



# Official Gazette

## City of Spokane, Washington

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

Volume 114

JANUARY 10, 2024

Issue 2



### MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY

WILKERSON

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

ZACK ZAPPONE (DISTRICT 3)

VACANT (DISTRICT 2)

### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

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

Official Gazette Archive:  
<https://my.spokanecity.org/gazettes/>

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

[clerks@spokanecity.org](mailto:clerks@spokanecity.org)

### INSIDE THIS ISSUE

MINUTES	22
GENERAL NOTICES	36
JOB OPPORTUNITIES	37

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

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

**Subscription Rates:**  
 Within Spokane County:  
 \$4.75 per year  
 Outside Spokane County:  
 \$13.75 per year

**Subscription checks made  
 payable to:**  
 City Treasurer

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

# Minutes

## STANDING COMMITTEE MINUTES

City of Spokane

Public Infrastructure, Environment, and Sustainability (PIES) Committee

October 23, 2023

**Call to Order:** 1:16 p.m.

Recording of the meeting may be viewed here: <https://vimeo.com/87729574>

### Attendance

Committee Members Present:

CP Kinnear (Chair), CM Bingle (Vice Chair), CM Stratton, CM Cathcart, CM Wilkerson (arrived at 1:18 p.m.), CM Zappone, and CM Oelrich.

Committee Members Absent: None

Staff/Others Present:

Marlene Feist, Katherine Miller, Elizabeth Schoedel, Kristine Redmond, Eldon Brown, Jacqui MacConnell, Inga Note, Ryan Shea, Colin Quinn-Hurst, Kirstin Davis, Kristen Zimmer, Andrew Chanse, Garrett Jones, Nick Hamad, Spencer Gardner, Kim McCollim, Raylene Gennett, Marcia Davis, Rick Giddings, Eric Olsen, Jason Conley, Katie Kosanke, Alex Gibilisco, Abbey Martin, Chris Wright, Erik Poulsen, Giacobbe Byrd, Nicolette Ocheltree, Mark Carlos, and Ginny Ramos.

### Approval of Minutes

- Action taken

CM Cathcart moved to approve the minutes of the September 25, 2023 meeting; the motion was seconded by CM Zappone. The minutes were approved unanimously.

## Agenda Items

### Discussion items

1. Outside Counsel Contract Amendment
  - Action taken  
CP Kinnear agreed to sponsor this item to move forward for formal Council consideration.
2. SBO- Q3 2023, Quarterly Range Change
  - Action taken  
CM Wilkerson and CM Cathcart agreed to sponsor this item to move forward for formal Council consideration.
3. Amending Ordinance C-32457
  - Action taken  
CM Wilkerson and CM Oelrich agreed to sponsor this item to move forward for formal Council consideration.
4. Ammo Value Blanket renewal
  - Action taken  
CP Kinnear agreed to sponsor this item to move forward for formal Council consideration.
5. Inland Empire Way Study
  - Action taken  
CM Bingle agreed to sponsor this item to move forward for formal Council consideration.
6. WheelShare 2024 Request for Proposal
  - Action taken  
CP Kinnear and CM Stratton agreed to sponsor this item to move forward for formal Council consideration.
7. Water - Sewer Rehabilitation Program
  - Action taken  
CP Kinnear and CM Bingle agreed to sponsor this item to move forward for formal Council consideration.
8. Water Conservation Education and Out
  - Action taken  
Presentation and discussion only, no action was taken.

## 9. GFCs October Update

- Action taken

Presentation and discussion only, no action was taken.

## 10. Library Levy Lid Lift RES

- Action taken

CM Zappone and CM Wilkerson agreed to sponsor this item to move forward for formal Council consideration.

## 11. Park Ballot RES

- Action taken

CM Zappone and CM Wilkerson agreed to sponsor this item to move forward for formal Council consideration.

Consent items

1. Purchase of High Performance Wheeled Fire Extinguishers & Covers
2. Evergreen StormH2O contract
3. DWSRF Loan Agreement - Spotted Road
4. RPWRF Emergency Elevator Repair
5. SWD-Kenworth truck lease extension
6. SWD-Contract renewal for boiler blasting services
7. SWD-Contract renewal for cylinder repairs
8. SWD-VB renewal for electrical crane parts
9. SWD-VB renewal/amendment for the purchase of HCL
10. SWD-Contract renewal for off-site grapple repairs
11. SWD-Value blanket renewal for VFD's
12. SWD-Contract renewal for on-site valve repairs
13. SWD-Contract renewal for analytical testing
14. SWD-Spokane County ILA Amendment

Executive session

None.

Adjournment

The meeting adjourned at 3:08 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Infrastructure, Environment, and Sustainability (PIES) Committee**  
**September 25, 2023**

**Call to Order:** 1:18 p.m.

Recording of the meeting may be viewed here: <https://vimeo.com/86810557>

Attendance

Committee Members Present:

CP Kinnear (Chair), CM Bingle (Vice Chair), CM Stratton, CM Cathcart, CM Wilkerson, CM Zappone, and CM Oelrich.

Committee Members Absent: None

Staff/Others Present:

Marlene Feist, Katherine Miller, Kevin Picanco, Colin Quinn-Hurst, Spencer Gardner, Kim McCollim, Raylene Gennett, Collin Tracy, Marcia Davis, Rick Giddings, Eric Olsen, Jason Conley, Katie Kosanke, Aelx Gibilisco, Abbey Martin, Chris Wright, Erik Poulsen, Giacobbe Byrd, Candi Davis, Nicolette Ocheltree, Mark Carlos, and Ginny Ramos.

Approval of Minutes

- Action taken

CM Bingle moved to approve the minutes of the August 28, 2023 meeting; the motion was seconded by CM Wilkerson. The minutes were approved unanimously.

Agenda ItemsDiscussion items

## 1. SCRAPS Discussion

- Action taken

Presentation and discussion only, no action was taken.

