Books	<u>\$1,000</u>

Section 3. 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 support the purchase of books for a newly-purchased 24/7 library kiosk in order to increase literacy by eliminating check-out barriers**, 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 August 19, 2019
Delivered to Mayor August 23, 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.

CLERK III SPN 003 PROMOTIONAL

DATE OPEN: Monday, August 26, 2019 **DATE CLOSED:** Sunday, September 8, 2019 at 11:59 p.m.
SALARY: \$35,915.69 annual salary, payable bi-weekly, to a maximum of \$56,160.94

DESCRIPTION:

Performs a variety of complex clerical and office support activities requiring knowledge of City policies and procedures.

DUTIES:

- Maintains or checks complex records not requiring technical training or specialized techniques.
- Reviews or audits less complex records prepared by other employees (such as personnel and payroll records) and prepares related reports.

- Explains departmental policies and regulations to other employees and the public.
- Answers complaints, and independently composes correspondence.
- Maintains office files and supervises filing procedures as necessary.
- May order and maintain office supplies.
- Types forms, statements, letters, receipts, reports, and other material from rough drafts or general instructions, which frequently require independent action and discretion on the difficulties encountered; composes routine letters.
- Operates a personal computer or visual display terminal.
- May perform secretarial work in a small office where stenographic ability is not required.
- Accepts payment of utility and other City fund accounts, reconciles cash, and makes deposits.
- Instructs new employees in their duties and supervises subordinate employees as directed.
- Operates standard office machines incidental to assignment.
- Performs related work as required.

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.)

- *Experience:* One year of experience in the classification of Clerk II (SPN 002).
- Ability to type at the rate of 200 keystrokes (40 words) per minute.

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:* High school diploma or equivalent.
- *Experience:* Two years of clerical, office support, or data entry experience.
- *Substitution:* One year of undergraduate education (30 semester or 45 quarter credit hours) may substitute for one year of experience.
- Ability to type at the rate of 200 keystrokes (40 words) per minute.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination to be placed on the promotional eligible list for hire. **The eligible list established from this recruitment will be certified for use for a period of one year.**

The examination will consist of a multiple-choice test and a promotional evaluation (PAR), with weights assigned as follows:

Multiple-Choice test 80%
PAR 20%

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

Multiple-Choice Test Details

The written test will be conducted in the Civil Service Test Room on the 4th floor of City Hall on Thursday, September 12, 2019 at 9 a.m. and 1 p.m. The approximate duration of the test will be 1 hour and 30 minutes.

Qualified candidates will be instructed to self-schedule their written test following acceptance of their application.

The written multiple-choice test may include the following subjects:

Written Communication
Business Math
Clerical Procedures
Problem Solving
Reading Comprehension

Promotional Evaluation Details (PAR)

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 the date administered.

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 23rd day of August 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

A completed application submitted by the filling cut-off date is required to apply.

HOUSING SPECIALIST SPN 301
OPEN ENTRY

DATE OPEN: Monday, August 26, 2019 **DATE CLOSED:** Sunday, September 15, 2019 at 11:59 p.m.
SALARY: \$59,779.44 annual salary, payable bi-weekly, to a maximum of \$80,262.72

DESCRIPTION:

Performs professional administrative work associated with the enforcement of municipal and other related codes dealing with zoning, land use, building, housing, dangerous buildings, sanitation, noise, weeds, and other public nuisance code provisions.

DUTIES:

SPN 301: Neighborhood and Housing Specialist

- Inspects dwellings and substandard buildings for violations of applicable building code, and municipal ordinances and codes.
- Manages referred and complex cases; conducts site visits; studies and interprets codes; issues notices, penalties, civil citations and criminal infractions.
- Prepares written and oral reports for hearing officials and courts; prepares correspondence and orders related to hearings. Represents the City in hearing or court proceedings.
- Researches codes, property records, utility accounts, and other sources.
- Monitors nuisance conditions of abandoned properties, changes in conditions, and unauthorized access. Coordinates with contractors for boarding and maintenance.
- Assists in research, development and modification of new or existing regulations and department operating procedures.
- Assist in contract administration, lien management, and records management, including handling public records requests.
- Assists in public education and outreach about department services. Addresses and responds to citizen inquiries and complaints; establishes and maintains a positive and proactive customer service experience. Explains ordinances to citizens and works with property owners to gain voluntary compliance with applicable City ordinances and codes.
- Perform related work as required.

MINIMUM QUALIFICATIONS:

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

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

- **Education:** Graduation from an accredited four-year college or university with a degree in public administration, social science, law enforcement, planning, engineering, architecture, construction management, or a closely related field.

