

ORDINANCE No.

117019

NQ *Law Department*

COUNCIL BILL No.

110030

The City of Seattle - Legis

AN ORDINANCE relating to employee selection processes, amending Section 4.04.030 of the Seattle Municipal Code, setting forth personnel system definitions and Section 4.04.150, relating to responsibilities of the Personnel Director; and repealing Section 4.20.180, relating to compensation for civil service examinations.

REPORT OF COMM

Honorable President:

Your Committee on Finance Budget Management & P to which was referred the within Council Bill No. 110030 report that we have considered the same and respectfully recom

*Pass 2/0 (TW, MC)*

COMPTROLLER FILE No.

Introduced:	<i>JAN 1 8 1994</i>	By:	<i>WEEKS</i>
Referred:	<i>JAN 1 8 1994</i>	To:	<i>FINANCE/BUDGET MANAGEMENT &amp; PERSONAL COMMITTEE</i>
Referred:		To:	
Referred:		To:	
Reported:	<i>JAN 2 4 1994</i>	Second Reading:	<i>JAN 2 4 1994</i>
Third Reading:	<i>JAN 2 4 1994</i>	Signed:	<i>JAN 2 4 1994</i>
Presented to Mayor:	<i>JAN 2 9 1994</i>	Approved:	<i>JAN 3 1 1994</i>
Returned to City Clerk:	<i>FEB 1 1994</i>	Published:	
Vetoed by Mayor:		Veto Published:	
Passed over Veto:		Veto Sustained:	

OK

*Full Council vote*

*Tom Mark*

Committee Chair

NO *Law Department*

# The City of Seattle--Legislative Department

Date Reported  
and Adopted

## REPORT OF COMMITTEE

Honorable President:

Your Committee on Finance Budget Management & Personnel

to which was referred the within Council Bill No. 110030

report that we have considered the same and respectfully recommend that the same:

Pass 2-0 (TW, MC)

*Full Council vote 9-0*

*Tom Threlk*

Committee Chair

...ee selection processes.  
...Seattle Municipal Code.  
...ions and Section  
...of the Personnel Director:  
...ing to compensation for

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ORDINANCE 117019

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AN ORDINANCE relating to employee selection processes, amending Section 4.04.030 of the Seattle Municipal Code, setting forth personnel system definitions and Section 4.04.150, relating to responsibilities of the Personnel Director; and repealing Section 4.20.180, relating to compensation for civil service examinations.

WHEREAS the Personnel Director has revised the employee selection system to improve accessibility to career opportunities for the public and for City employees; and to respond more effectively to the staffing needs of employing units; and

WHEREAS it is the City's intent to continue the concept of selective certification as provided in the Affirmative Action Master Plan, by the selective referral of applicants matching approved annual hiring goals for affirmative action-designated protected groups; therefore

BE IT ORDAINED BY THE CITY OF SEATTLE AS FOLLOWS:  
Section 1. Section 4.04.030 of the Seattle Municipal Code, Ordinance 107790, as last amended by (part) Ordinance 116037, is further amended as follows:

Unless another meaning is clearly indicated from the context, as used in this chapter:

1. "Appointing authority" means a person authorized by ordinance or Charter to employ others on behalf of the City, usually the head of a department.

~~((2. "Assignment" means appointment of a regular or probationary employee to one (1) of a number of levels of duties, responsibilities and salaries within one (1) class, except that such level is not a permanent or vested right and is subject to review.))~~

2. "City" means The City of Seattle.

~~((3. "Certification" means a list of names selected from a register and submitted by the Personnel Department to an appointing authority, from which list the authority may appoint to fill a vacancy or replace a temporary worker or interim employee.))~~

3. "City Council" means the City Council of the City of

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1 Seattle.

2 4. "Class" means any group of positions sufficiently  
3 similar that the same title may equitably be applied to  
4 all.

5 5. "Class series" means two or more classes which  
6 perform similar tasks or work but which differ in degree  
7 of responsibility and difficulty.

8 6. "Days" means calendar days.

9 7. "Demotion" means the movement of an employee from a  
10 higher class to a lower class, for cause.

11 8. "Director" means the Director of the Personnel  
12 Department or his/her designated representative.

13 9. "Employee" means a person employed in a  
14 ((permanent)) position on a full-time or part-time basis.  
15 ((The term "employee" shall not include part time workers  
16 less than twenty (20) hours per week, intermittent,  
17 seasonal, or temporary workers.))

18 10. "Employing unit" means any department of the City  
19 and, within the Executive Department, ((the Division of  
20 Purchases and)) any office created by ordinance.

21 11. "Exempt employee" means one who serves at the  
22 discretion of the appointing authority in a position  
23 which is exempted by the City Charter or the Exemptions  
24 Ordinance from compliance with this chapter regarding  
25 ((examination and)) selection, discipline and termination  
26 of employees, and appeals of personnel actions to the  
27 Civil Service Commission.

28 ((13. "Graded examination" means a test for qualifying  
applicants for placement on a register of those eligible  
for appointment to a position, in order of their relative

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merit.)

12. "Grant-funded position" means a position funded fifty percent (50%) or more by a categorical grant to carry out a specific project or goal and all positions funded by public employment programs. For the purpose of this chapter, the term "categorical grant" shall not include financial assistance provided to the City in the form of Community Development Block Grant funds, Urban Development Action Grant funds, General Revenue Sharing funds, and any funds provided under a statutory entitlement or distributed on the basis of a fixed formula including but not limited to relative population.