2. Monthly GFC Update
  - Action taken  
Presentation and discussion only, no action was taken.
3. Grant Opportunity – NHS Asset Management
  - Action taken  
CM Bingle agreed to sponsor this item to move forward for formal Council consideration.
4. Division TOD Interlocal Agreement
  - Action taken  
CP Kinnear and CM Stratton agreed to sponsor this item to move forward for formal Council consideration.
5. Amending Provision Relating to Neighborhood Councils
  - Action taken  
Presentation and discussion only, no action was taken.
6. Paper Cuts Code Amendments
  - Action taken  
CM Stratton and CM Bingle agreed to sponsor this item to move forward for formal Council consideration.
7. Emergency Ordinance on SPD Vehicle Purchase
  - Action taken  
CP Kinnear and CM Cathcart agreed to sponsor this item to move forward for formal Council consideration.
8. Resolution to Ratify Emergent Support
  - Action taken  
CP Kinnear and CM Bingle agreed to sponsor this item to move forward for formal Council consideration.
9. SpoCanopy Grant Update
  - Action taken  
Presentation and discussion only, no action was taken.

#### Consent items

1. Streets Road Salt
2. Contract for Sewer Pipe Chemical Root
3. Thor/Freya Couplet Phase 2 - Intersections at 2nd and 3rd
4. SWD-Superheater Tube Value Blanket Renewal
5. Assetworks Fleet Asset Management System (M5) annual software maintenance & support
6. Historic Resources Mgt On-Call Contract Tierra Right of Way
7. Systems & Software (enQuesta) Utility Billing Annual Software Maintenance & Support
8. Streets Liquid Deicer
9. Mechanical Crane Parts Value Blanket Renewal
10. Upriver Dam Spillway Rehab Ph 3
11. On-Call Consultant Contracts
12. Fish Lake Trail Connection Study cont
13. Streets Ice Kicker
14. Boiler Tube Value Blanket Renewal
15. Ecology Stormwater Grants Application
16. Rubicon Global, LLC Annual Software Maintenance & Support
17. CM on Call Contract Parametrix
18. Mechanical Repair Services Contract Renewal
19. Fish Lake Trail Connection Design
20. Pacific Ave. Greenway Consult
21. Sewer Easement Through Yokes

#### Executive session

None.

#### Adjournment

The meeting adjourned at 2:34 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Infrastructure, Environment, and Sustainability (PIES) Committee**  
**August 28, 2023**

**Call to Order:** 1:15 p.m.

Recording of the meeting may be viewed here: <https://vimeo.com/85878503>

**Attendance**

Committee Members Present:

CP Kinnear (Chair), CM Bingle (Vice Chair), CM Stratton, CM Cathcart, CM Wilkerson, and CM Oelrich.

Committee Members Absent: CM Zappone

Staff/Others Present:

Lynden Smithson, Marlene Feist, Katherine Miller, Jenn Cerecedes, Kevin Picanco, Scott Jordan, Eldon Brown, Abbey Martin, Chris Wright, Giacobbe Byrd, Candi Davis, Shae Blackwell, Jeff Gunn, Nicolette Ocheltree, Mark Carlos, and Ginny Ramos.

**Approval of Minutes**

- Action taken  
CM Stratton moved to approve the minutes of the July 24, 2023, meeting; the motion was seconded by CM Wilkerson. The minutes were approved unanimously.

**Agenda Items**Discussion items

1. Contract with Ecology for TAPE project Grant
  - Action taken  
CP Kinnear agreed to sponsor this item to move forward for formal Council consideration
2. 2023 Applications to Expand Retail Water Services
  - Action taken  
CM Wilkerson agreed to sponsor this item to move forward for formal Council consideration.
3. GFC Update
  - Action taken  
Presentation and discussion only, no action was taken.
4. Emergency Housing Fund Grant Acceptance and SBO
  - Action taken  
CM Stratton and CM Wilkerson agreed to sponsor this item to move forward for formal Council consideration.
5. SBO-Maple St. Bridge Deck Repair
  - Action taken  
CP Kinnear and CM Bingle agreed to sponsor this item to move forward for formal Council consideration.
6. Neighborhood Access and Equity Grant
  - Action taken  
CP Kinnear agreed to sponsor this item to move forward for formal Council consideration.
7. Shoreline Master Program Aquaculture Update
  - Action taken  
CP Kinnear and CM Stratton agreed to sponsor this item to move forward for formal Council consideration.
8. RES Appointing CM to Vacate District 2 Position
  - Action taken  
CP Kinnear and CM Wilkerson agreed to sponsor this item to move forward for formal Council consideration.
9. Water Department property along Marietta Ave.
  - Action taken  
Presentation and discussion only, no action was taken. .
10. RES Reducing Excess Liability Insurance Limit
  - Action taken  
CM Cathcart and CM Wilkerson agreed to sponsor this item to move forward for formal Council consideration.

Consent items

1. ES-Chestnut Bridge Scour Mitigation Design
2. Contract Renewal with Big Belly Solar, LLC
3. Consent to award Permit Studies Contract with HDR Inc.
4. 4100-Water Department Renewal of Meter Reading S
5. Hydroelectric Incentive Funding Program
6. 1100-Signal Standards Value Blanket Renewal
7. 1100-Traffic Control Cabinets Value Blanket Renewal
8. ES-Pacific ave. Greenway Design
9. SWD-Contract Amendment for Insulation Services
10. SWD-Contract Amendment for Annual Emissions Testing at the WTE
11. SWD-Loader Rental Contract Amendment

12. SWD-Contract Award for Boiler Feedwater Pump Maintenance at the WTE
13. Renewable Natural Gas Investment Grade Audit-McKinstry
14. SWD-Purchase of Gas Valves at the WTE

### **Executive session**

None.

### **Adjournment**

The meeting adjourned at 2:03 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Infrastructure, Environment, and Sustainability (PIES) Committee**  
**July 24, 2023**

**Call to Order:** 1:18 p.m.

Recording of the meeting may be viewed here: <https://vimeo.com/84816222>

### **Attendance**

Committee Members Present:

CP Kinnear (Chair), CM Bingle (Vice Chair), CM Stratton, CM Cathcart, and CM Wilkerson.

