



Official Gazette

City of Spokane, Washington

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

Volume 112

AUGUST 24, 2022

Issue 34



MAYOR AND CITY COUNCIL

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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/>

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The Official Gazette

USPS 403-480

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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

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, August 15, 2022**

The minutes for the Monday, August 15, 2022, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, August 31, 2022, issue of the *Official Gazette*.

**MEETING MINUTES
City of Spokane
City Council Study Session
August 18, 2022**
Call to Order: 11:01 a.m.Recording of the meeting may be viewed here at <https://vimeo.com/spokanecitycouncil>.Direct link: <https://vimeo.com/74116418>**Attendance:**

Committee Members Present: Council President Breean Beggs, Council Members Stratton, Cathcart, Wilkerson, Bingle, and Zappone

Committee Members Absent: Council Member Kinnear

Agenda Items:1. Human Rights Commission Interview• Presenters:

Livia Koh, Human Rights Commission Appointee (attending via WebEx)

• Action taken:

No action taken. Presentation and discussion only.

2. M&P Leadership Update• Presenters:

Samantha Johnson, M&P; Dave Kokot, M&P; Jon Klapp, M&P.

• Action taken:

No action taken. Presentation and discussion only.

3. 2023 Budget Overview• Presenters:

Matt Boston, City Council staff

• Action taken:

No action taken. Presentation and discussion only.

4. ARPA RFP Updates• Presenters:

Matt Boston, City Council staff

• Action taken:

No action taken. Presentation and discussion only.

Executive Session:

None

Adjournment:

The meeting adjourned at 12:25 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. C36243

An ordinance relating to multiple family housing property tax exemption; amending SMC sections 8.02.0695, 8.15.020, 8.15.030, 8.15.040, 8.15.050, 8.15.060, 8.15.070, 8.15.080, 8.15.090, 8.15.100, 8.15.110, 8.15.120, and 8.15.140.

WHEREAS, the Washington State Legislature adopted E2SSB 5287 during the 2021 legislative session amending numerous sections of Chapter 84.14 RCW regarding new and rehabilitated multiple-unit dwellings in urban centers; and

WHEREAS, this ordinance amends various provisions of Chapter 8.15 SMC regarding multiple-family housing property tax exemption (MFTE) in order to incorporate and comply with the changes to the Chapter 84.14 RCW.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That SMC 8.02.0695 is amended to read as follows:

8.02.0695 Multifamily Housing Property Tax Incentive Program

- A. For an application to receive a conditional ~~((certificate of tax exemption))~~ agreement under the multifamily housing property tax incentive program: a fee of ~~((three hundred fifty))~~ one thousand dollars per parcel has to be paid in full at the time of application.
- B. For an application to extend the conditional ~~((certificate of tax exemption))~~ agreement under the multifamily housing property tax incentive program: one thousand dollars per parcel has to be paid in full at the time of application.
- C. For an application to receive a final certificate of tax exemption under the multifamily housing property tax incentive program: ~~((One thousand fifty))~~ Two thousand dollars per parcel dollars for each parcel receiving the tax exemption, this fee includes the required filing fees of the certificate and associated documents with the Spokane County assessor's office and has to be paid in full at the time of application.
- D. To convert a Final Certificate of Tax Exemption from a twelve year certificate to an eight year certificate of tax exemption a fee of five hundred dollars per parcel has to be paid in full at the time of request, this fee includes the required filing fees of the certificate and associated documents with the Spokane County assessor's office.

Section 2. That SMC 8.15.020 is amended to read as follows:

8.15.020 Definitions

As used in this chapter:

- A. "affordable housing" means residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty percent of the household's monthly income.
 - 1. For the purposes of housing intended for owner occupancy, "affordable housing" means residential housing that is within the means of low or moderate-income households;
- B. "assessor" means the Spokane county assessor;
- C. "council" means the Spokane city council;
- D. "director" means the director of the City's planning department or any other City office, department or agency that shall succeed to its functions with respect to this chapter, or their authorized designee;
- ~~(E. "high cost area" means a county where the third quarter median house price for the previous year as reported by the Washington Center for Real Estate Research at Washington State University is equal to or greater than one hundred thirty percent of the statewide median house price published during the same time period;)~~

- ((F)) E. "household" means a single person, family or unrelated persons living together;
- ((G)) E. "low-income household" means a single person, family or unrelated persons living together whose adjusted income is at or below eighty percent of the median family income adjusted for family size, for the county, city, or metropolitan statistical area where the project is located, as reported by the United States department of housing and urban development.
- ~~((1. For cities located in high cost areas, "low income household" means a household that has an income at or below one hundred percent of the median family income adjusted for family size, for the county where the project is located;))~~
- ((H)) G. "moderate-income household" means a single person, family or unrelated persons living together whose adjusted income is more than eighty percent but is at or below one hundred fifteen percent of the median family income adjusted for family size, for the county, city, or metropolitan statistical area where the project is located, as reported by the United States department of housing and urban development.
- ~~((1. For cities located in high cost areas, "moderate income household" means a household that has an income that is more than one hundred percent, but at or below one hundred fifty percent, of the median income adjusted for family size, for the county where the project is located;))~~
- ((I)) H. "multi-family housing" means a building or group of buildings having four or more dwelling units designed for permanent residential occupancy resulting from new construction or rehabilitation or conversion of vacant, underutilized or substandard buildings to multi-family housing and does not include transient accommodations, including hotels, ~~((or))~~ motels or short-term rentals regulated under Chapter 10.52 SMC, Chapter 17C.316 SMC or other applicable regulations;
- ((J)) I. "owner" means the property owner of record;
- ((K)) J. "permanent residential occupancy" means multi-family housing that provides either rental or owner occupancy ~~((for a period of at least one month))~~ on a nontransient basis.
1. This includes owner-occupied or rental accommodation that is leased for a period of at least one month.
- ~~((2. This excludes hotels and motels that predominately offer rental accommodation on a daily or weekly basis and short-term rentals regulated under Chapter 10.52 SMC, Chapter 17C.316 SMC or other applicable regulations ((;)).~~
- ((L)) K. "rehabilitation improvements" means modifications to an existing:
1. structure the residential portion of which has been vacant for at least twelve months prior to application for exemption under this chapter, that are made to achieve a condition of substantial compliance with the applicable building and construction codes contained in Title 11 SMC and all applicable uniform codes adopted pursuant to Title 11 SMC; or
 2. occupied residential structure or mixed use structure that contains occupied residential units, that add at least four multifamily housing units;
- ((M)) L. "residential targeted area" means an area within an urban center that has been so designated by the council pursuant to this chapter;
- ((N)) M. "substantial compliance" means compliance with the applicable building and construction codes contained in Title 11 SMC and all applicable uniform codes adopted pursuant to Title 11 SMC that is typically required for rehabilitation as opposed to new construction;
- ((O)) P. "urban center" means a compact identifiable district where urban residents may obtain a variety of products and services and which must contain:
1. several existing or previous, or both, business establishments that may include but are not limited to shops, offices, banks, restaurants, governmental agencies;
 2. adequate public facilities including streets, sidewalks, lighting, transit, domestic water and sanitary sewer systems; and
 3. a mixture of uses and activities that may include housing, recreation and cultural activities in association with either commercial or office, or both, use.

