



Official Gazette

City of Spokane, Washington

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

Volume 111

JANUARY 20, 2021

Issue 3



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEN BEGGS

COUNCIL MEMBERS:

KATE BURKE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:

<https://my.spokanecity.org/gazettes/>

To receive the Official Gazette by e-mail, send your request to:

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The Official Gazette
USPS 403-480
0% Advertising
Periodical postage paid at
Spokane, WA

POSTMASTER:

Send address changes to:
Official Gazette
Office of the Spokane City Clerk
808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342

Subscription Rates:

Within Spokane County:
\$4.75 per year
Outside Spokane County:
\$13.75 per year

Subscription checks made payable to:

City Treasurer

Address Change:

Official Gazette
Office of Spokane City Clerk
808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342

Minutes

MINUTES OF SPOKANE CITY COUNCIL

Monday, January 11, 2021

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 Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

The regularly scheduled Spokane City Council 3:30 p.m. Briefing/Administrative Sessions and the 6:00 p.m. Legislative Session were held virtually and streamed live online and aired on City Cable 5. Pursuant to Governor Jay Inslee's Fourteenth Updated Proclamation 20-28.14, dated December 8, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through January 19, 2021. The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling 408-418-9388 and entering an access code when prompted.

Roll Call

On roll call, Council President Beggs and Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson were present. (Council President Beggs was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson attended the meeting via WebEx.)

City Attorney Mike Ormsby (WebEx), City Council Policy Advisor Brian McClatchey (WebEx), and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

Advance Agenda Review

There was no Advance Agenda review as there will be no City Council meeting held on Monday, January 18, 2021, in recognition of the Martin Luther King, Jr. holiday.

ADMINISTRATIVE SESSION

Current Agenda Review

The City Council considered the January 11, 2021, Current Agenda.

Resolution 2021-0002 – Amending City Council Rules of Procedure

Motion by Council Member Kinnear, seconded by Council Member Burke, **to defer** Resolution 2021-0002—adopting various amendments to the City Council's Rules of Procedure—to February 8, 2021; **carried unanimously.**

Resolution 2021-0003 – Appointing Council Members to Boards, Committees, and Commissions

Motion by Council Member Mumm, seconded by Council Member Burke, **to substitute** Resolution 2021-0003—appointing City Council Members to boards, committees, and commissions for 2021 with the current version; **carried unanimously.**

Resolution 2021-0006 – Settlement Agreement

Motion by Council Member Mumm, seconded by Council Member Burke, **to defer** Resolution 2021-0006—approving settlement agreement and general release of all claims of Jessica Warren settled through mediation—to January 25, 2021; **carried unanimously.**

CONSENT AGENDA

Upon Unanimous Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:

Contract Amendment with Infor Public Sector, Inc. to add and maintain CAD mobile licenses to Fire Department tablets from November 30, 2020 to April 30, 2021—\$34,526.68 (excl. tax). (City IT will pay for the initial setup cost.) (OPR 2014-0212)

Continuation of Inter-Agency Agreement between the Police Department and the Washington State Criminal Justice Training Commission to memorialize terms and conditions under which the Police Department will provide services and facilities for Basic Law Enforcement Academy. (OPR 2019-0028)

Sole Source Service Contract with Clean Energy (Newport Beach, CA) for repairs and maintenance of the City CNG Refueling Station for 1 year with 2 additional 1-year renewals—\$250,000 per year. 3 year total amount: \$750,000. (This item has already been approved but it is being resubmitted due to contract language changes.) (OPR 2020-0756)

Award Acceptance from the Department of Commerce's New Shelter Program for the creation of a new young adult shelter and permission to subgrant those funds to Volunteers of America—\$2,731,100 Revenue. (OPR 2021-0015)

Third Amendment to the City of Spokane Universal Transit Access Pass Agreement (U-TAP)—\$51,708. (OPR 2017-0727)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through December 31, 2020, total \$10,249,025.85 (Check Nos.: 577040 – 577133; ACH Payment Nos.: 85835 - 86020), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,538,350.60. (CPR 2020-0002)

Council Recess/Executive Session

The City Council adjourned at 3:43 p.m. and immediately reconvened into a virtual Executive Session to discuss collective bargaining until 4:15 p.m. At 4:15 p.m., Council President Beggs announced the Executive Session would be extended for 15 minutes. At 4:30 p.m., Council President Beggs announced the Executive Session would be extended another 10 minutes. At 4:40 p.m., Council President Beggs announced the Executive Session would be extended an additional 5 minutes. The Executive Session ended at 4:45 p.m., at which time the 3:30 p.m. Briefing and Administrative Sessions also ended. City Attorney Mike Ormsby and Special Counsel Beth Kennar were present for the Executive Session. The City Council reconvened at 6:04 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Roll Call

On roll call, Council President Beggs and Council Members Burke, Cathcart, Kinnear, Mumm, and Wilkerson were present. Council Member Stratton joined the meeting at 6:08 p.m. (Council President Beggs was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Burke, Cathcart, Kinnear, Mumm, Stratton, and Wilkerson attended the meeting via WebEx.)