13. "Grievance" means a dispute between an employee and his/her supervisor(s) or employing unit based upon the employee's good faith belief that an aspect of his/her employment has been adversely affected and desire for remedial action.

14. "Inappropriate pressure" means any suggestion (oral or written communication) to ((a)) any City employee, (~~interim employee or temporary worker~~) the effect of which would either: (a) preclude job advertising and open consideration of qualified applicants, or (b) result in the selection of an employee for reasons other than relative ability, knowledge or skill.

~~((17. "Interim employee" means a person appointed to fill a permanent position for which no certification is available. Interim employees shall be exempt from provisions of this chapter except as specifically provided for and shall not be employed for more than 1040 hours in a year.))~~

1 15. "Intermittent" means a temporary worker who is  
2 scheduled to work only on an "on-call" basis, or  
3 intermittently, and who has no guaranteed minimum number  
4 of hours of employment.

5 16. "Intermittent position" means a position filled by  
6 an intermittent.

7 17. "Layoff" means the discontinuation of employment and  
8 suspension of pay of any regular or probationary employee  
9 because of lack of work, lack of funds, or through  
10 reorganization.

11 18. "Misconduct" means the intentional violation of a  
12 standard of conduct established by statute, ordinance,  
13 rule, regulation, policy or directive, or common law, or  
14 the violation of such standard as a result of  
15 recklessness or gross negligence.

16 ~~((22. "Pass fail examination" means a test qualifying  
17 applicants for placement on a register of those eligible  
18 for appointment to a position.))~~

19 19. "Part-time position" means a position that has been  
20 designated as "part-time" in, and created by, the annual  
21 budget or by another ordinance and that requires an  
22 average of twenty (20) hours or more but less than forty  
23 (40) hours of work per week during a year.

24 20. "Probationary employee" means an employee who has  
25 been appointed ~~((from a register))~~ to a regular position  
26 but who has not completed a one (1) year period of  
27 probationary employment.

28 ~~((25. "Provisional employee" means an employee who, prior  
to January 1, 1979, was appointed for the purpose of  
performing work in a position for which no register~~

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existed-))

21. "Reduction" means the movement of an employee from a higher position to a lower position, not for cause.

~~((27. "Register" means a list of successful examinees for a given position or class from which names may be selected by the Director for certification and submission to an appointing authority-))~~

22. "Regular employee" means an employee who has been appointed ~~((from a register))~~ to a non-exempt, non-intermittent position and who has completed a one (1) year probationary period of employment.

23. "Reinstatement" means reappointment of a regular employee from a reinstatement ~~((register))~~ list to a position in a class in which regular status was previously held.

24. "Seniority" means a regular employee's length of continuous service in his or her present class ~~((or assignment level))~~ and all higher classes ~~((or assignment levels))~~ since original regular appointment to that class ~~((or assignment level))~~, including all periods of unpaid leave of absence or suspension that are for less than fifteen (15) days.

25. ~~"Separated"~~ means the discontinuation of a temporary worker from employment ~~((or interim employee))~~, not for cause.

26. "Suspension" means the temporary discontinuation of an employee from employment for a specified period for cause or pending determination of charges against said employee, which charges could result in discharge or demotion.

1 27. "Temporary worker" means a person who is employed to  
2 fill a temporary, emergency or short-term need. The  
3 term includes persons employed in seasonal or  
4 intermittent positions and workers employed less than an  
5 average of twenty (20) hours per week during a year.  
6 Except as may be provided by ordinance or labor contract,  
7 temporary workers shall be exempt from the provisions of  
8 this chapter (~~and shall not be employed more than one  
thousand forty (1,040) hours in a year~~).

9 28. "Termination or discharge" means a separation from  
10 employment for cause.

11 **Section 2.** Section 4.04.150 of the Seattle Municipal Code  
12 Ordinance 107790 (part) as last amended by (part) Ordinance  
13 110302 is further amended as follows:

14 Section 4.04.150 (~~Examination and~~) Employee selection

15 A. The Personnel Director shall approve (~~examination~~)  
16 selection procedures ((by rule)) for upward movement of  
17 current City employees as well as access to the employment  
18 process by members of the public for employing units.

19 (~~B. All employees except temporary workers, exempt and~~  
20 ~~interim employees shall be examined prior to appointment.~~)

21 B. The Director shall establish a system for maintaining a  
22 pool of qualified applicants to fill staffing needs in  
23 employing units in a flexible, timely and responsive way.

24 C. 1. The Personnel Director shall (~~conduct examinations~~  
25 ~~to identify applicants who are qualified for employment. The~~  
26 ~~examinations shall be a job related measure of relative~~  
27 ~~ability, knowledge, and skills. The examination shall be open~~  
28 ~~to the public and publicly announced.~~) coordinate official  
advertisements for all regular position vacancies.

1                   2. Employees shall be notified of all regular position  
2 vacancies through internal City advertisement. The Director  
3 may waive this requirement upon written presentation by the  
4 appointing authority of sufficient reasons for doing so.  
5 Criteria which may establish the basis for granting such  
6 waiver shall be published by the Director prior to the  
7 effective date of this ordinance.

