



Official Gazette

City of Spokane, Washington

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

Volume 103

SEPTEMBER 18, 2013

Issue 38



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

MICHAEL A. ALLEN (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

NANCY McLAUGHLIN (DISTRICT 3)

STEVE SALVATORI (DISTRICT 3)

JON SNYDER (DISTRICT 2)

AMBER WALDREF (DISTRICT 1)

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The Official Gazette

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, September 9, 2013****BRIEFING SESSION**

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

Roll Call

On roll call, Council President Stuckart and Council Members Fagan, McLaughlin, and Snyder were present. Council Members Allen and Waldref arrived at 3:31 p.m. Council Member Salvatori was absent.

City Administrator Theresa Sanders, Assistant City Attorney Mike Piccolo, and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

Council received input from staff on the September 16, 2013, Advance Agenda items.

Bid for Sprague Avenue Traffic Revisions and Traffic Calming Phase 1

Motion by Council Member Fagan, seconded by Council Member McLaughlin, **to defer** for one week (to September 16, 2013) the bid for Sprague Avenue Traffic Revisions and Traffic Calming Phase 1; **carried unanimously (Council Member Salvatori absent).**

Action to Approve September 16, 2013, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the September 16, 2013, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Allen, seconded by Council Member McLaughlin, **to approve** the Advance Agenda for September 16, 2013, (as amended); **carried unanimously (Council Member Salvatori absent).**

ADMINISTRATIVE SESSION**Current Agenda Review**

Council received input from staff on the September 9, 2013, Current Agenda items.

Resolution 2013-0064 Regarding the Appointment of Committees to Prepare Statements for Propositions (deferred from August 26, 2013, Agenda)

Motion by Council Member McLaughlin, seconded by Council Member Fagan, **to defer indefinitely** Resolution 2013-0064 regarding the appointment of committees to prepare statements advocating voters' approval or rejection of Propositions No. 1, No. 2, No. 3, No. 4, No. 5, and No. 6 on the November 5, 2013, ballot; **carried unanimously (Council Member Salvatori absent).**

Resolution 2013-0066 Regarding the Redevelopment of the PFC Joe E. Mann US Army Reserve Center USARC/AMSA 80

Motion by Council Member Fagan, seconded by Council Member Allen, **to defer final action** on Resolution 2013-0066—regarding the redevelopment of the PFC Joe E. Mann US Army Reserve Center USARC/AMSA 80, approving the Redevelopment Plan for the Mann Center, and authorizing the Mayor or his designee to submit the same to the appropriate federal agency and to take necessary actions to implement the Plan upon approval by the federal agency—**to September 30, 2013; carried unanimously (Council Member Salvatori absent).**

CONSENT AGENDA

Upon motion of Council Member Fagan, seconded by Council Member McLaughlin, Council unanimously (Council Member Salvatori absent) approved Staff Recommendations for the following:

Purchase of retread tires on an as needed basis from Wingfoot Tires, Inc. (Spokane Valley, WA) using Washington State Contract No. 0113—\$150,000 (incl. tax). (OPR 2013-0643)

Low Bid of Clearwater Construction & Management (Spokane, WA) for Combined Sewer Overflow Basin 34-3 Control Facility \$4,723,055 plus tax. An administrative reserve of \$472,305.50 plus tax, which is 10% of the contract price plus tax, will be set aside. (PRO 2013-0025 / ENG 2011145)

Amendment to Contract with Patterson Buchanan Fobes & Leitch, Inc., P.S. for outside counsel services in the legal matter of Bradley N. Thoma v. City of Spokane—increase of \$50,000. Total contract maximum amount not to exceed \$175,000. (OPR 2012-0361)

Loan Agreements with Drinking Water State Revolving Fund for:

- a. Central Avenue Wells 1 and 2 Rehabilitation— \$1,221,090 revenue. (OPR 2013-0644)
- b. Steel Transmission Main Replacements—\$3,357,240 revenue. (OPR 2013-0645)
- c. Top System Transmission Main Replacement— \$5,604,490 revenue. (OPR 2013-0646)