City Council Policy Advisor Brian McClatchey (WebEx) and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

SPECIAL GUEST PERFORMANCE – ELISHA MITCHELL

Council Member Wilkerson introduced Elisha Mitchell, a recording gospel artist in Spokane and a member of the Bethel AME Church. Ms. Mitchell sang "The Black National Anthem."

PROCLAMATION

January 18, 2021 *Martin Luther King, Jr. Observance Day*

Mayor Nadine Woodward provided remarks in recognition of Reverend Marth Luther King, Jr. Observance Day, and she issued a proclamation in honor of Reverend Doctor Martin Luther King, Jr. and his work toward equality and unity. The proclamation invites citizens to participate in a day on and not a day off to celebrate the civil right leader's life and legacy.

There was no **City Administration Report**.

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

There were no **Council Committee Reports**.

First Open Forum was not held.

LEGISLATIVE AGENDA**SPECIAL BUDGET ORDINANCES****Special Budget Ordinance C36002 (Council Sponsor: Council Member Kinnear)**

After an opportunity for public testimony and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C36002** amending Ordinance No. C35671 passed by the City Council December 14, 2020, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2021, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2021, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

General Fund – Public Defender
FROM: Other Judicial Grants, \$50,000;
TO: Temp/Seasonal, same amount.

(This action creates Temp/Seasonal positions using a grant from the Washington State Office of Public Defense)

There were no **Emergency Ordinances**.

RESOLUTIONS

For Council Action on Resolutions 2021-0002, see section of minutes under 3:30 p.m. Administrative Session.

Resolution 2021-0003 (Council Sponsor: Council President Beggs)

After public testimony and Council commentary was held, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2021-0003** (as substituted during the 3:30 p.m. Administrative Session) appointing City Council Members to boards, committees, and commissions for 2021.

Resolution 2021-0004 (Council Sponsor: Council President Beggs)

After an opportunity for public testimony and Council commentary, the following action was taken:

Upon 6-1 Vote (Council Member Cathcart voting “no”), the City Council **adopted Resolution 2021-0004** amending the City of Spokane’s legislative agenda for the 2021 state legislative session.

Resolution 2021-0005 (Council Sponsor: Council President Beggs)

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

Upon 4-3 Vote (Council Members Cathcart, Kinnear, and Mumm voting “no”), the City Council **adopted Resolution 2021-0005** expressing the City’s support for Ballot Proposition No. 1 entitled “Replacement of Expiring Educational Programs and Operation Levy,” submitted by Spokane School District 81 for the February 9, 2021 special election regarding propositions for school levy.

For Council Action on Resolution 2021-0005, see section of minutes following “Final Reading Ordinances.”

For Council Action on Resolutions 2021-0006, see section of minutes under 3:30 p.m. Administrative Session.

FINAL READING ORDINANCES**Ordinance C36000 (Council Sponsor: Council President Beggs)**

Upon consideration of Final Reading Ordinance C36000, the following action was taken after Council commentary:

Motion by Council Member Stratton, seconded by Council Member Cathcart, **to defer** Final Reading Ordinance C36000—relating to authorized military organizations and creating a new section 10.10.035 of the Spokane Municipal Code—to February 1, 2021; **rejected 2-5 (Council President Beggs and Council Members Burke, Kinnear, Mumm, and Wilkerson voting “no”)**.

Public testimony was received from one individual and Council commentary held, after which the following action was taken:

Upon 6-1 Roll Call Vote (Council Member Cathcart voting “no”), the City Council passed Final Reading Ordinance C36000 relating to authorized military organizations and creating a new section 10.10.035 of the Spokane Municipal Code.

RESOLUTIONS (Continued)

Resolution 2021-0005 (Council Sponsor: Council President Beggs)

Upon consideration of Resolution 2021-0005, public testimony was received, and Council commentary held, after which the following action was taken:

Upon 4-3 Vote (Council Members Cathcart, Kinnear, and Mumm voting “no”), the City Council adopted Resolution 2021-0005 expressing the City’s support for Ballot Proposition No. 1 entitled “Replacement of Expiring Educational Programs and Operation Levy,” submitted by Spokane School District 81 for the February 9, 2021 special election regarding propositions for school levy.