8 ~~((D. 1. The Personnel Director shall determine the~~  
9 ~~appropriate form for such examination, which may include, but~~  
10 ~~need not be limited to, written, graded and pass fail~~  
11 ~~examinations, resume analysis, oral examination and work~~  
12 ~~sampling.~~

13                   2. ~~The Director may delegate the duty to examine~~  
14 ~~applicants to an appointing authority, who shall administer~~  
15 ~~a test approved by the Director, and who shall conduct such~~  
16 ~~examination according to personnel rules.))~~

17                   D. The appointing authority of an employing unit shall  
18 specify the essential job functions, skills and availability  
19 requirements of a vacant position. Upon the request of the  
20 appointing authority, the Director shall evaluate applicants  
21 from the public to identify those who are qualified for  
22 employment. The evaluation shall be a job-related assessment  
23 of qualifications based on essential job duties to be  
24 performed.

25                   E. ~~The Personnel Director ((shall promote a flexible system~~  
26 ~~of establishing timely, responsive job registers. When it~~  
27 ~~becomes feasible, the Director shall institute a continuous~~  
28 ~~examination system)) shall forward to the employing unit only~~  
names of applicants who meet the advertised criteria. Regular  
employees may apply directly to the employing unit for

1 consideration.

2 ~~((F. Upon receipt of a request from a department for a job~~  
3 ~~certification, the Personnel Director shall give the~~  
4 ~~appointing authority a list of those persons who have been~~  
5 ~~found eligible for appointment, consisting of the top fifteen~~  
6 ~~(15) names or the top twenty five percent (25%) of an eligible~~  
7 ~~register, up to fifty (50) names, whichever number is greater.~~  
8 ~~If the register is from a pass fail examination, the~~  
9 ~~appointing authority shall be given names of eligibles chosen~~  
10 ~~from the register in a fair manner as established by rule.~~  
11 ~~The Director shall by rule provide for treatment of like~~  
12 ~~scores.))~~

11 F. Final interviews and selection of regular employees will  
12 be conducted by the appointing authority according to  
13 procedures approved by the Personnel Director.

14 1. The Personnel Director shall audit the  
15 qualifications of each finalist prior to a final selection to  
16 ensure the individual selected meets the advertised  
17 qualifications.

18 ~~((G. Where a vacancy requires an employee having special~~  
19 ~~traits or skills or availability not common to all members of~~  
20 ~~the same job class, the Director shall forward only the names~~  
21 ~~of those applicants having the desired trait, skill or~~  
22 ~~availability, up to the number of names which would have been~~  
23 ~~provided from the whole register if special skills~~  
24 ~~certification had not been requested.))~~

24 G. The Personnel Director shall establish procedures  
25 governing the recall and reinstatement of employees who have  
26 been laid off, and may provide assistance programs to support  
27 the alternative placement of employees whose positions are  
28

1 targeted for layoff.

2 ~~((H. If no register exists for the particular vacancy, the~~  
3 ~~Personnel Director may send names from a closely related~~  
4 ~~register having in the appointing authority's judgement~~  
5 ~~sufficiently similar job qualifications.))~~

6 H. The Director may promulgate rules distinguishing various  
7 types of temporary employment ((developed)) according to the  
8 City's needs.

9 ~~((I. If a register contains five (5) or fewer names and if no~~  
10 ~~applicants are acceptable to the appointing authority, the~~  
11 ~~appointing authority may, with the concurrence of the~~  
12 ~~Personnel Director, make a temporary appointment.))~~

13 I. The Mayor, City Councilmembers, and their immediate staff  
14 shall not initiate any recommendations regarding candidates  
15 for City employment. However, the Mayor, City Councilmembers  
16 and their immediate staff may respond to requests for  
17 recommendations regarding their direct knowledge of a  
18 candidate's ability, knowledge and skill. No person shall use  
19 inappropriate pressure to effect the hiring of any candidate  
20 for City employment.

21 ~~((J. Final interviews and actual selection of an employee will~~  
22 ~~be conducted by the hiring department according to procedures~~  
23 ~~established by rule by the Personnel Director.~~

24 K.

25 ~~L. The Personnel Director shall make rules regarding the~~  
26 ~~return to the register of those eligibles whose names have~~  
27 ~~been removed (for example, by reason of probationary~~  
28 ~~employment), but who again become eligible for employment.))~~

Section 3. Section 4.20.180 of the Seattle Municipal Code  
Ordinance 97330 (part) as last amended by Ordinance 105961

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(part) is hereby repealed.

~~Section 4.20.180 No deduction for employee taking civil service examination.~~

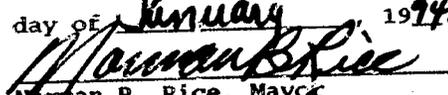
~~No deduction shall be made from the compensation of any City officer or employee for absence during which he or she is actually engaged in the taking of a City civil service examination.~~

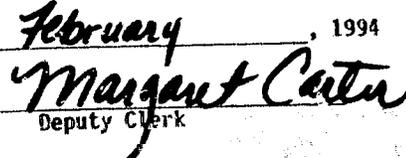
Section 4. The Personnel Director is authorized to adopt such rules and/or procedures necessary to effect the implementation of this ordinance.

Section 5. This ordinance shall take effect and be in force thirty days from and after its passage and approval, if approved by the Mayor, or February 1, 1994, whichever is later; otherwise it shall take effect at the time it shall become a law under the provisions of the City Charter.

Passed by City Council the 24 day of January, 1994, and signed by me in open session in authentication of its passage this 24 day of January, 1994.