- *Experience:* One year of experience enforcing codes.
- *Substitution:* An American Association of Code Enforcement certification or certification from the ICC as a Zoning, Building, or Property Maintenance and Housing Inspector will substitute for the enforcement experience requirement.
- *License:* Possession of a valid driver's license.

Law Enforcement Commission:

(Employees in this job class must meet these requirements.)

Must obtain a limited law enforcement commission within one year of employment. Employees must maintain this commission while they hold this job class.

EXAMINATION DETAILS:

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

- Your examination consists of a Training and Experience (T&E) Evaluation, in the form of a Supplemental Questionnaire, which will constitute 100% of your final exam score.
- You will receive your Civil Service Eligibility List ranking after the position is closed for applications and scoring is complete.

T&E Details:

The T&E Evaluation is used to examine the relevance, level, progression, and quality of the applicant's education and training, and to elicit sufficient job-related information to evaluate the amount and quality of the applicant's previous experience, as well as any other information deemed important to performing the duties of the position.

Important: You will complete the T&E Supplemental Questionnaire online as a part of the application process. You may preview the instructions and questions online in the tab marked "QUESTIONS" near the top of the job announcement.

We encourage you to apply immediately using the online application system. Submit your completed City of Spokane employment application online by 11:59 pm of the 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.

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.

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 22nd day of August 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

A completed application submitted by the filing cut-off date is required to apply.

WASTEWATER SPECIALIST SPN 541
PROMOTIONAL

DATE OPEN: Monday, August 26, 2019

DATE CLOSED: Sunday, September 8, 2019 at 11:59 p.m.

SALARY: \$41,198.33 annual salary, payable bi-weekly, to a maximum of \$64,437.77

DESCRIPTION:

Performs skilled and minor supervisory work in the sewer maintenance branch of the Wastewater Management Department.

DUTIES:

- Designated as lead worker, supervises and participates in one of the following sewer cleaning activities.
- Employee is expected to assume control of other crews or perform semi-skilled work as required.
- Rodding and Balling Crew:
 - ◊ Manually cleans lines, tars and reseats manhole covers.
 - ◊ Responds to citizen complaints and problems dealing with storm and sanitary sewers.
- Mechanical Rodding Crew:
 - ◊ Operates machine to mechanically clear lines.
- Catch Basin Crew:
 - ◊ Operates heavy-duty vacuor and aqua tech.
 - ◊ Repairs and constructs catch basins and manholes.
- Hydro Crew:
 - ◊ Flushes lines with high pressure water hose.
 - ◊ Removes roots and debris with root saws and other attachments.
 - ◊ Maintains sanitary sewers with industrial de-greasing agents.
- Construction Crew:
 - ◊ Repairs broken lines or lays new connections.
 - ◊ Operates heavy construction equipment.
 - ◊ Installs new sanitary sewer and storm water infrastructure as required.
- Combination Sewer Cleaner:
 - ◊ Clean and maintain both sanitary and storm lines.
 - ◊ Operates both high pressure hydro cleaner and vacuum debris from sewer lines.
- Directs or performs servicing and field maintenance of assigned equipment; keeps time and material records; keeps job records of work completed; keeps equipment mileage records; and makes reports as necessary.
- Trains inexperienced workers in assigned operations.
- Assists in street sanding and snow removal operations as necessary.
- Performs related work as required

MINIMUM QUALIFICATIONS:**Promotional Requirements** (Must be met at time of test):

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

- *Experience:* One year of experience with the City in the classification of Laborer II within the Sewer Maintenance section of the Wastewater Management Department.
- *License:* Possession of a valid possess a valid Class "A" or "B" Commercial Driver's License (CDL), with tank endorsement.

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 **September 19, 2019 at 1:00 p.m.** The approximate duration of the test is 2 hours.

The written test may include such subjects as:

- Sewer System Maintenance and Cleaning
- Records and Reports
- Human Relations
- Safety

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 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 22nd day of August 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

A completed application submitted by the filing cut-off date is required to apply.

**WTE ASSISTANT POWER PLANT OPERATOR SPN 571
PROMOTIONAL**

DATE OPEN: Monday, August 26, 2019

DATE CLOSED: Sunday, September 8, 2019 at 11:59 p.m.

SALARY: \$46,328.54 annual salary, payable bi-weekly, to a maximum of \$76,318.49

DESCRIPTION:

Performs responsible technical work assisting the WTE Power Plant Operator in directing the operations of the Waste-to-Energy plant on an assigned shift.