Section 3. That SMC 8.15.030 is amended to read as follows:

8.15.030 Residential Targeted Areas – Criteria – Designation

- A. Following notice and public hearing as prescribed in RCW 84.14.040, the council may designate one or more residential targeted areas, upon a finding by the council in its sole discretion that the residential targeted area meets the following criteria:
1. The residential targeted area is within an urban center.
 2. The residential targeted area lacks sufficient available, desirable, and convenient residential housing, including affordable housing, to meet the needs of the public who would be likely to live in the urban center if affordable, desirable, attractive, and livable residences were available; and
 3. Providing additional housing opportunity, including affordable housing, in the residential targeted area will assist in achieving one or more of the following purposes:
 - a. Encourage increased residential opportunities within the City, including mixed-income and affordable housing opportunities; or
 - b. Stimulate the construction of new multifamily housing; or
 - c. Encourage the rehabilitation of existing vacant and underutilized buildings for multifamily housing.
- B. In designating a residential targeted area, the council may also consider other factors, including whether:
1. additional housing, including affordable housing units, in the residential targeted area will attract and maintain an increase in the number of permanent residents;
 2. an increased permanent residential population in the residential targeted area will help to achieve the planning goals mandated by the Growth Management Act under chapter 36.70A RCW, as implemented through the City's current and future comprehensive plans;
 3. encouraging additional housing in the residential targeted area is consistent with public transportation plans; or
 4. additional housing may contribute to revitalization of a distressed neighborhood or area within the City.
- C. At any time the council may, by ordinance, in its sole discretion, amend or rescind the designation of a residential targeted area pursuant to the same procedural requirements as set forth in this chapter for original designation.
- D. ~~((The following area, as shown in Attachment A, is designated as a residential targeted area under this chapter:~~
- ~~1. Spokane's MFTE.))~~

The City of Spokane in its urban area has designated two residential target areas:

1. Spokane Targeted Investment Area (STIA)—where Zoning allows Multi-Family Housing
2. Affordable Housing Emphasis Area—where Zoning allows Multi-Family Housing outside STIA

These two residential target areas are shown in Attachment A.

- E. If a part of any legal lot is within a designated residential targeted area with zoning allowing for construction of multifamily housing, Centers and Corridors Zones: CC1, CC2, CC3 overlay, and CC4, Residential Zones: RSF, RTF, RMF, RHD and Commercial Zones: DTG, DTU, DTS, DTC, CA1, CA2, CA3, CA4, O, OR, NR, NMU, CB, GC and where multi-family housing is allowed in LI as shown in Attachment A, then the entire lot shall be deemed to lie within such residential targeted area. ~~((The area designated as a residential targeted area is bound by the streets described in Attachment A. Property located outside of, but adjacent to, the described area is not designated as a residential targeted area.))~~

Section 4. That SMC 8.15.040 is amended to read as follows:

8.15.040 Project Eligibility

To be eligible for exemption from property taxation under this chapter, the property must satisfy all of the following requirements:

- A. The property must be located in a residential targeted area of an urban center.
- B. The project must be multifamily housing consisting of at least four dwelling units within a residential structure or group of structures or as part of a mixed-use development in which at least fifty percent of the space within such residential structure or mixed-use development is intended for permanent residential occupancy.
- C. For new construction, a minimum of four new dwelling units must be created; for rehabilitation or conversion of existing occupied structures, a minimum of four additional dwelling units must be added. Existing multifamily vacant housing that has been vacant for twelve months or more does not have to provide additional multifamily units.
- D. For rehabilitation or conversion of an existing building: the residential portion of the building fails to comply with one or more standards of the applicable building or housing codes, and the rehabilitation improvements shall achieve a condition of compliance with the applicable building and construction codes, or the building has been vacant for at least a year. If the property proposed to be rehabilitated is not vacant, an applicant shall provide each existing tenant housing of comparable size, quality and price and a reasonable opportunity to relocate.

At the time of application for a MFTE Conditional Agreement, the applicant will provide a letter attesting and documenting how the existing tenant(s) were/will be provided comparable housing and opportunities to relocate. The comparable housing requirements to be included in the MFTE Conditional Agreement:

- 1. The existing residential tenant(s) are to be provided housing of a comparable size and quality at a rent level meeting the Washington State definition of affordable to their income level. Specifically, RCW 84.14.010 defines "affordable housing" as residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed thirty (30) percent of the household's monthly income. The duration of this requirement will be the length of the tenant's current lease plus one year.
- E. The project must comply with all applicable zoning requirements, land use regulations, design review requirements and building and housing code requirements contained in the Spokane Municipal Code at the time of new construction, rehabilitation or conversion.

Section 5. That SMC 8.15.050 is amended to read as follows:

8.15.050 Application Procedure – Fee

- A. The owner of property applying for exemption under this chapter shall submit an application to the director, on a form established by the director. The owner shall verify the application by oath or affirmation. The application shall contain such information as the director may deem necessary or useful, and shall include:
 - B. information setting forth the grounds supporting the requested exemption including information indicated on the application form;
 - C. a brief written description of the project and preliminary schematic site and floor plans of the multifamily units and the structure(s) in which they are proposed to be located; and
 - D. a statement from the owner acknowledging the potential tax liability when the property ceases to be eligible for exemption under this chapter.
- E. In the case of rehabilitation or where demolition or new construction is required, the owner shall secure from the City, before commencement of rehabilitation improvements or new construction, verification of property noncompliance with applicable building and housing codes, including verification from the applicant documenting how the existing tenant(s) were/will be provided comparable housing and opportunities to relocate pursuant to SMC 8.15.040 D.
- F. At the time of initial application under this section, the applicant shall pay to the City an initial application fee as set forth in SMC 8.02.0695. If the City denies the application, the City will retain that portion of the fee attributable to its own actual administrative costs and refund the balance, if any, to the applicant.
- G. The director shall notify the applicant within thirty days of the application being filed if the director determines that an application is not complete and shall identify what additional information is required before the application will be complete. Within thirty days of receiving additional information, the director shall notify the applicant in writing if the director determines that the application is still not complete, and what additional information is necessary.
- H. An application shall be deemed to be complete if the director does not notify the applicant in writing by the deadlines in this section that the application is incomplete; however, a determination of completeness does not preclude the

director from requiring additional information during the review process if more information is needed to evaluate the application according to the criteria in this chapter.