Committee Members Absent: CM Zappone

Staff/Others Present:

Mayor Woodward, Lynden Smithson, Marlene Feist, Katherine Miller, Ariane Schmidt, Larry Luton, Scott Jordan, Clint Harris, Spencer Gardner, Kim McCollim, Jenn Cerecedes, Raylene Gennett, Collin Tracy, Marcia Davis, Teri Stripes, Eldon Brown, Trey George, Jason Nechanicky, Alex Gibilisco, Barry Barfield, Abbey Martin, Chris Wright, Erik Poulsen, Giacobbe Byrd, Candi Davis, Nicolette Ocheltree, Mark Carlos, and Ginny Ramos.

### **Approval of Minutes**

- Action taken  
CM Wilkerson moved to approve the minutes of the June 26, 2023 meeting; the motion was seconded by CM Stratton. The minutes were approved unanimously.

### **Agenda Items**

#### Discussion items

1. BROADLINC PDA Update
  - Action taken  
Presentation and discussion only, no action was taken.
2. SAS Workgroups Update
  - Action taken  
Presentation and discussion only, no action was taken.
3. GFC Update
  - Action taken  
Presentation and discussion only, no action was taken.
4. Outside Counsel Cnt. Amendment
  - Action taken  
CP Kinnear agreed to sponsor this item to move forward for formal Council consideration.
5. Acceptance and Disbursement of ROW Funds
  - Action taken  
CP Kinnear agreed to sponsor this item to move forward for formal Council consideration.
6. Acceptance of Formula Grants
  - Action taken  
CP Kinnear and CM Stratton agreed to sponsor this item to move forward for formal Council consideration.
7. TRAC Amendment
  - Action taken  
CP Kinnear agreed to sponsor this item to move forward for formal Council consideration.
8. Resolution Regarding Insurance Premium Purchases
  - Action taken

- CP Kinnear and CM Wilkerson agreed to sponsor this item to move forward for formal Council consideration.
9. Revision to Ordinances 13.02 & 10.70
    - Action taken  
CP Kinnear and Cm Stratton agreed to sponsor this item to move forward for formal Council consideration.
  10. Water and Sewer Rehabilitation Program
    - Action taken  
CP Kinnear and CM Bingle agreed to sponsor this item to move forward for formal Council consideration.
  11. Contract with EA Engineering: Asset Management Str
    - Action taken  
CP Kinnear agreed to sponsor this item to move forward for formal Council consideration.
  12. Annual Reports from CTAB, 2021 and 2022
    - Action taken  
Presentation and discussion only, no action was taken.
  13. CTAB Residential Streets, 2024 and 2025
    - Action taken  
CP Kinnear and CM Stratton agreed to sponsor this item to move forward for formal Council consideration.
  14. Traffic Calming Priorities
    - Action taken  
CP Kinnear, CM Cathcart, and CM Zappone agreed to sponsor this item to move forward for formal Council consideration.
  15. Ordinance RE: Regulations of Residential Rental
    - Action taken  
CM Bingle and CM Cathcart agreed to sponsor this item to move forward for formal Council consideration.
  16. Confirmation of Mayoral Appointee – City Attorney
    - Action taken  
CP Kinnear and CM Bingle agreed to sponsor this item to move forward for formal Council consideration.

#### Consent items

1. SBO - Northeast Community Center Association, Trip
2. Sewer Ordinance Amendment
3. 1100 - Streets Dept. Perforated Tubes
4. 5100 - Wirtgen Road Profiler Maintenance & Voegel
5. Notice of Award of RFQu #5902-23: Latah Bridge Ins
6. Upriver Spillway Project CM CE RFQ
7. SWD-VB Renewal for the Purchase of Lubrication Products
8. SWD-VB Renewal for the Purchase of Diesel
9. SWD-VB Amendment for the Purchase of VFD's
10. Value Blanket with Two Rivers Terminal, LLC to supply Sodium Bisulfite
11. Thorpe Reservoir #2
12. Traffic Calming (Cycle 10)
13. Maple-Ash Chip Seal
14. Marshall Road Transmission Main Phases 2 and 3
15. 9th and Pine Booster Station
16. Residential Chip Seal
17. RW Vacation of Ross Ct.
18. Traffic Control, Signing & Striping Consultant
19. Division BRT Prelim Engineering Reimbursement

#### Executive session

None.

#### Adjournment

The meeting adjourned at 2:31 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Urban Experience Committee July 10, 2023**

**Call to Order:** 1:20 pm.

Recording of the meeting may be viewed here: <https://my.spokanecity.org/citycable5/live/>

#### Attendance

*Committee Members Present:* CM Stratton (Chair), CM Zappone (Vice Chair), CP Beggs (arrived 1:45), CM Kinnear, CM Cathcart, CM Wilkerson, CM Bingle (virtual)

*Staff/Others Present:* Chris Wright, Hannahlee Allers, Abbey Martin, Giacobbe Byrd, Nicolette Ocheltree, Kelly Thomas, Ginny Ramos, Mark Carlos, Kevin Freibott, Spencer Gardner, Teri Stripes, Steve MacDonald, Garrett Jones, Jenn Cerecedes, Alex Gibilisco, Kim McCollim, Richard Culton, Kevin Picanco, Lynden Smithson, Amanda Beck, Jesse Bank, Andrew Chanse, David Dunkin, Jacqui McConnell, Melissa Huggins, Kelsey Pearson, Kim Ferraro, Freda Gandy.

### Approval of Minutes

- Action taken  
CM Bingle moved to approve the minutes of the June 12th meeting. The motion was seconded by CM Zappone. The minutes were approved by a vote of 6-0 (CP Beggs not present during this vote).