DUTIES:

- Assists the Plant Operator in the daily operation of the plant in the field.
- Investigates changes in instrument readings and equipment operation. Notifies Plant Operator and/or Shift Supervisor of operational inconsistencies or other concerns.
- May relieve the Plant Operator of control room operations in compliance with any licensing guidelines, where applicable.
- Inspects turbine/generator, air pollution control and other crucial systems.
- Recognizes and mitigates operating difficulties and adapts to changing plant conditions.
- Operates and adjusts air pollution control system to maximize performance.
- Troubleshoots problems and assesses probable cause; coordinates work with maintenance crews and the Plant Operator.
- Maintains plant operations logs and other documentation.
- Uses standard office and specialized computer systems, as well as a mobile maintenance management tracking device.
- Operates demineralization system and makes required adjustments.
- Test and treats boiler water, records data, and performs chemical adjustments.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements (Must be met at time of test):

Current City employees with one year of experience as WTE Utility Operator who have completed the internal training program for their position may apply on a promotional basis.

Notes:

- Applicants must possess a valid driver's license.
- Individuals in this classification must successfully complete the Assistant Power Plant Operator training program and additional required environmental, health, and safety training (as designated on the Environmental Training Matrix and the Training Requirements spreadsheet) within their probationary period.

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 **September 11, 2019 at 9:00 a.m.** The approximate duration of the test is 2 hours.

The written test may include such subjects as:

- Safety
- Blueprint/Schematic Reading
- Pumps & Mechanical
- Steam, Turbines & Combustion

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.

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.

TO APPLY:

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

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
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By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 22nd day of August 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

A completed application submitted by the filling cut-off date is required to apply.

Notice for Bids

Supplies, Equipment, Maintenance, etc.

NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **Consolidated Electric Supply**, 5818 E. Broadway Ave. Spokane Valley, WA 99212 to provide the following:

ROCKWELL/ALLEN BRADLEY SCADA HARDWARE, SOFTWARE & SUPPORT SERVICES
For The City of Spokane

Companies who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to Thea Prince, Senior Procurement Specialist at: tprince@spokanecity.org **by Monday, September 11, 2019 at 5:00 pm**. The City of Spokane does not guarantee that companies responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Companies who have not already done so should register at www.mrscrosters.com.

Dated this 22nd of August, 2019

Thea Prince
Senior Procurement Specialist

Publish: August 28 & September 4, 2019

ANHYDROUS AMMONIA

Solid Waste Disposal – Waste to Energy Facility
#ITB 5120-19

INVITATION TO BID NOTICE

Description: The City of Spokane is soliciting electronic bids for an annual supply of Anhydrous Ammonia.

Bid Opening: Sealed electronic bids will be received until **Monday, September 16, 2019 at 1:00 pm**. At 1:15 pm they will be publicly opened in a meeting held in the City Council Chambers, LL, 808 W. Spokane Falls Blvd., Spokane WA. All bid responses are only to be submitted **electronically** through the City of Spokane's bidding portal: <https://spokane.procureware.com>, on or before the aforementioned date and time. Hard copy and/or late bids shall not be accepted.

To view this solicitation and submit a bid response, you must first register in the City's bidding portal at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled "Clarifications" under the relative project number.

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.**

Thea Prince
Purchasing Department

Publish: August 28 & September 4, 2019

MANITO MIRROR POND RESTORATION

Parks & Recreation Department

#PW ITB 5149-19

INVITATION TO BID NOTICE

Description: The City of Spokane is soliciting electronic bids for the Manito Mirror Pond Restoration.

Bid Opening: Sealed electronic bids will be received until **Monday, September 16, 2019 at 1:00 pm**. At 1:15 pm they will be publicly opened in a meeting held in the City Council Chambers, LL, 808 W. Spokane Falls Blvd., Spokane WA. All bid responses are only to be submitted **electronically** through the City of Spokane's bidding portal: <https://spokane.procureware.com>, on or before the aforementioned date and time. Hard copy and/or late bids shall not be accepted.

Mandatory Pre-Submittal Conference: Manito Park Mirror Pond 21 W 18th Avenue, Spokane, WA at the restrooms by the pond on **Thursday, September 5, 2019 at 11:00 am**.

To view this solicitation, access Plans and Specifications, and submit a bid response, you must first register in the City's bidding portal at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled "Clarifications" under the relative project number.

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.**

Thea Prince
Purchasing Department

Publish: August 21 & 28, 2019