- I. The application shall be submitted any time before an application for a building or other housing related improvements or construction permits. ~~((However, an applicant for the multiple family housing property tax exemption may obtain an early start approval pursuant to SMC 17F.040.100 prior to the application for the tax exemption. The improvements made to the property pursuant to the early start approval shall not qualify for the exemption.))~~

Section 6. That SMC 8.15.060 is amended to read as follows:

8.15.060 Application Review – Issuance of Conditional ((Certificate)) Agreement-Denial – Appeal

- A. The director may approve the application for a conditional agreement if they find that:
1. a minimum of four new units are being constructed or in the case of occupied rehabilitation or conversion a minimum of four additional multi-family units are being developed including verification from the applicant documenting how the existing tenant(s) were/will be provided comparable housing and opportunities to relocate pursuant to SMC 8.15.040 D;
 - ~~((2. if applicable, the proposed multi-unit housing project meets the affordable housing requirements as described in SMC 8.15.090;))~~
 - ~~((3.))~~2. the proposed project is, or will be at the time of completion, in conformance with all local plans and regulations that apply at the time the application is approved;
 - ~~((4.))~~3. the owner has complied with all standards and guidelines adopted by the City under this chapter; and
 - ~~((5.))~~4. the site is located in a residential targeted area of an urban center that has been designated by the governing authority in accordance with procedures and guidelines indicated in RCW 84.14.040.
- B. The director shall approve or deny an application under this chapter within sixty days after receipt of the completed application.
1. If the application is approved, the applicant shall enter into a conditional ~~((contract))~~ agreement with the City, subject to approval by the city council, regarding the terms and conditions of the project and eligibility for exemption under this chapter.
 2. The city council's approval of the applicant's conditional ~~((contract))~~ agreement with the City shall take place within sixty days of the director's approval of the completed application.
 3. Upon city council approval of the contract, the director shall execute the contract as approved by the city council, and the director shall issue a conditional ~~((certificate of acceptance of tax exemption))~~ agreement.
 4. The conditional ~~((certificate))~~ agreement shall expire three years from the date of city council's approval unless an extension is granted as provided in this chapter.
- C. If the application is denied, the director shall state in writing the reasons for the denial and send notice of denial to the applicant at the address listed on the application within ten days of the denial.
- D. An applicant may appeal the director's denial of the application to the ~~((city council))~~ hearing examiner within thirty days of receipt of the denial.
1. The appeal before the ~~((city council))~~ hearing examiner will be based upon the record before the director, and the director's decision will be upheld unless the applicant can show that there is no substantial evidence on the record to support the director's decision.
 2. The ~~((city council's))~~ hearing examiner's decision on appeal is final.

Section 7. That SMC 8.15.070 is amended to read as follows:

8.15.070 Extension of Conditional ((Certificate)) Agreement

The conditional ~~((certificate))~~ agreement may be extended by the director for a period not to exceed twenty-four consecutive months. The applicant shall submit a written request stating the grounds for the extension together with the

appropriate fee as set forth in SMC 8.02.0695 for the City's administrative cost to process the request. The director may grant an extension if the director determines that:

- A. the anticipated failure to complete construction or rehabilitation within the required time period is due to circumstances beyond the control of the owner; and
- B. the owner has been acting and could reasonably be expected to continue to act in good faith and with due diligence; and
- C. all the conditions of the (~~original contract~~) conditional agreement between the applicant and the City will be satisfied upon completion of the project.

Section 8. That SMC 8.15.080 is amended to read as follows:

8.15.080 Final Certificate – Application – Issuance – Denial and Appeal

- A. Upon completion of the rehabilitation improvements or new construction as provided in the contract between the applicant and the City, and upon issuance of a temporary certificate of occupancy, or a permanent certificate of occupancy if no temporary certificate is issued, the applicant may request a final certificate of tax exemption. The applicant shall file with the director such information as the director may deem necessary or useful to evaluate eligibility for the final certificate, and shall include:
 1. a statement of the amount of rehabilitation or construction expenditures by unit made with respect to each multi-family housing unit and the total expenditures made in the rehabilitation or construction of the entire property;
 2. a description of the completed work and a statement that the rehabilitation improvements or new construction of the owner's property qualify the property for the exemption; and
 3. if applicable, a statement that the project meets the affordable housing requirements with the rent and income documentation as described in SMC 8.15.090; and
 4. a statement that the work was completed within the required three years of the issuance of the conditional (~~certificate of tax exemption~~) agreement.
- B. At the time of application for final certificate under this section, the applicant shall pay the appropriate fees as set forth in chapter 8.02 SMC
- C. Within thirty days of receipt of all materials required for a final certificate, the director shall determine whether the completed work, and the affordability of the units, is consistent with the contract between the City and owner and is qualified for exemption under this chapter, and which specific improvements satisfy the requirements of this chapter.
- D. If the director determines that the project has been completed in accordance with the contract between the applicant and the City and the requirements of this chapter, including, if applicable, affordable housing requirements, the City shall file a final certificate of tax exemption with the assessor within ten days of the expiration of the thirty-day period provided under subsection (C) of this section.
- E. The director is authorized to cause to be recorded, or to require the applicant or owner to record, in the real property records of the Spokane county assessor, the contract with the City required under SMC 8.15.060(B), or such other document(s) as will identify such terms and conditions of eligibility for exemption under this chapter as the director deems appropriate for recording.
- F. The director shall notify the applicant in writing that the City will not file a final certificate if the director determines that the project was not completed within the required three-year period or any approved extension, was not completed in accordance with the contract between the applicant and the City and the requirements of this chapter, if applicable, that the affordable housing requirements as described in SMC 8.15.090 were not met, or if the owner's property is otherwise not qualified.
- G. If the director determines that the project has been completed in accordance with the (~~contract~~) conditional agreement between the applicant and the City and the requirements of this chapter, including, if applicable, affordable housing requirements, the City shall file a final certificate of tax exemption with the assessor within sixty days.