  
President of the City Council

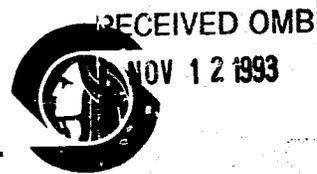
Approved by me this 31 day of January, 1994.  
  
Norman B. Rice, Mayor

Filed by me this 1st day of February, 1994.  
  
Deputy Clerk

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City of Seattle Personnel Department

Norman B. Rice, Mayor John Okamoto, Personnel Director



November 15, 1993

TO: The Honorable Tom Weeks, Chair  
Finance, Budget, Management and Personnel Committee

VIA: Mayor Norman B. Rice

ATTN: Diana Gale, Budget Director

FROM: *John Okamoto*  
John Okamoto, Director  
Personnel Department

SUBJECT: Legislation To Reflect Employee Selection Process Changes

The attached bill reflects the considerable efforts we have made to streamline the City's employee selection process, to improve its accessibility to employees and external applicants, and to enhance its responsiveness to departmental staffing needs.

The following changes are proposed to Seattle Municipal Code Title 4, Personnel:

We have deleted and revised certain definitions in Section 4.04.030, both to reflect changes in the employee selection process and to reflect changes that have occurred as a result of other, ongoing Personnel Department work (e.g., the Classification Project). Although we anticipate other new and revised definitions as we work to improve service delivery in additional areas, the changes to employee selection systems generated enough revisions to warrant changing this section now.

The changes to Section 4.04.150 actually describe the new employee selection process. In lieu of graded examinations, employment registers development and certification issuance, the process now requires the establishment and maintenance of a pool of applicants whose skills and abilities are identified and catalogued automatically. All regular position vacancies will be advertised internally, and current City employees may apply directly to the employing unit with the vacancy in which they are interested.

Finally, we propose to delete Section 4.20.100, which provides that no wages be deducted from employees for the actual work time during which absences are attributed to the taking of civil service examinations. With the elimination of such examinations, this provision is moot.

Your Committee's consideration of this bill is much appreciated. Please direct questions to Merle Overland, 684-7983.

Thank you.

An equal employment opportunity affirmative action employer  
12th Floor Dexter Horton Building Telephone Device for the Deaf and  
710 Second Avenue the Hearing Impaired (TDD)  
Seattle, WA 98104-1793 684-7888  
Fax # 684-4157

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**STATE OF WASHINGTON - KING COUNTY**

39699  
City of Seattle, City Clerk

-ss.

No. ORD IN FULL

**Affidavit of Publication**

The undersigned, on oath states that he is an authorized representative of The Daily Journal of Commerce, a daily newspaper, which newspaper is a legal newspaper of general circulation and it is now and has been for more than six months prior to the date of publication hereinafter referred to, published in the English language continuously as a daily newspaper in Seattle, King County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of this newspaper. The Daily Journal of Commerce was on the 12th day of June, 1941, approved as a legal newspaper by the Superior Court of King County.

The notice in the exact form annexed, was published in regular issues of The Daily Journal of Commerce, which was regularly distributed to its subscribers during the below stated period. The annexed notice, a

ORD: 117019

was published on

02/10/94

The amount of the fee charged for the foregoing publication is the sum of \$ \_\_\_\_\_, which amount has been paid in full.

Subscribed and sworn to before me on

02/10/94

*S. Swift*

Notary Public for the State of Washington,  
residing in Seattle

Affidavit of Publication

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

**SUPERIOR COURT NO. 93-2-15230-2**  
**IN THE SUPERIOR COURT** of the State of Washington for the County of King.  
**Household Finance Industrial Loan Company, a corporation, Plaintiff vs. The Unknown Heirs of Bobby Joe Carter, Sr., Deceased, who acquired title as Bobby J. Carter, Sarah Mae Carter, who acquired title as Sarah J. Carter and John Doe Carter, husband and wife; Lease & Industrial Collectors, Inc., a corporation; Robert A. Yothe, husband and wife; Harold Kirchner, husband and wife; Security Pacific Bank of Washington; Atlantis Credit Corporation, a corporation; Corey L. Carter and Doe Carter, husband and wife; Bill Lipscomb, husband and wife; John and Jane Doe I and through V, unknown occupants in possession, and all other persons or parties unknown claiming any right, title, estate, lien or interest in the real estate described in the complaint herein, Defendants.**  
**No. 93-2-15078-4**  
**IN THE SUPERIOR COURT** of the State of Washington for the County of King.  
**Department of Labor and Industries of the State of Washington, Plaintiffs, vs. William Moss and Jane Doe Moss d/b/a Bayside Construction, Inc., Defendants.**  
**No. 93-2-15078-4.** Summons by Plaintiff.  
 The State of Washington to the Defendant(s): The Unknown Heirs of Bobby Joe Carter, Sr., Deceased, who acquired title as Bobby J. Carter; and all other persons or parties unknown who claim any right, title, interest, estate or lien in the real property described in the complaint herein:  
 You are hereby summoned to appear within sixty (60) days after the date of the first publication of this summons, to-wit: within sixty (60) days after the 20th day of January, 1994, and defend the above-entitled action in the above-entitled Court, and answer the complaint of the plaintiffs below stated; and in case of your failure to do so, judgment will be rendered against you according to the demand of the complaint, which has been filed with the Clerk of said Court.  
 The object of the above-entitled action is to foreclose a deed of trust on real property in King County, Washington, legally described as follows:  
**SOUTHEAST QUARTER OF TRACT 4, BOSSERT'S ACRE TRACTS, ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 18 OF PLATS, PAGE 79, IN KING COUNTY, WASHINGTON.**  
**COMMONLY KNOWN AS: 12047 68TH SOUTH, SEATTLE, WA 98178.**  
 Date of first publication, January 20th, 1994.  
 Dated this 17th day of January, 1994.  
**BISHOP & LYNCH, P. S., WILLIAM L. BISHOP, JR., WSBA #2412, Attorneys for Plaintiff, 720 Olive Way, Suite 1600, Seattle, Washington 98101-1801, (206) 622-5396, 2/24(38894)**