FIRST READING ORDINANCES

The following ordinances were read for the First Time, with Further Action Deferred:

- ORD C35998** Requiring a supermajority Council vote for the approval of intrafund transfers of budgeted personnel expenses to a non-personnel line item or between departments; amending section 07.09.010 of the Spokane Municipal Code. (Council Sponsor: Council President Beggs)
- ORD C35999** Establishing a strategic reserve account within the general fund and establishing a process for the annual allocation of positive General Fund variances; amending section 07.08.010 of the Spokane Municipal Code. (Council Sponsor: Council President Beggs)
- ORD 36003** Relating to special events; amending Chapter 10.39 of the Spokane Municipal Code; SMC sections 4.04.020, 10.39.010, 10.39.020, 10.39.030, 10.39.040, 10.39.050 10.39.055, 10.39.070, 10.39.090, and 17G.050.070. (Council Sponsor: Council President Beggs)

There were no **Special Considerations**.

There were no **Hearings**.

Second Open Forum

Melanie Perry noted she is part of a mutual aid group that has been going out twice weekly to help meet the needs of our houseless community. She invited City Council Members to join the group on the next distribution night which will be Thursday at 5:30 p.m. at Pacific and Second.

Marcia remarked on homelessness issues in the Emerson-Garfield area.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 8:09 p.m. There is no meeting scheduled for Monday, January 18, 2021, as this day is the designated Reverend Dr. Martin Luther King, Jr. Day holiday. A regularly scheduled City Council meeting will not be held on Tuesday, January 19, 2021.

Hearing Notices

NOTICE OF CITY COUNCIL PUBLIC HEARING PROPOSED AMENDMENT REGARDING RECEIVERSHIP (Proposed Ordinance C36004)

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on ***Monday, February 1, 2021, at 6:00 p.m.** in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. *(See note below.) This hearing may be continued to a later date. This public hearing is for proposed amendments to two sections of the Spokane Municipal Code (SMC) to formalize Receivership as an alternative to demolition. The specific sections of the Spokane Municipal Code that are to be amended as a part of this proposal are as follows:

Spokane Municipal Code (SMC) Title 17F.070, Existing Building and Conservation Code, sections **17F.070.470**, Compliance with Order and **17F.070.490**, Enforcement.

Documents relating to these proposed changes are available for viewing at: <https://my.spokanecity.org/projects/alternative-to-substandard-building-demolition/>

Written comments and oral testimony at the public hearings for these proposed actions will be made part of the public record. **Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal a decision of the City Council.**

Any person may submit written comments on the proposed actions to jruffing@spokanecity.org or call for additional information at:

Code Enforcement
Attn: Jason Ruffing
808 West Spokane Falls Boulevard
Spokane, WA 99201-3329
Phone 509.625.6529
jruffing@spokanecity.org

More information on the process: The City Council will be briefed on the proposed code text amendments on Monday, January 25, 2021 at 3:30 p.m. There is no public testimony at the briefing. The 1st Reading of the ordinances before City Council is also scheduled for Monday, January 25, 2021. Generally, no presentations are made at the 1st reading and no public testimony is taken at the 1st reading. The 2nd reading and Public Hearings for the proposed changes are scheduled for Monday, February 1, 2021, starting at 6 p.m. At this meeting there will be opportunity for public testimony. The public may also submit written comment to the City Council at jruffing@spokanecity.org or by sending email to citycouncil@spokanecity.org. The City Council may continue this public hearing to a following meeting at their discretion.

***Note:** Pursuant to Governor Jay Inslee's Fourteenth Updated Proclamation 20-28.14, on December 8, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until at least through January 11, 2021. It is possible the February 1, 2021, City Council meeting may be held virtually. If the February 1, 2021, City Council meeting is held virtually, there will be an opportunity for public comment to be taken virtually. A notice containing call-in information will be included with the posted February 1, 2021, City Council Agenda packet. Agenda packets are posted at the following link: <https://my.spokanecity.org/citycouncil/documents/>. The public may also submit written comment as noted above.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

General Notices

NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **DRESSER RAND COMPANY, 225 South Lucile Street, Seattle, WA 98108** to provide the following:

**Purchase of Parts for Condensing Steam Turbine Generator Drive Package, Serial #D0823
for
City of Spokane Solid Waste Disposal Department –
Waste to Energy Facility**

Firms 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, January 25, 2021 by 5:00 pm. The City of Spokane does not guarantee that firms 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.