Section 9. That SMC 8.15.090 is amended to read as follows:

8.15.090 Exemption – Duration - Limits

- A. The assessed value of new housing construction, conversion and rehabilitation improvements qualifying under this chapter will be exempt from ad valorem property taxation as follows:

1. For purposes for which applications for certificates of tax exemption eligibility are submitted under this chapter the value is exempt for:
 - a. within the Spokane Targeted Investment Area eight successive years beginning January 1st of the year immediately following the calendar year of the recording of the Final certificate with Spokane County Assessor; ~~((or))~~
 - i. Student housing and congregate living housing can only qualify for the eight-year tax exemption;
 - b. within the Spokane Targeted Investment Area (STIA) and the Affordable Housing Emphasis Area twelve successive years beginning January 1st of the year immediately following the calendar year of the recording of the ~~((F))~~ final certificate of tax exemption with Spokane County Assessor;
 - c. For the property to qualify for the twelve-year exemption, the applicant must provide units as affordable by meeting or exceeding the following requirements: ~~((commit to renting or selling at least twenty percent of the multi-family housing units as affordable housing units to low and moderate income households))~~.
 - i. For projects of 4-11 new housing units the applicant must commit to renting or selling at least twenty-five percent of the multi-family housing units as affordable housing units to low and moderate-income households.
 - ii. For projects of 12 or more new housing units the applicant must commit to renting or selling at least thirty percent of the multi-family housing units as affordable housing units to low and moderate-income households.
 - ~~((i))~~iii. In the case of projects intended exclusively for owner occupancy, the requirement for a minimum of twenty-five percent of the units to be affordable under this subsection may be satisfied solely through housing affordable to moderate-income households;~~((-))~~
 - iv. Properties within the Affordable Housing Emphasis Area are not eligible to convert the final certificate of tax exemption to an eight year market rate certificate of tax exemption.
 - d. within the Spokane Targeted Investment Area (STIA) and the Affordable Housing Emphasis Area twenty successive years beginning January 1st of the year immediately following the calendar year of the recording of the Final certificate with Spokane County Assessor:
 - i. For the property to qualify for the twenty year exemption under this section, at least twenty-five percent of the units must be sold to a qualified nonprofit or local government partner that will assure permanent affordable homeownership. The remaining seventy-five percent of units may be rented or sold at market rates.
 - ii. Permanently affordable homeownership units must be sold to low income households earning no more than 80 percent of the area median income.
- B. The exemption does not apply to the value of land, commercial uses, or non-permanent housing related improvements not qualifying under this chapter, nor does the exemption apply to increases in assessed valuation of land and non-qualifying improvements, or to increases made by lawful order of the Spokane County board of equalization, the Washington State department of revenue, state board of tax appeals, or Spokane County, to a class of property throughout the county or a specific area of the county to achieve uniformity of assessment or appraisal as required by law. In the case of rehabilitation of existing buildings, the exemption does not include the value of improvements constructed prior to ~~((submission of the completed application required under this chapter))~~ the exemption beginning.
- C. Units within the 12-yr programs that are set side for low and moderate income household must:
 1. be dispersed throughout the building and distributed proportionally among the buildings;
 3. not be clustered in certain sections of the building or stacked;
 4. be comparable to market-rate units in terms of unit size and leasing terms;
 5. be comparable to market-rate units in terms of functionality and building amenities and access.

D. At the end of both the tenth and eleventh years for twelve-year exemptions, applicants must provide tenants of rent-restricted units with notification of intent to provide the tenant with rental relocation assistance as provided in SMC 8.15.090.

1. Except as provided in subsection SMC 8.15.090 D.2 below, for any twelve-year exemption authorized pursuant to SMC 8.15.090 after July 25, 2021, at the expiration of the exemption the applicant must provide tenant relocation assistance in an amount equal to one month's rent to a qualified tenant within the final month of the qualified tenant's lease. To be eligible for tenant relocation assistance under this subsection, the tenant must occupy an income-restricted unit at the time the exemption expires and must qualify as a low-income household under this chapter at the time relocation assistance is sought.

(2) If affordability requirements consistent, at a minimum, with those required for twelve-year exemptions, remain in place for the unit after the expiration of the exemption, relocation assistance in an amount equal to one month's rent must be provided to a qualified tenant within the final month of a qualified tenant's lease who occupies an income-restricted unit at the time those additional affordability requirements cease to apply to the unit.

(3) No new exemptions may be provided under this section beginning on or after January 1, 2032.

Section 10. That SMC 8.15.100 is amended to read as follows:

8.15.100 Annual Certification and Affordability Certification

A. ~~Within ((thirty days of the anniversary of the date the final certificate of))~~ thirteen (13) months of the tax exemption ((was recorded at the County)) beginning and each year thereafter on February 1, for the tax exemption period, the property owner shall file a certification with the director, verified upon oath or affirmation, which shall contain such information as the director may deem necessary or useful, and shall include the following information:

1. A statement of occupancy, use of the property/unit, income and rents for qualifying 12-year and 20-year and vacancy of the multi-family units during the previous year.

2. A certification that the property has not changed use and, if applicable, that the property has been in compliance with the affordable housing requirements as described in SMC 8.15.090 since the date of filing of the final certificate of tax exemption, and continues to be in compliance with the contract with the City and the requirements of this chapter; and

3. If the property owner rents the affordable multi-family housing units, the property owner shall file with the City a report indicating the household income, rent and utility cost, of each ((initial tenant)) qualifying as low and moderate-income in order to comply with ((the twenty percent)) requirement of SMC 8.15.090(A)(2)(b) and RCW 84.14.020(1)(ii)(B).

a. The required annual reports shall be on a form provided by the City and shall be signed by the tenants.

b. Information on the incomes, rents, and utility costs of occupants of affordable units shall be included with the application for the final certificate of tax exemption, and shall continue to be included with the annual report for each property during the exemption period.

4. A description of any improvements or changes to the property made after the filing of the final certificate or last declaration, as applicable.

B. Failure to submit the annual report and declaration may result in cancellation of the tax exemption.

Section 11. That SMC 8.15.110 is amended to read as follows:

8.15.110 Cancellation of Tax Exemption – Appeal

A. If at any time the director determines that the property no longer complies with the terms of the contract or with the requirements of this chapter, or for any reason no longer qualifies for the tax exemption, the tax exemption shall be canceled and additional taxes, interest and penalty imposed pursuant to RCW 84.14.110 or other applicable provisions of state law.