# Notices

## City of Seattle

**Facade Repair**  
**Bid Date: Feb. 23**  
 The City of Seattle  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**SEATTLE ART MUSEUM**  
**FACADE REPAIR, FWS 94-04**  
**Bid Opening Date**  
**February 24, 1994**

Sealed bids will be received for the following project: SEATTLE ART MUSEUM FACADE REPAIR located at Volunteer Park, 1400 East Prospect Street, funded under Ordinance 116878 by the Seattle Five Reserve Fund by the City of Seattle. Public Works and Consultant Contracting Section of the Department of Administrative Services at its office in the Arctic Building, Suite 940, 370 Third Avenue, Seattle, Washington 98104, ONLY UP TO 2:00 PM on Wednesday, February 23, 1994, at which time bids will be publicly opened and summarily read. BIDS RECEIVED AFTER 2:00 PM WILL NOT BE ACCEPTED OR READ.

**PROJECT DESCRIPTION:** The project involves the removal and reinstallation of approximately 3000 square feet of existing aluminum facade and 380 linear feet of coping cap stone on the West facade of the Seattle Art Museum located at 1400 East Prospect Street. The work includes the following: complete removal of existing coping cap stone along the entire west facade and the north and south wings, and removal of existing non structural steel and clips, installation of new day tile wall and clips and other items; structural CMU wall clips and other items; complete reframing and repairing and rebracing of existing steel structure; removal of mortar and establishing a one to two inch air gap with weep holes; installation of new stainless steel anchors; installation of new stainless steel flashing and roof repair as needed below the top stone to make roof of wall coping water tight; and reattachment of coping capstones along the entire west facade and the north and south wings with stainless steel anchors.

The technical and experience requirements associated with the removal and reattachment of stone will require that the apparent low bidder meet certain minimal qualifications to be deemed a responsible bidder. Prospective bidders should review the qualification requirements contained in sections 06010-L01, 06010-1.10, 04220-1.04, 04470-1.05, 07600-1.05 before obtaining a copy of the plans and specifications. A MANDATORY PRE-BID CONFERENCE has been scheduled for Monday, February 14, 1994 at 9:00 A.M. at the West entrance to the Museum of Volunteer Park located at 1400 East Prospect Street.

The Engineer's estimate for the work described above is \$260,000.00. The plans and specifications were prepared by Leavewood Architects located at 1922 Smith Tower, Seattle, Washington 98104, (206) 382-1694.

Bid shall be made in accordance with approved Drawings and Project Manual, copies of which may be obtained by bidders at Department of Parks and Recreation Engineering and Design Section (684-7031), 2911 Second Ave., Fourth Floor, Seattle, WA 98121-1012 with a deposit of \$100.00.

One copy of the Drawings and Project Manual may be viewed at the Public Works and Consultant Contracting Section and Drawings and Project Manuals are on file at the following centers: SEATTLE - Associated General Contractors of Seattle; Construction Data Plan Center; BELLEVUE - Eastside Plan Center; KIRKLAND - Construction Market Data; EVERETT - Snohomish County Building Department; NEW RENT - Valley Plan Center, and TACOMA - Associated Subcontractors.

This contract is expected to cost in excess of one hundred thousand dollars. Pursuant to Chapter 378, Washington Laws of 1993, each bidder is required to submit the names of all subcontractors whose subcontract amount is more than ten percent of the contract price, or to indicate by marking the bid that a category of work shall not be subcontracted. The subcontractors' names must be submitted either with the bid or within twenty-four hours of the bid opening.

NO BIDS WILL BE CONSIDERED UNLESS ACCOMPANIED BY CASH, A SURETY COMPANY BID BOND, OR A

**DEPARTMENT OF CONSTRUCTION AND LAND USE HOUSING AND ZONING ENFORCEMENT DIVISION 785 DEPTER HORTON BUILDING 710 SECOND AVENUE SEATTLE, WASHINGTON 98104 624-7899**

**AMENDED NOTICE OF VIOLATION VACANT BUILDING OPEN**  
**February 7, 1994**  
**FILE NO. HVM4812**

Naftali N. Vilenky, 4701 Woodland Park Avenue North, Seattle, Washington 98103.

**SUBJECT:** Premises known as 2608 North 62nd Street which location is described as follows:

East 30 feet of Lot 45 through 48, Block 10, Cumberland Addition to the City of Seattle, as recorded in Volume 4 of Plats, page 16, records of King County, Washington.

An inspector from this office made an inspection of the vacant building at the above address and found the following items to be in violation of the Housing and Building Maintenance Code of the City of Seattle, (SMC 22.200):

Because the building is vacant the following vacant building violations must be corrected:

1. **INADEQUATE MAINTENANCE** - 22.200.080  
 a. Provide that the building be reasonably weathertight, watertight, and damp-free: 2nd floor window(s) on west side are open.