### Agenda Items

#### Discussion items

1. Monthly DSC Permit Report – Steve MacDonald (5 Minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CM Stratton.
2. NEPDA Request for Property Transfer of 3011 E Wellesley Ave – Jesse Bank (10 minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CM Stratton.
3. Spokane Arts Update – Melissa Huggins (10 minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CM Stratton.
4. Civil Service Update – Kelsey Pearson (10 minutes)
  - Action taken:  
Presentation and discussion only. Sponsored by CM Stratton.
5. Spokane Library Update – Andrew Chanse (10 Minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CM Zappone.
6. Council President Appointment Resolution – Giacobbe Byrd (5 Minutes)
  - Action taken:  
Presentation and discussion only. Sponsors: CM Kinnear, CM Stratton.
7. 2023 Boards and Commissions Updates Resolution – (5 Minutes)
  - Action taken:  
Presentation and discussion. Sponsors: CM Kinnear, CM Stratton.
8. Resolution Appointing Sustainability Initiative Manager – Giacobbe Byrd (5 Minutes)
  - Action taken:  
Presentation and discussion. Sponsors: CP Beggs & CM Kinnear.
9. Kendall Yards 7th Addition – WQTIF Funds – Kevin Freibott (5 Minutes)
  - Action taken:  
Presentation and discussion. Sponsors: CM Stratton & CM Zappone.
10. Commerce SDG Grant Acceptance – Jenn Cerecedes (5 Minutes)
  - Action taken:  
Presentation and discussion. Sponsor: CM Stratton.
11. Northeast Community Center Association Triplex Project Funding Change Request – Richard Culton (5 Minutes)
  - Action taken:  
Presentation and discussion. Update only; already approved by Council 3/27/23, but submitted to agenda to review/discuss funding change.
12. ARPA Subarea Planning Update – Spencer Gardner (5 Minutes)
  - Action taken:  
Presentation and discussion/update.
13. Transportation Grant Opportunity - TIB – Kevin Picanco (5 Minutes)
  - Action taken:  
Presentation and discussion. Sponsor: CM Stratton. Also briefed on Latah Bridge resolution that CP Beggs will be adding to the Legislative agenda tonight.
14. Responsible Bidder Program – CP Beggs (5 Minutes)
  - Action taken:  
Presentation and discussion. Sponsor: CP Beggs.
15. CDBG Funding for Community Center – Kim Ferraro, Freda Gandy (10 Minutes)
  - Action taken:  
Presentation and discussion/update from Kim Ferraro of the West Central Community Center, and Freda Gandy from the Martin Luther King, Jr. Center. Sponsor: CM Stratton.



Consent items

1. 5500 Master Value Blanket Aggregate Materials with Action Materials (Purchasing)
2. 5500 Master Value Blanket Aggregate Materials with Wm. Winkler Company (Purchasing)
3. 907 E Indiana MFTE Conditional Agreement (Planning & Economic Development)
4. Outside Counsel Contract Amendment (City Legal)
5. SFD CFSH Purchase (Spokane Fire Department)

Executive Session

None.

Adjournment

The meeting adjourned at 2:55 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Urban Experience Committee June 12, 2023**

**Call to Order:** 1:19 pm.

Recording of the meeting may be viewed here: <https://my.spokanecity.org/citycable5/live/>

Attendance

*Committee Members Present:* CM Stratton (Chair), CM Zappone (Vice Chair), CP Beggs, CM Kinnear, CM Cathcart, CM Wilkerson, CM Bingle

*Staff/Others Present:* Chris Wright, Hannahlee Allers, Abbey Martin, Kevin Freibott, Candi Davis, Nicolette Ocheltree, Tirrell Black, Spencer Gardner, Teri Stripes, Steve MacDonald, Garrett Jones, Jenn Cerecedes, Christy Jeffers, RaMona Pinto, Alex Gibilisco, Jason Nechanicky, Shane Gronholz.

Approval of Minutes

- Action taken  
CM Wilkerson moved to approve the minutes of the May 8th meeting. The motion was seconded by CM Bingle. The minutes were approved by a vote of 7-0.

Agenda ItemsDiscussion items

1. Resolution Appointing Giacobbe Byrd as Council's Director – Breean Beggs (10 minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
2. Council Confirmation of Mayoral Appointee – Office of Civil Rights, Equity and Inclusion – Johnnie Perkins (5 minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
3. Monthly DSC Permit Report – Steve MacDonald (5 Minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CM Stratton.
4. Spokane Arts Update – Melissa Huggins (15 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
5. Civil Service Update – Kelsey Pearson (10 Minutes)
  - Action taken:  
Postponed to July 10 meeting.
6. Municipal Law & Justice Coordinating Subcommittee – Maggie Yates (10 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
7. Spokane Public Library Resolution – Zack Zappone (10 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
8. Sales and Use Tax for Housing & Housing-Related Services – Nicolette Ocheltree (5 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.

9. Adopting “In Spokane, We All Belong” – Alex Gibilisco (5 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
10. Spokane Register of Historic Place Nomination – Ritter House – Megan Duvall (5 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
11. School Based Health Centers ILA with SPS – Marlene Feist (5 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
12. Northeast PDA Boundary Expansion & ILA – Amanda Beck (10 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
13. Projects of Citywide Significance: Public Development Authority Job Creation Attachment B – Teri Stripes (10 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.

#### Consent items

1. Five MFTE Conditional Agreements (Planning & Economic Development)
2. Vacation of Conklin Street south of 8th Avenue (Development Services Center)
3. 5300 Insight Global Staffing for Fiber Resources (Innovation Technology Services)
4. Broadband/Fiber Consultant Contract Extension with Cost (Planning & Economic Development)

#### Executive Session

None.

#### Adjournment

The meeting adjourned at 3:03 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Urban Experience Committee May 8, 2023**

**Call to Order:** 1:20 pm.

Recording of the meeting may be viewed here: <https://my.spokanecity.org/citycable5/live/>

#### Attendance

*Committee Members Present:* CM Stratton (Chair), CM Zappone (Vice Chair), CP Beggs, CM Kinnear, CM Cathcart, CM Wilkerson, CM Bingle

*Staff/Others Present:* Chris Wright, Hannahlee Allers, Abbey Martin, Kevin Freibott, Candi Davis, Nicolette Ocheltree, Tirrell Black, Spencer Gardner, Teri Stripes, Steve MacDonald, Garrett Jones, Jenn Cerecedes, Christy Jeffers, RaMona Pinto, Alex Gibilisco, Jason Nechanicky, Shane Gronholz.

#### Approval of Minutes

- Action taken  
CM Wilkerson moved to approve the minutes of the April 10th meeting. The motion was seconded by CM Stratton. The minutes were approved by a vote of 7-0.

#### Agenda Items

##### Discussion items

1. Time Extension – BOCA Interim Zoning Ordinance – Kevin Freibott (5 minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
2. WQTIF Funding Request – Affordable Housing – Kevin Freibott (5 minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
3. Bicycle Parking Code Update – Tyler Kimbrell & Colin Quinn-Hurst (10 Minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CM Stratton.