B. In the case of multi-family housing units rented as affordable housing, ((twenty percent of)) qualifying units as defined in the final certificate of exemption or in SMC 8.15.090(A)(2)(b) ((of the units)) must be available to be rented to qualified low and moderate-income tenants at all times during the entire ((twelve-year)) exemption period. While ((an individual tenant's)) household's income may rise above the low and moderate-income level during the

exemption period, the property owner must demonstrate that subsequent or different tenants of those affordable units do meet the income level requirements for the remainder of the exemption period.

- C. If after the issuance of a final ~~((tax))~~ certificate of tax exemption multi-family housing units rented as affordable housing fail to satisfy the requirements for the affordable housing tax exemption and the number of units fall below the ~~((twenty))~~ percentage requirements, the ~~((extended twelve year tax))~~ exemption period shall expire, unless the affordable housing units are within the Spokane Targeted Investment Area. Properties or units failing to satisfy the affordable requirement of SMC 8.15.090(A)(2)(b) within the Spokane Targeted Investment Area ((and the tax exemption period)) shall be converted and limited to eight years from the date of the issuance of the final certificate of tax exemption and a new final certificate of tax exemption will need to be recorded by the Spokane county assessor.
- D. If the property owner sells the affordable multi-family housing units, the new property owner shall file with the City a report indicating that the unit was purchased at a value affordable to low and moderate-income in order to continue to comply with the ~~((twenty percent))~~ affordability requirement of SMC 8.15.090(A)(1)(b) and RCW 84.14.020(1)(ii) (B). If the unit was not sold at a level affordable to low and moderate-income household, a request to cancel the exemption needs to be filed with the City within 60 days. If the unit is within the Spokane Targeted Investment Area, a request to convert the remaining term of exemption to an 8-year exemption is allowable, if the remain term is less than eight years, unless the remaining term would exceed eight years.
- E. If the owner intends to convert the multi-family housing to another use, or if applicable, if the owner intends to discontinue compliance with the affordable housing requirements as described in SMC 8.15.090 or any other condition to exemption, the owner must notify the director and the Spokane county assessor within sixty days of the change in use or intended discontinuance.
1. Upon such change in use or discontinuance, the tax exemption shall be canceled and additional taxes, interest and penalty imposed pursuant to state law.
- F. Upon determining that a tax exemption shall be canceled, the director, on behalf of the city council, shall notify the property owner by certified mail, return receipt requested.
1. The property owner may appeal the determination by filing a notice of appeal with the city clerk within thirty days, specifying the factual and legal basis for the appeal.
 2. The hearing examiner will conduct a hearing pursuant to chapter 17G.050 SMC at which all affected parties may be heard and all competent evidence received.
 3. The hearing examiner will affirm, modify or repeal the decision to cancel the exemption based on the evidence received. The hearing examiner shall give substantial weight to the director's decision and the burden of overcoming that weight shall be upon the appellant.
 4. An aggrieved party may appeal the hearing examiner's decision to the Spokane county superior court as provided in RCW 34.05.510 through RCW 34.05.598.
- G. If after the issuance of a final tax certificate an owner-occupied multi-family housing unit that initially qualified as a low or moderate-income unit is sold at market rate and no longer qualifies as an affordable housing unit, that unit may lose its tax exempt status and all prior exempt taxes and penalties and interest shall become a lien on the property per RCW 84.14.110 and the subsequent owner shall no longer qualify for the tax exemption. The remaining units' tax exemption status shall not be affected.
- H. The City may adopt administrative policies and procedures to implement the reporting requirement for this section which are not inconsistent the provisions of chapter 8.15 SMC and chapter 84.14 RCW.
- I. A determination by the director to discontinue an exemption period may be appealed pursuant to SMC 8.15.110.

Section 12. That SMC 8.15.120 is amended to read as follows:

8.15.120 ((2017-2018)) 2022 SMC Amendments and Expiration of Program

With the ~~((2017))~~ 2022 amendments to the program, staff will work with applicants who have previously approved conditional ~~((contracts))~~ agreements, who have not applied for a final certificate of exemption. ~~((Both eight and twelve year))~~ Conditional agreement ((contracted)) projects can apply for a final certificate of exemption under the amended code. Those projects will qualify for a term of exemption that the project can now meet. This does not apply to contracts that have been completed a final certificate of exemption.

~~((The program established by this chapter shall expire December 31, 2028, unless repealed or extended by the city council by ordinance.)) Pursuant to RCW 84.14.020(9), no new exemptions may be provided under Chapter 84.14 RCW beginning on or after January 1, 2032. No extensions may be granted under RCW 84.14.020 (6) on or after January 1, 2046. Upon expiration, no further applications for a conditional ~~((certificate of tax exemption))~~ agreement shall be accepted. Incomplete applications shall be returned to the applicant. Pending complete applications for a conditional ~~((certificate))~~ agreement, extension of conditional ~~((certificate))~~ agreement, and final certificate of tax exemption shall be processed as provided in this chapter.~~

Section 13. That SMC 8.15.140 is amended to read as follows:

8.15.140 Project Parking Requirements

- A. Projects for which ~~((an MFTE))~~ conditional application has been approved pursuant to SMC 08.15.060 are exempt from the minimum off-street parking requirements of SMC 17C.230.110 if they are located within an area zoned for one of the center and corridor uses described in chapter 17C.122, SMC.
- B. For mixed-use projects, the exemption stated in paragraph A of this section does not apply to the non-residential portions of the project; total minimum off-street parking requirements for such projects are calculated using the non-residential uses and square footages as shown in Tables 17C.230-1 and 17C.230-2.

**Passed by City Council August 15, 2022
Delivered to Mayor August 19, 2022**

ORDINANCE NO. C36252

An ordinance amending Ordinance No. C36161, passed by the City Council December 13, 2021, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2022 budget Ordinance No. C36161, as above entitled, and which passed the City Council December 13, 2021, 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:

- 1) Decrease the appropriation for Court Commissioner in the Municipal Court department by \$39,000.
 - 2) Decrease the appropriation for Court Clerk II in the Municipal Court department by \$35,000.
 - 3) Decrease the appropriation for a Community Justice Specialist in the Community Justice Services department by \$32,000.
 - 4) Decrease the appropriation for a Community Justice Counselor in the Community Justice Services department by \$39,000.
 - 5) Increase the appropriation of professional services in the Municipal Court department by \$115,000.
 - 6) Increase the appropriation of contractual services in the Municipal Court department by \$30,000.
- A) There is no change to the overall appropriation level in the General Fund.