2. **DUTIES OF OWNERS** - 22.200.130.  
 a. Secure the unoccupied building against attempts at unauthorized entry: Rear entrance door (east side) is open.

You are required to make corrections on these vacant building violations no later than FEBRUARY 23, 1994.

In addition, an inspection of the interior of the building is necessary. Please contact the undersigned inspector to schedule this appointment within fourteen days of receipt of this notice. The Housing and Building Maintenance Code provides that any person affected by a Notice of Violation may appeal this Notice of Violation by requesting a review within ten (10) days of receiving this Notice by filing a written request with the Department.

The undersigned inspector will be pleased to meet with you or your appointed agent on the site to discuss the corrections necessary to bring the property into compliance with the Housing and Building Maintenance Code. YOU MUST NOTIFY THE UNDERSIGNED INSPECTOR WHEN CORRECTIONS HAVE BEEN MADE SO THAT WE MAY CERTIFY COMPLIANCE. Failure to make corrections within the time period specified in this Notice will result in legal action on the part of the City as required by the Housing and Building Maintenance Code. A criminal or civil penalty not to exceed fifteen dollars (\$15) per housing unit per day and fifteen dollars (\$15) per day for violations in the common areas or on the premises surrounding the building or structure may be imposed.

This vacant building will be inspected quarterly to determine whether the building and appurtenant structures are vacant and are closed to entry in conformance with the standards of this Code. The owner or person responsible for the building shall be assessed a fee by the Director pursuant to Section 22.202.020 of this Code for the cost of each quarterly inspection. When a valid building, electrical or plumbing permits have been issued in order to correct violations of this Code, the Director shall continue to make quarterly inspections but shall not charge for the inspections during the life of the permit if the Director determines that work is progressing at a satisfactory rate.

If you require any further information, please contact the undersigned inspector at: 684-7899. Please call between 8:30 - 9:00 a.m. and 3:30 - 4:30 p.m., Monday through Friday.

**ELAINE CLISBY, Inspector.**  
 Date of publication in the Seattle Daily Journal of Commerce, February 10 and 17, 1994.

**City of Seattle**  
**NOTICE OF DETERMINATION OF NON-SIGNIFICANCE**

Notice is hereby given that a Determination of Non-Significance (DNS) with respect to environmental impact has been filed with the City's SEPA Public Information Center for the following proposal:

**SUMMONS BY PUBLICATION Superior Court No. 94-2-02868-2 SUPERIOR COURT OF King County**

**NOTICE OF INTENT WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES REQUEST FOR PROPOSAL**

NOTICE: IF THE DOCUMENT IN THIS FRAME IS LESS CLEAR THAN THIS NOTICE IT IS DUE TO THE QUALITY OF THE DOCUMENT.

2/18(38633)

**SUMMONS BY PUBLICATION**  
 Superior Court No. 94-2-02668-2  
 SUPERIOR COURT OF Washington for King County.  
 Media Vision Technology, Inc., a California corporation, Plaintiff, v. The Graphix Zone, Inc., a Washington corporation, and Shawn Turbeville, and John or Jane Doe Turbeville, husband and wife, and the marital community composed thereof, Defendants. No. 94-2-02668-2. Summons by Publication.

To the Defendant: Shawn Turbeville and John or Jane Doe Turbeville:  
 You are hereby summoned to appear within sixty days after the date of the first publication of this summons, which date was 2/3/94 and defend the above entitled action in the above entitled court, and answer the complaint of the plaintiff, Media Vision Technology, Inc. and serve a copy of your answer upon the undersigned attorney for plaintiff, Deborah Borrero and Lori Salzarulo, at their office below stated; and in case of your failure so to do, judgment will be rendered against you according to the demand of the complaint, which has been filed with the clerk of said court.

This action is brought for fraud and conversion.  
 Dated this 26th day of January, 1994.  
**GARVEY, SCHUBERT & BARER.**

By **DEBORAH J. BORRERO**, WSBA #23227, **LORI SALZARULO**, WSBA #17264, 1191 2nd Ave., 18th Floor, Seattle, Washington 98101-2939, King County, Attorneys for Plaintiff, Media Vision Technology, Inc. 2/10(38445)

**NOTICE OF OWNERSHIP CHANGE**

Pursuant to Revised Code of Washington, Section 62A.6-103(7), notice is hereby given that Bryan E. Bowen, Jeffrey B. Kuck, and Ron E. Reinard, as general partners of Future Concepts Neon Glassworks of 40 Lake Bellevue, #100, Bellevue, Washington, have each transferred their individual general partnership interests, effective February 1, 1994, to Insignia Sign, Incorporated of 40 Lake Bellevue, #100, Bellevue, Washington 98008.

Dates of publication in the Seattle Daily Journal of Commerce, February 3 and 10, 1994. 2/10(38443)

**NOTICE OF ANNUAL REPORT**

The 1993 Annual Report of the Elizabeth A. Lynn Foundation is available for inspection by the public at 20016 Cedar Valley Road, Suite 101, Lynnwood, WA 98036 during regular business hours within the next 180 days.

Elizabeth A. Lynn Foundation, 20016 Cedar Valley Road, Suite 101, Lynnwood, WA 98036.