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

Dated this 7th day of January 2021
Thea Prince
Sr. Procurement Specialist

Publish: January 13 & 20, 2021

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. C36000

An ordinance relating to authorized military organizations and creating a new section 10.10.035 of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That there is adopted a new section 10.10.035 of the Spokane Municipal Code to read as follows:

Section 10.10.035 Authorized military organizations.

RCW 38.40.120, as now enacted or hereinafter amended, is hereby adopted by reference as if fully set forth herein, including penalties. The penalty for violation of this section is a fine not to exceed one thousand dollars, or imprisonment for not more than ninety days, or both such fine and imprisonment.

Passed by City Council January 11, 2021
Delivered to Mayor January 15, 2021

ORDINANCE NO. C36002

An ordinance amending Ordinance No. C35857, passed by the City Council December 16, 2019, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2020, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2020, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2020 budget Ordinance No. C35857, as above entitled, and which passed the City Council December 16, 2019, 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:	0700-95561 99999-33316	General Fund-Public Defender Dept of Justice	<u>\$50,000</u>
TO:	0700-95561 15930-08490	General Fund-Public Defender Temp/Seasonal	<u>\$50,000</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to create Temp/Seasonal positions using a grant from the Washington State Office of Public Defense, 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 January 11, 2021
Delivered to Mayor January 15, 2021**



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.

FIRE COMMUNICATIONS SPECIALIST SPN 285 OPEN ENTRY

DATE OPEN: Monday, January 18, 2021

DATE CLOSED: Tuesday, February 2, 2021 at 4:00 p.m.

SALARY: \$45,259.93 annual salary, payable bi-weekly, to a maximum of \$85,584.22

DESCRIPTION:

Performs specialized pre-hospital emergency medical, fire and special operations communications work receiving, recording, and transmitting emergency and non-emergency telephone and radio calls.

DUTIES:

- Receives medical, fire, and related emergency calls for service
- Interrogates, triages
- Analyzes conditions and utilizes computer aided dispatch to select appropriate resources, provides information to responders and documents incident and actions taken.
- Determines replacement companies to ensure coverage throughout the region.
- Monitors and updates status of companies; maintains documentation of incidents and actions taken.
- Documents incidents, movements and status of resources.
- Maintains record of streets and hydrants closed or out-of-service.
- Assists with daily roll call of station personnel.
- Operates and updates Computer Aided Dispatch System, specialty computer analytical programs, scheduling interfaces, radios, phone system and other ancillary equipment.
- Analyzes situations and provides medical care and critical instructions to callers regarding medical emergencies prior to the arrival of companies.
- Troubleshoots and revises geo-files, maps, street files and related files as required.
- Tests and inspects assigned equipment.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry Requirements:

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

- *Education:* High school diploma or equivalent.
- *Licenses:* Must possess a valid driver's license or evidence of equivalent mobility.
- *Skills:* Ability to type 200 keystrokes per minute.
- *Certifications:* All applicants must obtain the following certifications ,during the probationary period:
 - Cardiopulmonary Resuscitation (CPR)
 - Emergency Medical Dispatch (EMD)
 - Emergency Medical Technician (EMT)
- *Physical:*
 - Ability to see, with or without corrective lenses, well enough to read fine print.
 - Normal color perception is essential due to the use of colored computer screens and indicators.
 - Ability to hear in both ears, with or without hearing aids, well enough to understand telephone and radio conversation through a headset while other distractions are present.
 - Ability to speak well enough to be clearly and easily understood over the telephone and radio.
 - Enough body mobility to move about freely.
 - Enough manual dexterity to type and write.
 - Enough stamina to work without scheduled breaks or relief for long periods of time up to 36 hours.
 - Tolerance to work under adverse conditions, such as pressure and stress.

EXAMINATION DETAILS:

Candidates 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 a CritiCall software performance test, with scoring weight assigned as follows:

- Multiple-choice test: 100%
- CritiCall dispatch test: Pass/Fail

WRITTEN TEST DETAILS:

You will receive a link to the examination in a separate email, on the morning of February 4, 2021. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in, until 4:00 PM Pacific time on February 9, 2021.

The approximate duration of the test is 2 hours. The written test may include such subjects as:

- Accuracy & Error Detection
- Computer Literacy
- Following Directions
- Grammar Fundamentals
- Interpersonal Relations
- Radio Communications
- Vocabulary & Spelling

PERFORMANCE TEST DETAILS:

Initially, the top 20 candidates will be invited to take the dispatcher performance examination, at City Hall. Other ranked candidates will be invited to take this examination, on an as needed basis.