## 4. Process for Addressing City-Owned Property – Alex Gibilisco (10 Minutes)

- Action taken:  
Presentation and discussion only, no action taken.

Consent items

1. Beacon Hill Development Agreement Amendment #2 (Planning & Economic Development)
2. MFTE Conditional Agreements – Lyons Fourplexes and Cambridge Apartments (Planning & Economic Development)
3. 5100 – Fleet Services Purchase of One (1) JD 625P Loader (Fleet Services)
4. Contract Amendment (City Legal)
5. 2023 Annual Action Plan component of the 2020-2024 Consolidated Plan for Community Development Program, HUD (Community, Housing & Human Services)

Executive Session

None.

Adjournment

The meeting adjourned at 2:07 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Urban Experience Committee April 10, 2023**

**Call to Order:** 1:17 pm.

Recording of the meeting may be viewed here: <https://my.spokanecity.org/citycable5/live/>

Attendance

*Committee Members Present:* CM Stratton (Chair), CM Zappone (Vice Chair), CP Beggs, CM Kinnear, CM Cathcart, CM Wilkerson, CM Bingle

*Staff/Others Present:* Hannahlee Allers, Giacobbe Byrd, Nicolette Ocheltree, Candi Davis, Chris Wright, Matt Boston, Steve MacDonald, Stephanie Bishop, Garrett Jones, Howard Delaney, Johnnie Perkins, Colin Tracy, Kim McCollim, Richard Culton, Jenn Cerecedes, Megan Duvall, Jeff Teal, David Steele.

Approval of Minutes

- Action taken  
CM Wilkerson moved to approve the minutes of the March 13th meeting. The motion was seconded by CM Cathcart. The minutes were approved by a vote of 7-0.

Agenda ItemsDiscussion items

1. March 2023 Permit Report – Steve MacDonald (5 minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
2. Permit Expiration Time Limit – Dean Giles (10 minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
3. Family Promise Update – Emma Hughes and Joe Ader (20 Minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CM Stratton.
4. Cannon Street Shelter Homeless Respite Facility Resolution – CM Kinnear (5 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
5. Nominating Spokane to the Health Equity Zone Program – Alex Gibilisco (5 minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CP Beggs.

Consent items

1. 5100 – Fleet Pre-Approval for 16 Vehicles/Equipment (Fleet Services)
2. City Wide Value Blanket for Camtek Security Systems (Facilities)
3. Two Multi-Family Tax Exemption (MFTE) Conditional Agreements (Planning & Economic Development)

4. Additional MFTE (Multifamily Tax Exemption) (Planning & Economic Development)
5. EPA Community-wide Assessment Grant Contract Amendment #2 (Planning & Economic Development)
6. CAMTEK – Camera / Equipment Installation Labor Master Contract (Facilities)
7. Infor CAD Software Renewal with Additional Licenses (SFD)
8. YHDP Planning Grant (CHHS)
9. Access Easement – American Tower (Facilities)
10. Site Lease Agreement (DISH Network (Facilities & Water)
11. TransBlue – Contract Amendment for Intermodal Facility – Snow & Ice Removal (Facilities)
12. 5100 – Fleet Purchase of CAT Equipment (Fleet Services)
13. Ninth Part 12D (Water Department)

#### Executive Session

None.

#### Adjournment

The meeting adjourned at 2:14 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Urban Experience Committee February 13, 2023**

**Call to Order:** 1:18 pm.

Recording of the meeting may be viewed here: <https://my.spokanecity.org/citycable5/live/>

#### Attendance

*Committee Members Present:* CM Stratton (Chair), CM Zappone (Vice Chair), CP Beggs, CM Kinnear, CM Cathcart, CM Wilkerson, CM Bingle

*Staff/Others Present:* Hannahlee Allers, Giacobbe Byrd, Nicolette Ocheltree, Candi Davis, Chris Wright, Matt Boston, Steve MacDonald, Heather Sweet, Marlene Feist, Jenn Cerecedes, Daniel Ramos III, Megan Duvall, Kevin Freibott

#### Approval of Minutes

- Action taken  
 CM Bingle moved to approve the minutes of the January 9th meeting. The motion was seconded by CM Wilkerson. The minutes were approved by a vote of 7-0.

#### Agenda Items

##### Discussion items

1. Broadband/Fiber Consultant Contract – Steve MacDonald (5 Minutes)
  - Action taken:  
 Presentation and discussion. Sponsored by CP Beggs and CM Wilkerson.
2. Monthly DSC Permit Report – Steve MacDonald (5 minutes)
  - Action taken:  
 Presentation and discussion only, no action taken.
3. MySpokane 311 Update 1 – Heather Sweet (10 minutes)
  - Action taken:  
 Presentation and discussion only, no action taken.
4. SBO for Expo+50 Infrastructure Projects – Marlene Feist (10 Minutes)
  - Action taken:  
 Presentation and discussion. Sponsored by CM Bingle, CM Kinnear, CM Zappone.
5. Department of Commerce ROW Contract SBO – Jenn Cerecedes (5 minutes)
  - Action taken:  
 Presentation and discussion. Sponsored by CM Stratton and CM Zappone.
6. CMIS Update – Housing-Homeless Data & Performance – Daniel Ramos III, Jenn Cerecedes (10 minutes)
  - Action taken:  
 Presentation and discussion only, no action taken.
7. Highland Park United Methodist Church SRHP Nomination – Megan Duvall (2 Minutes)
  - Action taken:  
 Presentation and discussion. Sponsored by CM Kinnear and CM Wilkerson.

8. The Waldean Apartments SRHP Nomination – Megan Duvall (2 Minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CM Stratton and CM Zappone.
9. Judge Blake House SRHP Nomination – Megan Duvall (2 Minutes)
  - Action taken:  
Presentation and discussion only. Sponsored by CM Stratton and CM Zappone.
10. Cannon Streetcar Suburb Historic District Overlay Zone Ordinance– Megan Duvall (2 Minutes)
  - Action taken:  
Presentation and discussion. Sponsored by CP Beggs, CM Kinnear, CM Wilkerson.