Date of publication in the Seattle Daily Journal of Commerce, February 10, 1994. 2/10(38768)

**NOTICE OF INTENT WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES REQUEST FOR PROPOSAL (RFP)**

**DOCUMENT IMAGING STORAGE AND RETRIEVAL SYSTEM**

The department is soliciting proposals for a five-user document imaging storage and retrieval system for the Public Land Survey Office (PLSO). The PLSO is a paper and microfilm based repository for land survey records. This RFP is for the purpose of acquiring new technology that will allow the conversion of hardcopy documents received to digital images rather than to microfilm. The conversion of the existing microfilm will be part of a second acquisition process. The RFP will be released on or about February 16, 1994. Vendors may request the RFP by FAX, telephone or letter to:

Donnell Fitch, Department of Natural Resources, Public Land Survey Office, PO Box 7060, Olympia, WA 98504-7060, 206 - 902-1197, FAX: 206 - 902-1191.

Date of first publication in the Seattle Daily Journal of Commerce, February 7, 1994. 2/11(38618)

**STATE OF WASHINGTON LEGAL NOTICE**

The State of Washington, Department of General Administration, Division of Engineering & Architectural Services, has undertaken the emergency spalling concrete structural beam at the Fire Training Academy by means other than bidding, all as set forth in Section 39.04.020, Revised Code of Washington.

The work will be performed under Project No. 94-177 E with Ferrell-Penning, Inc., 17510 Aurora Avenue North, Seattle, Washington 98133.

The following is the estimate of cost for said work:

- Materials - \$243.00;
- Refractory Sub-Contractor - \$13,791.00;
- Labor & Equipment - \$1,254.00;
- Insurance - \$162.88;
- Bond - \$444.17;
- Overhead & Profit - \$3,716.91;
- SUBTOTAL - \$19,611.96;
- Sales Tax at 8.2% - \$1,608.18;
- TOTAL ESTIMATED AMOUNT - \$21,220.14.**

Dates of publication in the Seattle Daily Journal of Commerce, February 10, 1994. 2/10(38728)



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naming itself a category of work shall not be subcontracted. The subcontractor list must be submitted either with the bid or within twenty-four hours of the bid opening.

NO BIDS WILL BE CONSIDERED UNLESS ACCOMPANIED BY CASH, A SURETY COMPANY BID BOND, OR A CERTIFIED OR CASHIER'S CHECK PAYABLE TO THE ORDER OF THE CITY OF SEATTLE FOR A SUM NOT LESS THAN FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID.

The right is reserved to reject any and all bids.

**MICHAEL E. PURDY,**  
 Acting Contracting Services Administrator.

Date of first publication in the Seattle Daily Journal of Commerce, February 6, 1994. 2/12(38668)

**FIRST PUBLICATION City of Seattle**

Paraphrasing on Reputable Graphic Supplies Bid Date, Feb. 24

**CITY OF SEATTLE**  
 Department of Administrative Services Purchasing Services Section 700 2nd Ave., #210 Seattle, WA 98104 (206) 464-6444

February 09, 1994

Sealed proposals will be received:

UNTIL 2 P.M. 02/24/94 for annual contract requirement for Reputable Art and Graphic Supplies, per Specs. (Buyer G. Stewart, 684-6448.)

The above per details and information on file in this office.

DAS Purchasing Services reserves the right to reject any and all bids, to waive any irregularities in bids and to accept any item in a bid.

**E. J. NAKATSU,** 2/10(38778)  
 DAS Director

**City of Seattle**

**NOTICE OF APPLICATION FOR A SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT**

Notice is hereby given that Kemere Air has filed an application for a Shoreline Substantial Development Permit #9400241 for the relocation of an existing floating and re-attachment of a water-based airport tower accessory to a water-based airport located at 950 Westlake Avenue North within the City of Seattle, King County, Washington. Said development is proposed to be within Lake Union and/or its associated wetlands. Written comments may be submitted through March 11, 1994 to:

Department of Construction and Land Use, Dexter Horton Building - Suite 200, 710 Second Avenue, Seattle, Washington 98104-1703.

For additional information, contact the Master Use Information and Notification Center at 684-8467.

Dates of publication in the Seattle Daily Journal of Commerce, February 3 and 10, 1994. 2/10(38448)

**City of Seattle**

**NOTICE OF APPLICATION FOR A SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT**

Notice is hereby given that Ken and Joyce Hartvigson has filed an application for a Shoreline Substantial Development Permit #9400243 as required by Section 23.60.020 of the Seattle Municipal Code for the reconfiguration of an existing retaining wall and removal of 6 in. ft. of bulkhead to create a pocket alcove located at 9546 Lake Shore Blvd. N. E. within the City of Seattle, King County, Washington. Said development is proposed to be within Lake Washington and/or its associated wetlands. Written comments may be submitted through March 11, 1994 to:

Department of Construction and Land Use, Dexter Horton Building - Suite 200, 710 Second Avenue, Seattle, Washington 98104-1703.

For additional information, contact the Master Use Information and Notification Center at 684-8467.

Dates of publication in the Seattle Daily Journal of Commerce, February 3 and 10, 1994. 2/10(38448)

**NOTICE OF DETERMINATION OF NON-SIGNIFICANCE**

Notice is hereby given that a Determination of Non-Significance (DNS) with respect to environmental impact, has been filed with the City's SEPA Public Information Center for the following project:

**PROJECT # - DATE FILED - LOCATION:**

930260 - 2/1094 - 1709 Harbor Ave. S. W.