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 appropriately fund essential testing, treatment, and FTA reduction programs, 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 15, 2022
Delivered to Mayor August 19, 2022**

ORDINANCE NO. C36254

An ordinance amending Ordinance No. C36161, passed by the City Council December 13, 2021, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2022 budget Ordinance No. C36161, as above entitled, and which passed the City Council December 13, 2021, it is necessary to make changes in the appropriations of the Public Safety Personnel Fund & 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 Public Safety Personnel Fund, and the budget annexed thereto with reference to the Public Safety Personnel Fund, the following changes be made:

- 1) Delete two project Community Justice Counselors (from 2 to 0) and decrease the associated appropriation for salary and benefits by \$47,694.
- 2) Delete one project Community Justice Specialist (from 1 to 0) and decrease the associated appropriation for salary and benefits by \$18,838.
- 3) Increase the appropriation for an operating transfer-out by \$66,532.
- (A) There is no change to the overall appropriation level in the Public Safety Personnel Fund.

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

- 1) Increase revenue for an operating transfer-in in the Community Justice Services department by \$66,532.
- 2) Add two classified Community Justice Counselor FTE positions (from 10 to 12) and increase the associated appropriation for salary and benefits in the Community Justice Services department by \$47,694.
- 3) Add one classified Community Justice Specialist FTE positions (from 2 to 3) and increase the associated appropriation for salary and benefits in the Community Justice Services department by \$18,838.
- A) This is an increase to the overall appropriation level in the General Fund.

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 create two Community Justice Counselor positions and one Community Justice Specialist position to formalize the Pretrial Services Unit, 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 15, 2022
Delivered to Mayor August 19, 2022**

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.

SAFETY COORDINATOR SPN 050 OPEN ENTRY

DATE OPEN: Monday, August 22, 2022 **DATE CLOSED: Monday, September 12, 2022 at 4:00 p.m.**
SALARY: \$64,226.88 annual salary, payable bi-weekly, to a maximum of \$91,099.44

DESCRIPTION:

Performs responsible professional administrative work and training in coordinating and carrying out the City's safety and loss control programs and policies in accordance with Federal/State laws and City requirements.

DUTIES:

- Consults, advises, and conducts training on loss control, safety, and environmental programs to prevent or minimize losses associated with accidents, injuries, work stoppages, fines or penalties for noncompliance from State and Federal organizations, and to minimize losses associated with unauthorized access, natural disasters or other incidents.
- Assists operating departments in establishing safety rules and regulations and interpreting state law with respect to safety.

- Recommends loss control activities based upon State and Federal requirements as well as internal loss information.
- Manages safety promotions.
- Coordinates industrial hygiene programs for a variety of occupational exposures.
- Conducts and/or coordinates field sampling and investigation to accurately assess employee exposure.
- Consults on compliance with recommended exposure levels to both physical and airborne contaminants.
- Inspects heavy and light machinery and industrial processes and consults on compliance with safety engineering codes and regulations.
- Inspects facilities and activities of City departments to minimize losses and ensure compliance with City requirements including Risk Management Programs, and Federal/State laws.
- Provides accident investigation for Workers Compensation liability incidents and claims under the City's Self-Insured/Self-Administered programs.
- Implements safety programs including but not limited to lockout/tagout, confined space, commercial driver's license, and safe driving.
- Assists City departments with inspections from the Department of Labor and Industries and self-insurance audits for the City's program.
- Assists with administrative appeals of Department of Labor and Industries citations.
- Maintains safety manual and records pertaining to employee safety training and testing.
- Assists in returning employees back to work in a safe manner.
- Performs related duties 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.)

Bachelor's Degree Path:

- *Education:* Graduation from an accredited four-year college or university with major course work in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health; **AND**
- *Experience:* Two years of professional experience in safety planning, programming, coordination or administration.
- *Licenses:* Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations as required.

Associate degree Path:

- *Education:* Graduation from an accredited two-year college or university with major course work in a field of study related to safety engineering, safety administration, industrial hygiene, or occupational health; **AND**
- *Experience:* Five years of professional experience in safety planning, programming, coordination or administration.
- *Licenses:* Valid driver's license or otherwise demonstrated ability to get to and from multiple work locations as required.

EXAMINATION DETAILS:

All applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS:

The Safety Coordinator T&E with instructions will be emailed prior to 4:00 p.m. Pacific time on Thursday, September 15, 2022, via a link from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, September 15, 2022, until 4:00 p.m. Pacific time the following Tuesday, September 20, 2022.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

TO APPLY:

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 18th day of August 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

CUSTOMER SERVICE ASSISTANT

SPN 099

(Announcement of 5/16/2022)

The above titled announcement is hereby amended to read:

Examination Details:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

EXAMINATION DETAILS:

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

Multiple-choice examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start dates and will expire at 4:00 p.m. on the due dates as listed below. Keep in mind that the test link will be emailed from [FastTest \(noreply@fasttestweb.com\)](mailto:noreply@fasttestweb.com).

- Applicants who apply and meet the minimum qualifications between Tuesday, July 19, 2022, and Monday, August 8, 2022, will test Thursday, August 11, 2022, through Tuesday August 16, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, August 9, 2022, and Monday, August 22, 2022, will test Thursday, August 25, 2022, through Tuesday, August 30, 2022.

- Applicants who apply and meet the minimum qualifications between Tuesday, August 23, 2022, and Monday, September 19, 2022, will test Thursday, September 22, 2022, through Tuesday, September 27, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, September 20, 2022, and Monday, October 17, 2022, will test October 20, 2022, through October 25, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, October 18, 2022, and Monday November 14, 2022, will test Thursday, November 17, 2022, and Tuesday, November 22, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, November 15, 2022, and December 12, 2022, will test Thursday, December 15, 2022, through Tuesday, December 20, 2022.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Computer Skills
- Customer Service
- Decision Making

All examination results will be merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

AMENDMENT

AMENDMENT

AMENDMENT

ASSOCIATE TRAFFIC ENGINEER

SPN 252

(Announcement of 7/25/2015)

The above titled announcement is hereby amended to read:

Closing Date: Continuous

Exam Details:

All applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

T&E Examination Details:

The Training and Experience examination with instructions will be emailed out via a link from FastTest (noreply@fasttestweb.com) upon review of the applicant's minimum qualifications. Once you receive the link, the testing window is Thursday to the following Tuesday at 4:00 PM.

- 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 examination question.
- Resumes or questionnaires uploaded as attachments 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.

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.

Additional examinations shall be administered as applications are received with results merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

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. As a Fair Chance employer, City of Spokane does not conduct initial background screening for non-public safety positions.