#### Consent items

1. REACH Proposal for WQTIF Funds. (Planning & Economic Development)

#### Executive Session

None.

#### Adjournment

The meeting adjourned at 3:02 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Urban Experience Committee January 9, 2023**

**Call to Order:** 1:18 pm.

Recording of the meeting may be viewed here: <https://my.spokanecity.org/citycable5/live/>

#### Attendance

*Committee Members Present:* CM Stratton (Chair), CM Zappone (Vice Chair), CP Beggs, CM Kinnear, CM Cathcart, CM Wilkerson, CM Bingle

*Staff/Others Present:* Garrett Jones, Marlene Feist, Johnnie Perkins, Jenn Cerecedes, Steve MacDonald, Spencer Gardner

#### Approval of Minutes

- Action taken  
CM Bingle moved to approve the minutes of the November 14, 2022 meeting. The motion was seconded by CM Zappone. The minutes were approved by a vote of 7-0.

#### Agenda Items

##### Discussion items

1. Boards & Commissions Interviews – Mac McCandless for the Historic Landmarks Commission, and Blake Waltman for the CHHS Board, virtual (10 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
2. Expo+50 Infrastructure Projects – Marlene Feist, Garrett Jones (5 Minutes)
  - Action taken:  
Councilmember Wilkerson added as a second sponsor.
3. Resolution to appoint David Moss as Human Resources Director – Johnnie Perkins (5 minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
4. Surge shelter beds and services, previously known as 'Gap' funding – Jenn Cerecedes (5 minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
5. TSA TRAC Shelter Contract – Jenn Cerecedes (5 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
6. December & Year-End Permit Report – Steve MacDonald (15 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
7. Mobile Security Camera SBO – Zack Zappone (5 Minutes)
  - Action taken:  
Councilmember Stratton identified herself as a second sponsor.

8. SB5755 Ordinance and Accompanying Resolution – Zack Zappone, Steve MacDonald (5 Minutes)
  - Action taken:  
Presentation and discussion only, no action taken.
9. Howard St. SBO – Zack Zappone, Spencer Gardner (5 Minutes)
  - Action taken:  
Councilmembers Cathcart and Kinnear identified themselves as second and third sponsors.

#### Consent items

1. Settlement Resolution of claim of Cameron-Reilly, LLC. (Legal)
2. Extension and amendment to the existing East Sprague BID contract (Planning & Economic Development)
3. Beacon Hill Interlocal Agreement Amendment with Spokane County (Planning & Economic Development)
4. Microsoft O365 Enterprise Agreement (Innovation & Technology Services)
5. Insulation Services Contract Renewal (Solid Waste Disposal)
6. Electrical Support Contract Amendment (Solid Waste Disposal)
7. Caustic Soda Value Blanket (Solid Waste Disposal)
8. 2022 Residential Grind & Overlay Contract (Public Works, Engineering)
9. Infused Road Salt Purchase (Streets)
10. Smith-Barbieri Progressive Fund Grant SBO for Veterans & Community Courts (Municipal Court)
11. Washington Traffic Safety Commission Award SBO for DUI Court (Municipal Court)
12. Administrative Office of the Courts – DVITC Grant SBO (Municipal Court)

#### Executive Session

None.

#### Adjournment

The meeting adjourned at 2:39 p.m.

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Committee**  
**21<sup>st</sup> of November, 2022**

- I. Called to Order: 1:16 PM PST  
Recording of the meeting may be viewed by at <https://vimeo.com/773547002>

#### Attendance

Committee Members Present: Council President Breean Beggs, CM Betsy Wilkerson (Chair), CM Michael Cathcart (Vice Chair), CM Karen Stratton, CM Jonathan Bingle, CM Zack Zappone

Staff/Others Present: Matt Boston, Conner Thorne, Jessica Stratton, Jake Miller, Jason Nechanicky, Johnnie Perkins, Mike Piccolo, Tonya Wallace, Steve MacDonald, Justin Lundgren, Jeff Gunn, Shae Blackwell, Kelly Thomas, Mark Carlos, Colin Tracy, Dave Dunkin, Erin Haugen, Chris Johnson

- II. Approval of Minutes:  
Council Member Bingle moved to approve, Council Member Zappone seconded. Agenda and minutes were approved 6 to 0, Council Member Wilkerson was not present (*arrived at 1:23*).

#### Agenda Items

#### **III. Discussion Items**

1. 2023 Budget Discussion – Tonya Wallace - (30 minutes)
  - No Action Taken
  - Presentation & Discussion Only
2. SBO- 2022 Police Overtime – Jessica Stratton – (10 minutes)
  - No Action Taken
  - Presentation & Discussion Only
3. SBO- Fire Overtime – Jessica Stratton (10 minutes)
  - No Action Taken
  - Presentation & Discussion Only

4. SBO – NEPDA Payout – Conner Thorne (5 minutes)
  - Action Taken
  - Council President Beggs, Council Member Cathcart & Council Member Wilkerson agreed to sponsor this item to move it forward for formal consideration
5. SBO – WPPDA Payout – Conner Thorne (2 minutes)
  - Action Taken
  - Council President Beggs, Council Member Cathcart & Council Member Wilkerson agreed to sponsor this item to move it forward for formal consideration
6. SBO – UDPDA Payout – Conner Thorne (2 minutes)
  - Action Taken
  - Council President Beggs, Council Member Cathcart & Council Member Wilkerson agreed to sponsor this item to move it forward for formal consideration
7. SBO – M&P Labor Agreement – Retro Pay Increase – Jake Miller (5 minutes)
  - Action Taken
  - Council Member President Beggs & Council Member Wilkerson agreed to sponsor this item to move it forward for formal consideration
8. Monthly Investment Report – Chris Johnson (5 minutes)
  - No Action Taken
  - Presentation & Discussion Only
9. Parking/Code Enforcement Ordinance – Steve MacDonald (5 minutes)
  - Action Taken
  - Council President Beggs & Council Member Stratton agreed to sponsor this item to move it forward for formal consideration
10. Contract Renewal – Universal Transit Action Pass – Mike Piccolo – (5 minutes)
  - Action Taken
  - Council Member Wilkerson & Council Member Kinnear agreed to sponsor this item to move it forward for formal consideration
11. 2023 Tier 1 Legislative Priorities – Erik Poulsen (15 minutes)
  - Action Taken
  - Council President Beggs, Council Member Zappone & Council Member Bingle agreed to sponsor this item to move it forward for formal consideration
12. ARPA – Upcoming RFP discussion – Matt Boston (10 minutes)
  - No Action Taken
  - Presentation & Discussion Only

**IV. Consent Items** (no discussion was requested or had)

1. Purchase Approval – Roll Off Truck (Fleet Services)
2. 2023 Budget Ordinance (Finance)
3. Tire Services Contract Renewal (Fleet Services)

**Executive session**

None.