Description of Proposal: Shoreline Substantial Development Permit to establish the use for future construction of an approx. 20,189 sq. ft. six-story mixed-use building. First floor contains retail and eight parking spaces; second floor is administrative offices; and floors three through six contain four residential units. Project includes demolition of existing single family structure. Portions of site are environmentally critical.

Comments must be submitted by 2:25:04 to: Deborah Stuart, DCUJ, 710 2nd Avenue, S. 200, Seattle, WA 98104-1703.

Copies are available for public examination and copying at the City's SEPA Public Information Center at 710 2nd Avenue, Suite 700, the Dexter Horton Building, from 9:00 a. m. to 5:00 p. m. Monday through Friday, except Tuesdays at 10:00 a. m. and at the main branch of the Seattle Public Library. Fourth and Middle from 9:00 a. m. to 9:00 p. m. Monday through Thursday, and from 9:00 a. m. to 6:00 p. m. Friday and Saturday.

There is no agency appeal other than to the State Shoreline Hearings Board at the time of filing of the final order to grant, condition, or deny the Shoreline Substantial Development Permit and Shoreline Variance/Conditional Use Permit with the State Department of Ecology.

For further information, please call 233-7198.

Date of publication in the Seattle Daily Journal of Commerce, February 10, 1994. 2/10(38778)

**City of Seattle**

**NOTICE OF APPLICATION FOR A SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT**

Notice is hereby given that Barbara Walhovser has filed an application for a Shoreline Substantial Development Permit #9400245 as required by Section 23.60.020 of the Seattle Municipal Code to construct a 221 sq. ft. addition to the first and second floors of an existing building located at 2225 Fairview Avenue East, #13, within the City of Seattle, King County, Washington. Said development is proposed to be within Lake Union and/or its associated wetlands. Written comments may be submitted through March 11, 1994 to:

Department of Construction and Land Use, Dexter Horton Building - Suite 200, 710 Second Avenue, Seattle, Washington 98104-1703.

For additional information, contact the Master Use Information and Notification Center at 684-8467.

Dates of publication in the Seattle Daily Journal of Commerce, February 10 and 17, 1994. 2/17(38778)

**City of Seattle**

**NOTICE OF APPLICATION FOR A SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT**

Notice is hereby given that Todd Pacific Shipyards Corp. has filed an application for a Shoreline Substantial Development Permit #9400332 as required by Section 23.60.020 of the Seattle Municipal Code for the construction of a warehouse and adjacent loading dock for a total of approximately 12,740 sq. ft.; and demolition of fifteen shop, storage and office buildings totaling approximately 30,811 sq. ft. located at 1501 19th Avenue S. W. within the City of Seattle, King County, Washington. Said development is proposed to be within West Waterway of Downtown River and/or its associated wetlands. Written comments may be submitted through March 11, 1994 to:

Department of Construction and Land Use, Dexter Horton Building - Suite 200, 710 Second Avenue, Seattle, Washington 98104-1703.

For additional information, contact the Master Use Information and Notification Center at 684-8467.

Dates of publication in the Seattle Daily Journal of Commerce, February 3 and 10, 1994. 2/10(38448)

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# City of Seattle

Executive Department—Office of Management and Budget

Diana Gale, Director  
Norman B. Rice, Mayor

November 15, 1993

The Honorable Mark Sidran  
City Attorney  
City of Seattle

Dear Mr. Sidran:

The Mayor is proposing to the City Council that the enclosed legislation be adopted.

**REQUESTING  
DEPARTMENT**

Personnel

**SUBJECT:**

AN ORDINANCE relating to employee selection processes, amending Section 4.04.050 of the Seattle Municipal Code, setting forth personnel system definitions and Section 4.04.150, relating to responsibilities of the Personnel Director; and repealing Section 4.20.180, relating to compensation for civil service examinations.

Pursuant to the City Council's S.O.P. 100-014, the Executive Department is forwarding this request for legislation to your office for review and drafting.

After reviewing this request and any necessary redrafting of the enclosed legislation, return the legislation to OMB. Any specific questions regarding the legislation can be directed to Judith Noble at, 684-8078.

Sincerely,

Norman B. Rice  
Mayor

by

*JN*  
DIANA GALE  
Budget Director

DG/jn/mpf

Enclosure

cc: Director, Personnel

Accommodations for people with disabilities provided on request. An equal employment opportunity - affirmative action employer.  
Office of Management and Budget 300 Municipal Building, Seattle, Washington 98104-1826 (206) 684-8080 (TDD) 684-8118

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*O.K.*  
*Kelly J. Rice*  
*11/30/93*  
93-328  
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93 NOV 23 PM 3:56  
SEATTLE CITY ATTORNEY



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**TIME AND DATE STAMP**

**SPONSORSHIP**

**THE ATTACHED DOCUMENT IS SPONSORED FOR FILING WITH THE CITY COUNCIL BY THE MEMBER(S) OF THE CITY COUNCIL WHOSE SIGNATURE(S) ARE SHOWN BELOW:**

*Tom Thib*

_____	_____
_____	_____
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**FOR CITY COUNCIL PRESIDENT USE ONLY**

**COMMITTEE(S) REFERRED TO:**

_____
_____
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\_\_\_\_\_  
**PRESIDENT'S SIGNATURE**

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