**BUILDING INSPECTOR SPN 300
OPEN ENTRY**

DATE OPEN: Monday, August 22, 2022 **DATE CLOSED:** Tuesday, September 6, 2022 at 4:00 p.m.
SALARY: \$49,172.40 annual salary, payable bi-weekly, to a maximum of \$76,796.64

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, **AND**
- **Experience:** Two years of experience as a building inspector with a government agency.

Building Construction Foreperson Path

- **Education:** High school diploma or equivalent, **AND**
- **Experience:** Four years of experience as a building construction foreperson.

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):** Appropriate 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.

License and Certifications:

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

- 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 hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of an online, Training and Experience Evaluation, with weights assigned as follows:

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS:

This is an online examination and will require a computer. If you do not have access to a computer, please notify Civil Service so that one may be provided.

A link to the Building Inspector examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, September 8, 2022. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, September 8, 2022, until 4:00 p.m. Pacific time the following Tuesday, September 13, 2022.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

TO APPLY:

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 18th day of August 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

ELECTRICAL MECHANICAL INSPECTOR SPN 307
OPEN ENTRY

DATE OPEN: Monday, August 22, 2022

DATE CLOSED: Tuesday, September 6, 2022 at 4:00 p.m.

SALARY: \$49,172.40 annual salary, payable bi-weekly, to a maximum of \$76,796.64

DESCRIPTION:

City of Spokane's Development Services Center (DSC) is currently seeking a team oriented and safety conscious Electrical Mechanical Inspector to join us! The DSC's mission is to facilitate development for a stronger and safer Spokane, and we are always striving for consistency and proactive collaboration.

The candidate selected for this position will serve in a variety of roles and gain exposure to projects throughout Spokane. This important role will be responsible for informing and assisting community members on safety related issues. Our ideal candidate is a team player with a positive attitude who understands the value of flexibility, predictability and reliability.

No travel is required for this position, as work locations are all within the Spokane area. The applicant selected for this position will have access to a company vehicle for all work activities, as well as the option to work a 9-80 schedule. The selected applicant will also receive access to continuing education funding, promotional opportunities and great employer benefits, including pension and 457k plans.

DUTIES:

- Performs field Inspections of residential and commercial new construction, remodels, and repairs for electrical services, transformers, generators, circuits, equipment installations, HVAC systems and equipment, refrigeration systems and equipment, underground wiring and piping, and other related electrical and mechanical systems and equipment.
- Reviews electrical plans and materials lists to interpret specifications and methods of installation. Verifies loads, demand factors, and number of circuits to ensure circuits are capable of operating without overloads.
- 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 electrical inspections.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements**

1. **Education and Experience** -- You qualify if one of the following applies to you:
 - You have four years of experience as a journey level electrician in the electrical construction trade, installing and maintaining electrical wiring and equipment; or
 - You have two years of electrical training in a college of electrical engineering of recognized standing, plus four years of continuous practical experience in installation work; or
 - You have four years of electrical training in a college of electrical engineering of recognized standing, plus two years of continuous practical experience in electrical installation work; or
 - You have four years of experience as a journey level electrician performing the duties of an electrical inspector employed by the state or subordinate jurisdiction with an approved inspection program.
2. **Driver's license** -- You must possess a valid driver's license.
3. **Electrician certificate** -- You must possess an active Washington State General Journeyman (EL01) electrician certificate or Master General Journeyman (ME01) electrician certificate.

Note: Specialty electricians are not journey level electricians. Specialty certificates of competency include but are not limited to: residential, pump and irrigation, limited energy systems, signs, nonresidential maintenance, restricted nonresidential maintenance, and appliance repair as described in RCW 19.28.161(3).

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

TRAINING AND EXPERIENCE 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 4:00 on the filing cut-off date.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

TO APPLY:

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 18th day of August 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

FUEL FACILITIES TECHNICIAN SPN 509
OPEN ENTRY

DATE OPEN: Monday, August 22, 2022

DATE CLOSED: Monday, September 19, 2022 at 4:00 p.m.

SALARY: \$44,328.24 annual salary, payable bi-weekly, to a maximum of \$69,760.08

DESCRIPTION:

Holds primary responsibility for the service quality, reliability, and regulatory compliance of City fueling and storage tank facilities; performs semi-skilled technical and manual work in the installation, on-site repair, and inspection of equipment at City fueling and wash sites.

DUTIES:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Performs maintenance, troubleshooting, and repair of equipment at the main City fuel site and wash site, compressed natural gas (CNG) fueling site, and other related facilities and equipment.
- Maintains cleanliness and appearance at all work sites including cleanup of minor spills and leakage in accordance with state and federal environmental regulations. Maintains inventory and keeps site products, supplies, and chemicals filled as necessary.
- Services, cleans, and performs maintenance on fuel pumps. Maintain records of fuel pump maintenance performed. Checks for proper placement of leak detectors and sensors and ensures proper working condition; installs and tests mechanical line/leak detectors.
- Troubleshoots minor electrical, electronic, mechanical, and plumbing issues with malfunctioning equipment; repairs and/or replaces equipment such as circuit boards, electrical conduits, fuel dispensers, fuses, hoses, motors and pumps, nozzles, filters, vapor recovery systems, and water and air lines.
- Ensures proper operation and maintenance of underground storage tanks (UST) and their associated piping systems. Monitors and inspects both aboveground and underground storage facilities and maintains and repairs dispensing systems, peripheral station equipment, machines, and tools. Performs and documents compliance inspections and testing of storage tank and fuel dispensing systems. Visually inspects systems, examines monitor histories, and verifies alarm status.

- Installs, sets and resets point of sale systems, dispensers, tank monitors, and other equipment. Repairs and troubleshoots hardware and software related to fuel and wash site technology.
- Contacts outside service vendors and coordinates work as needed; receives information from vendors regarding updated equipment specification sheets and training provided by equipment manufacturers.
- Ensures safety and environmental inspections and compliance at all sites. Coordinates State inspections as required by law. Ensures proper safety signage on all sites.
- Performs remote equipment fueling at various sites.
- 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:

- Experience: Three years of experience in the operation, maintenance, and repair of petroleum or CNG Fuel site equipment.
- Substitution: An equivalent combination of closely related education/certification, training, and experience may be qualifying.

Licenses and Certifications:

- A valid Washington driver's license is required, to be maintained throughout employment.
- Must possess UST AB Operator Certification or obtain within six months of employment and maintain as required.