**Adjournment** The meeting adjourned at 2:36 PM PST, next meeting will be on December 19<sup>th</sup> at 1:15 PM PST

---

# General Notices

## REGULAR MEETING NOTICE/AGENDA THE CIVIL SERVICE COMMISSION 9:30 A.M. – January 16, 2024

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on January 16, 2024, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) to request by 5:00 P.M. the business day before the meeting, (Friday, January 12, 2024) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 2<sup>nd</sup> day of January 2024.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mowmaster@spokanecity.org](mailto:mowmaster@spokanecity.org) Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

---

**AGENDA**  
**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION**  
9:30 A.M January 16, 2024  
CITY HALL – CITY COUNCIL CHAMBERS  
LOWER LEVEL CITY HALL  
808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
  - a. November 21, 2023 Minutes
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
  - a. Resolution 2024-01: Classification Actions
  - b. Rule Review Presentation
5. **OTHER BUSINESS**
6. **ADJOURN**

**Note:** The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

---



# 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.

## WATER INSPECTOR SPN 209 PROMOTIONAL

**DATE OPEN:** Monday, January 8, 2024

**DATE CLOSED:** Monday, January 22, 2024

**SALARY:** \$53,849.52 annual salary, payable bi-weekly, to a maximum of \$87,570.72

### DESCRIPTION:

Performs responsible technical inspections of water system construction and service connections for conformance with City ordinances and bid specifications.

### DUTIES:

- Inspects pre-construction plans, site, and existing services in conjunction with the Engineering Services department before permit issuance. Obtains measurements for curb locations.
- Inspects the work of contractors and construction crews engaged in digging trenches, installing and relocating vaults, mains, hydrants, service branches, valves, and water reservoirs. Checks elevation, line, location, connections, seals and pipe bedding; monitors backfilling and trench compaction.
- Advises citizens of water ordinances and Water Division policy and services. Checks water pressure, and advises the contractor/homeowner on pressure reduction needs if necessary.
- Computes volumes; takes samples and measurements. Records the location of piping, valves, connections, and other pertinent facilities. Conducts pressure tests. Assists in chlorination procedures. Makes final checks; submits necessary reports and sketches. Inspects material acceptance reports.
- Specifies the type of backflow preventer needed on all new installations. Inspects all industrial users of City water for cross connections, illegal connections, need for backflow preventers, and conditions creating possible danger of pollution to the City's water. Coordinates with the Plumbing Inspector on common ordinances. Maintains a database on cross-connection devices in the City and testing data. Makes initial test on backflow device at time of installation.
- Monitors and enforces City ordinances relating to City right-of-way and water system construction, including the City's obstruction permit program
- Reviews private utility district plans for needed changes prior to construction and approves private utility district for use after satisfactory completion of tests.
- Performs mechanical and/or pressure test inspections on all fire lines and domestic service over 4 inches in conjunction with City fire prevention inspectors.
- Operates an automobile, calculator, level, camera, computer and tape recorder.
- Performs related work as required.

### MINIMUM QUALIFICATIONS:

#### Promotional Requirements:

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

- *Experience:* Two years with the City in the classification of Water Service Specialist (SPN 521).

#### License and Certifications:

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

- Possession of a valid Water Distribution Manager I certification must be acquired within six (6) months of appointment.
- Water Inspectors assigned to the Water Department must obtain a Cross Connection Specialist Certificate within one year of appointment. These employees must maintain this certificate while they hold this job class.
- Water Inspectors involved with the backflow prevention program must obtain a Backflow Assembly Tester Certificate within one year of appointment. These employees must maintain this certificate while they hold this job class.
- All certificates are obtained through the Washington State Department of Health.

**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 multiple-choice test, short answer test, and PAR with weights assigned as follows:

- Multiple-choice Test 70%
- Short Answer 10%
- PAR 20%

**MULTIPLE CHOICE & SHORT ANSWER EXAMINATION DETAILS:**

- Test Date: Thursday, January 25, 2024
- Test Time: 2:00 p.m.
- Test Location: Civil Service Test Room, 4th Floor, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 2 Hours
  - o Test Subjects:
    - Inspection and Enforcement
    - Interpersonal Skills
    - Mathematical Reasoning
    - Water System Principles
    - Safety
    - Writing Reports

**PROMOTIONAL EVALUATION DETAILS**

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

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

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

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 2<sup>nd</sup> day of January, 2024.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

---

**WTE POWER PLANT OPERATOR SPN 572  
PROMOTIONAL**

**DATE OPEN:** Monday, January 8, 2024

**DATE CLOSED:** Monday, January 22, 2024

**SALARY:** \$61,637.76 annual salary, payable bi-weekly, to a maximum of \$101,497.68

**DESCRIPTION:**

Performs supervisory and technical work monitoring and controlling boiler, turbine and auxiliary waste to energy plant equipment from the control room on an assigned shift.