We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing 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 4:00 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

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 14th day of January 2020.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

LABOR FOREPERSON SPN 505
PROMOTIONAL

DATE OPEN: Monday, January 18, 2021

DATE CLOSED: Tuesday, February 2, 2021 at 4:00 p.m.

SALARY: \$43,392.82 annual salary, payable bi-weekly, to a maximum of \$67,605.26

DESCRIPTION:

Performs supervisory work over a group of employees engaged in unskilled to semi-skilled manual work.

DUTIES:

- Supervises a crew of manual workers performing unskilled to semi-skilled tasks.
- Plans and organizes tasks.
- Participates, when necessary, and trains subordinates in the use and operation of equipment incidental to the job.
- Supervises routine demolition and salvage activities, and the storage of surplus material.
- Supervises the care and maintenance of assigned grounds and building areas.
- Lays out, schedules, and supervises the work of regular and seasonal crews engaged in general cleanup and beautification activities on public streets and property.
- Coordinates with enforcement personnel and supervises crews in the abatement of trash and related nuisances on private property.
- Provides estimates and calculates charges for nuisance abatement.
- Maintains records and generates reports of activities as required.
- Operates automotive vehicles, equipment, and tools as required.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

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.)

- *Education:* Bachelor's degree in Accounting.
- *Experience:* Completion of two years of service with the City in a laboring classification at the level of Laborer II or higher.
- *Licenses:* Valid driver's license or evidence of equivalent mobility. A Class "B" Commercial Driver's License (CDL), without air brake restriction required for some positions, must be obtained within the probationary period.

EXAM DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for promotion. The examination will consist of a written examination and a performance evaluation, with weights assigned as follows:

- Written examination: 80%
- Performance evaluation: 20%

WRITTEN TEST DETAILS

The written test will be conducted online, during the week of February 8, 2021. Qualified candidates be scheduled for their written test, following acceptance of their application.

The approximate duration of the examination is 1.5 hours and may include the following subjects:

- Computer Skills
- Mathematical Reasoning
- Organizational Awareness
- Safety and Occupational Hazards
- Supervision and Administration

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. Online applications must be completed and submitted before 4:00 p.m. on the closing date.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 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 13th day of January 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner



**EQUIPMENT OPERATOR SPN 621
PROMOTIONAL**

DATE OPEN: Monday, January 18, 2021

DATE CLOSED: Tuesday, February 2, 2021 at 4:00 p.m.

SALARY: \$38,824.27 annual salary, payable bi-weekly, to a maximum of \$60,865.20

DESCRIPTION:

Performs skilled and minor supervisory work operating specialized powered grounds maintenance and construction type equipment.

DUTIES:

- Operates one or more of the following types of equipment depending upon department to which assigned; tractor-mounted backhoe of one-quarter yard capacity, or front-end loader, truck-mounted snow plow or other similar maintenance equipment.
- In the Parks Department and Water Department, operates tractor with attachments or power-driven wide area lawn mowers or other equipment to which assigned, and supervises a small crew in cutting grass, weeds and brush. In other than growing seasons, operates truck with plow attachment and performs semi-skilled maintenance work as directed.
- In Signs and Markers Department, operates and maintains line painting machine and other equipment to which assigned, acts as lead worker on line painting crew and signing crew. Also, patrols City of Spokane, to determine painting priorities and performs other semi-skilled maintenance work as lead worker or as otherwise directed.
- Services equipment, makes minor field repairs, prepares necessary operating records and reports.
- Prepares repair orders.
- May be required to operate equipment of a higher class on occasion.
- 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:* Completion of one year of service with the City in the Laborer I, Park Caretaker, or higher laboring classification with experience in the operation of trucks or other powered grounds maintenance equipment.
- *Licenses:* Applicants must possess a valid driver's license AND obtain a Class "A" Commercial Driver's License (CDL) within six months of appointment. Once obtained, the Class "A" CDL must be maintained, as a condition of continuing employment.

Note: Individuals assigned to the Water Department must obtain a Washington State Weed/Herb Control Applicator License within one year of appointment.

EXAM DETAILS:

Candidates 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 a performance evaluation, with scoring weight assigned as follows:

- Written examination: 80%
- Performance evaluation (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:

Written examinations will be conducted the week of February 8, 2021. All eligible applicants will be notified of the testing location, date and time, via email.

The approximate duration of the test is 2 hours. The written test may include such subjects as:

- Equipment Operation
- Equipment Repair & Maintenance
- Interpersonal Skills

- Safety
- Supervision

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] 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.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 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 13th day of January 2021.

MARK LINDSEY
Chair

KELSEY PEARSON
Interim Chief Examiner