EXAMINATION DETAILS:

All applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS:

The Fuel Facilities Technician T&E with instructions will be emailed prior to 4:00 p.m. Pacific time on Thursday, September 22, 2022, via a link from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, September 22, 2022, until 4:00 p.m. Pacific time the following Tuesday, September 27, 2022.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

TO APPLY:

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 18th day of August 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

EQUIPMENT SERVICER SPN 626
OPEN ENTRY

DATE OPEN: Monday, August 22, 2022 **DATE CLOSED:** Monday, September 19, 2022 at 4:00 p.m.
SALARY: \$42,407.28 annual salary, payable bi-weekly, to a maximum of \$66,461.04

DESCRIPTION:

Performs semi-skilled work in the servicing of automotive equipment in a shop or on site.

DUTIES:

- Determines, in accordance with orders received from the supervisor, priority for servicing equipment.
- Performs tire changing and repair, minor electrical repair, steam cleaning engines and undercarriages, lubrication, oil changing, wheel bearing packing and similar activities on all assigned automotive equipment.
- May be assigned to and responsible for the above functions and routine servicing, maintenance and minor repair of a specific class of heavy equipment, such as, street sweepers, graders, packers or similar equipment.
- Performs preventive maintenance inspections, taxi inspections, emission tests, and other periodic tests as required.
- Maintains records of vehicle servicing data; ensures adequate service supplies are on hand.
- Assists journey-level mechanic in repair of automotive equipment and in making outside service calls; does minor welding, machining and painting.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

(Applicants who are not current employees of the City of Spokane may meet these requirements. Open-entry applicants must meet all requirements when they apply.)

- *Education:* Ability to read and write.
- *Experience:* Two years of experience in which the primary duty was automotive equipment service and minor repair. Experience must include service and minor repair of one or more of the following: trucks of at least 10,000 lbs. G.V.W., graders, loaders, backhoes or other construction equipment.

License and Certifications:

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

- Possession of a valid driver's license.
- Equipment Servicers must obtain a Class B Commercial Driver's License (CDL) during the probationary period. Employees must maintain this license 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. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

EXAMINATION DETAILS:

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

A link to the Equipment Servicer examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, September 22, 2022. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, September 22, 2022, until 4:00 p.m. Pacific time the following Tuesday, September 27, 2022.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- General Technical Knowledge
- Electrical Work
- Power Train
- Tires and Brakes
- Safety

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.

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MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

HEAVY EQUIPMENT MECHANIC SPN 636
OPEN ENTRY

DATE OPEN: Monday, August 22, 2022

DATE CLOSED: Monday, September 19, 2022 at 4:00 p.m.

SALARY: \$49,172.40 annual salary, payable bi-weekly, to a maximum of \$76,796.64

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.
- Operates and maintains equipment, tools, and tools inventory used in the trade, cleans work environment, and follows proper safety practices.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Experience:* Four years of work experience as a heavy equipment mechanic.

License and Certifications:

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

- License: Must possess and maintain a valid driver's license
- Must obtain a Class "A" Commercial Driver's License (CDL) within one year of appointment.

NOTE: Individuals in the classification of Heavy Equipment Mechanic who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment. The adjustment is contingent on the budget process and Civil Service verification of the certification.

NOTE: Individuals in the classification of Heavy Equipment Mechanic working in the Fire Department who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment (from the base range), and will be eligible for an additional two grade pay adjustment for obtaining and maintaining a Master Fire Apparatus Technician certification from the Emergency Vehicle Technician Certification Commission, Inc. The adjustment is contingent on the budget process and Civil Service verification of the certification.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire by the City of Spokane.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 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.

The examination will consist of a multiple-choice examination with scoring weight assigned as follows:

- Multiple-Choice Examination 100%

EXAMINATION DETAILS:

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

A link to the Heavy Equipment Mechanic examination, with instructions, will be emailed prior to 9:00 a.m. Pacific time on September 22, 2022. Keep in mind that the test link will be emailed from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, September 22, 2022, until 4:00 p.m. Pacific time the following Tuesday, September 27, 2022.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include the following subjects:

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

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 18th day of August 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

HEAVY EQUIPMENT MECHANIC 636
PROMOTIONAL

DATE OPEN: Monday, August 22, 2022 **DATE CLOSED:** Tuesday, September 6, 2022 at 4:00 p.m.
SALARY: \$49,172.40 annual salary, payable bi-weekly, to a maximum of \$76,796.64

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.
- Operates and maintains equipment, tools, and tools inventory used in the trade, cleans work environment, and follows proper safety practices.
- 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.)

- Promotional Requirements: Two years of experience as an Automotive Mechanic (SPN 630), three years of experience as an Equipment Servicer (SPN 626), or four years of experience as a Tire Technician (SPN 624).

NOTE: Current non-probationary City employees within the line of progression who meet the Open Entry requirements may apply on a Promotional basis, pursuant to Civil Service Rule VI Section 5 (b).

Open Entry Requirements:

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

- *Experience:* Four years of work experience as a heavy equipment mechanic.

License and Certifications:

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

- License: Must possess and maintain a valid driver's license
- Must obtain a Class "A" Commercial Driver's License (CDL) within one year of appointment.

NOTE: Individuals in the classification of Heavy Equipment Mechanic who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment. The adjustment is contingent on the budget process and Civil Service verification of the certification.

NOTE: Individuals in the classification of Heavy Equipment Mechanic working in the Fire Department who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment (from the base range), and will be eligible for an additional two grade pay adjustment for obtaining and maintaining a Master Fire

Apparatus Technician certification from the Emergency Vehicle Technician Certification Commission, Inc. The adjustment is contingent on the budget process and Civil Service verification of the certification.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion by the City of Spokane.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 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. The examination will consist of a multiple-choice examination and performance evaluation (PAR), with scoring weight assigned as follows:

Multiple-Choice Examination 80%
Performance Evaluation 20%

EXAMINATION DETAILS:

- **Testing Date: Wednesday, September 7, 2022**
- **Testing Time: 2:00 P.M.**
- **Location: Spokane Central Service Center (915 N. Nelson), upstairs lunchroom**
- **The approximate duration of the test is 2 hours.**

The examination may include the following subjects:

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

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.

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 18th day of August 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

Oil-Free Rotary Screw Air Compressor

City of Spokane Solid Waste Disposal

BID # ITB 5719-22

Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, AUGUST 29, 2022**, for **Oil-Free Rotary Screw Air Compressor** for the City of Spokane Solid Waste Disposal Department. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing/> and then click on the "join meeting" link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Invitation for Bids.

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on MONDAY, AUGUST 29, 2022**. Hard copy and/or late submittals will not be accepted. Bids must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

The right is reserved to reject any and all Bids and to waive any informalities.

Rick Rinderle
City of Spokane Purchasing

Publish: August 17 & 24, 2022