**DUTIES:**

- Maintains safe, efficient and productive boiler operation, including combustion; maximizes power generation and manages in-plant power consumption; operates plant within all applicable permits.
- Monitors and inspects plant operational and emissions data; detects and responds to changing conditions with regard to maximizing plant safety and efficiency.
- Adjusts manual controls or overrides automatic controls to bring equipment into recommended or prescribed operating ranges, switch to backup equipment or systems, or to shut down equipment. Inspects equipment to detect malfunctions or need for repair, adjustment or lubrication.
- Oversees the operation of plant equipment; dispatches Assistant Plant Operators and Utility Operators for local monitoring. Works with maintenance to troubleshoot problems, ascertain probable cause, and perform basic maintenance tasks. Coordinates, directs, and trains subordinates as required.
- Reads meters and gauges or automatic recording devices at specified intervals to verify operating conditions. Records data such as temperature of equipment, hours of operation, fuel consumed, temperature or pressure, water levels, analysis of flue gases, voltage load and generator balance. Records operation and maintenance actions taken during shift in operator's logbook.
- Directs plant personnel in the safe operation of plant equipment and casualty control measures.
- Conducts nondestructive testing of boiler tubes.
- Performs tasks as required to comply with safety and environmental standards, including but not limited to fire watch, confined space attendant, confined space entrant, chemical spill response.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

- *Experience:* Two years of experience as a WTE Assistant Plant Operator (SPN 571) and successful completion of the internal training program for their position.
- *License and Certification:*
  - o All applicants must possess a valid driver's license.
  - o All applicants hired must obtain a valid Provisional Certification under the ASME QRO Certification for Operators of Resource Recovery Facilities program, as well as required local, state and federal licenses, within the probationary period.

**NOTE:** Individuals in this classification must successfully complete the WTE Power Plant Operator training program and additional required environmental, health, and safety training (as designated on the Environmental Training Matrix and the Training Requirements spreadsheet) within their probationary period.

**License and Certifications:**

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

- Possession of a valid Water Distribution Manager I certification must be acquired within six (6) months of appointment.
- Water Inspectors assigned to the Water Department must obtain a Cross Connection Specialist Certificate within one year of appointment. These employees must maintain this certificate while they hold this job class.
- Water Inspectors involved with the backflow prevention program must obtain a Backflow Assembly Tester Certificate within one year of appointment. These employees must maintain this certificate while they hold this job class.
- All certificates are obtained through the Washington State Department of Health.

**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, multiple-choice test, and PAR with weights assigned as follows:

- T&E 20%
- Multiple-choice Test 60%
- PAR 20%

#### **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.

#### **MULTIPLE CHOICE EXAMINATION DETAILS:**

- Test Date: Tuesday, January 23, 2024
- Test Time: 2:00 p.m.
- Test Location: Civil Service Test Room, 4th flr - 808 W Spokane Falls Blvd, Spokane WA 99201
- Approximate Duration of Exam: 2 Hours
- Subjects:
  - o Safety
  - o Blueprint/Schematic Reading
  - o Steam, Turbines & Combustion

#### **PROMOTIONAL EVALUATION DETAILS**

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

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

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

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 2<sup>nd</sup> day of January, 2024.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**INSTRUMENTATION, CONTROLS, & ELECTRICAL TECHNICIAN SPN 648  
OPEN**

**DATE OPEN:** Monday, January 8, 2024

**DATE CLOSED:** Monday, January 22, 2024

**SALARY:** \$52,408.80 annual salary, payable bi-weekly, to a maximum of \$82,288.08

**DESCRIPTION:**

Performs journey-level skilled installation, repair, maintenance, and upgrade of electronic instrumentation, controls, and safety systems for water and wastewater industrial plant facilities and equipment, and related remote monitoring technology.

**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.*

- Inspects instrumentation and electronics on industrial plant equipment. Installs, calibrates, troubleshoots, repairs, and maintains a variety of electrical, electronic, and mechanical instrumentation, and monitoring and control systems and devices.
- Designs, upgrades, connects, and tests new and repaired control and monitoring systems; develops and modifies process instrumentation and control systems.
- Programs, configures, adjusts, and troubleshoots issues with sensors, transmitters, Ethernet IP and switches, programmable logic controllers (PLCs), control panels, motor control centers, motor control drives, etc.
- Responds to SCADA systems alarms, issues, and failures.
- Coordinates installations of new hardware and data communications equipment; maintains web server and plant and system alarming. Collects and processes data from measuring equipment and recorders.
- Troubleshoots and repairs malfunctions resulting in data problems. Maintains records including equipment and calibration history logs, test results, and work orders.
- Downloads data at remote locations and uploads data to the server. Updates equipment firmware as needed. Maintains, installs, and configures wireless and wired communication networks. Troubleshoots and repairs cellular modem connection problems. Conducts functional testing after repairs and updates.
- Diagnoses, repairs, or replaces electronic components. Troubleshoots, maintains, and repairs electrical control circuits, reads, analyzes, and draws schematics. Performs a variety of diagnostic and analytical tests, including those involving programmable logic controls, infrared, and power monitoring.
- Recommends or purchases tools, supplies, and replacement items from outside vendors, suppliers and specialists within assigned duties and permitted limits.
- Consults with and advises operators or other staff members on systems software and functions of various systems. Provides education and training as needed on the use of new equipment, programs, and processes.
- Interprets and works from plans, and develops sketches or designs for work. Assists with technical writing and review of specifications for new parts and equipment.
- Surveys new sites for flow monitoring feasibility and installs related electronic equipment.
- Evaluates safety and operability of systems. Executes foundational elements of safety programs specific to respective job disciplines.
- Works collaboratively with other craft personnel and operations staff in performing multi-craft preventive maintenance.
- 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:** *(all requirements must be met at the time of application)*

- *Education:* Graduation from high school or equivalent supplemented with two years of advanced course work in electrical theory, electronics, control systems, or closely related fields.
- *Experience:* Two years of journey-level work experience as an instrumentation technician or electrician in an industrial or manufacturing plant work environment.
- *License:* Possession of a valid driver's license.

**Note:** Individuals in this classification in the Water Department possessing a Washington State Department of Health Water Distribution Manager 1 or higher certificate are eligible for a two-range pay adjustment. The pay 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. 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 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 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane ([info@governmentjobs.com](mailto:info@governmentjobs.com)).

- Applicants who apply and meet the minimum qualifications between Monday, January 8, 2024, and Monday, January 22, 2024, will test Thursday, January 25, 2024, through Tuesday, January 30, 2024.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1.5 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
- Electricity/Electronics
- Electronic Symbols & Circuits
- General Instrumentation
- Interpersonal Skills
- Safety & Occupational Hazards

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

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 29<sup>th</sup> day of December 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

---