Accept awards from the Department of Housing and Urban Development Continuum of Care Program and authorize the Community, Housing, and Human Services Department to enter into contract with various non-profit agencies—\$223,876 revenue. (OPR 2013-0647)

Contract with John Epler & Associates to provide consulting services for three Community, Housing, and Human Services Planning Documents (Regional Homeless Prevention & Reduction Strategy, Analysis of Impediments to Fair Housing and the 2015-20 Consolidated Plan)—\$63,500 (50% to be encumbered in 2013; 50% in 2014). (OPR 2013-0648)

Third of four one-year extensions to Master Contract with Cochran Technologies (Spokane Valley, WA) for design, products, installation and testing of Inside Plant Communications Infrastructure—annual estimated expense not to exceed \$100,000. (OPR 2010-671 / RFP 3687-10)

Extension to Lease Agreement with Xerox Corporation (Tukwila, WA) for two Xerox 4112 printers from June 1, 2013 through May 31, 2014. Payments will be made monthly, with annual fee not to exceed \$48,000 (incl. tax). (OPR 2008-0493)

Contract with AssetWorks (Wayne, PA) for Annual Maintenance and Support on the Fleet Services equipment system, to also include the Software Upgrade Assistance Package, from October 1, 2013 through September 30, 2014—\$79,740.15 (incl. tax). (OPR 2013-0649)

Intergovernmental Agreement with Spokane County Regarding Commute Trip Reduction Implementation. (OPR 2013-0650)

Purchase and Sale Agreement for Kendall Yards 4th Addition Tendered Improvements—\$818,236.91. (OPR 2013-0651)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through August 30, 2013, total \$8,406,006.06 (Check Nos. 475000-475722; ACH Payment Nos.: 11486-11580), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,435,092.53. (CPR 2013-0002)
- b. Payroll claims of previously approved obligations through August 31, 2013: \$5,717,785.41 (Check Nos. 516308-516682). (CPR 2013-0003)

Executive Session/Council Recess

The City Council adjourned to an Executive Session at 4:36 p.m. for approximately 15 minutes to discuss pending and potential litigation matters. Assistant City Attorneys Pat Dalton, Mike Piccolo, and Erin Jacobson were present during the Executive Session. The City Council reconvened at 6:00 p.m. for the Regular Legislative Session, with Council President

Stuckart and Council Members Allen, Fagan, McLaughlin, Snyder, and Waldref present. Council Member Salvatori was absent. Assistant City Attorney Mike Piccolo and City Clerk Terri Pfister were also present on the dais.

LEGISLATIVE SESSION

Words of Inspiration

There were no Words of Inspiration.

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

CLARIFYING COMMENTS BY COUNCIL PRESIDENT

Council President Stuckart made a clarifying statement in relation to an article in the newspaper which stated he was stalling on the sit and lie down ordinance. He noted six ordinances to address problems downtown are being brought forward. Five of those will be brought forward on September 30th. Council President Stuckart advised there is a constitutional issue with the sit and lie down ordinance and noted several people, including himself, are all working on bringing it forward; and the ordinance will just be coming forward a couple of weeks later than the rest of the ordinances. He noted there is no stalling; it's actually just making the ordinance constitutional.

PROCLAMATIONS

September 17-23, 2013 *Constitution Week*

Council Member McLaughlin read the proclamation and presented it to Susan Cagle, who was accompanied by several other individuals. The proclamation encourages citizens to study the constitution and reflect on the privilege of being an American with all the rights and responsibilities which that privilege involves.

September 8, 2013 *Sweyolakan Paddlefest Day*

Council Member Waldref read the proclamation and presented it to Nancy Carlson and Katie Davis. The proclamation encourages residents to recognize the positive impact of Camp Fire and Camp Sweyolakan volunteers for their past and continuing efforts in the support of youth in the Inland Northwest.

Month of September *National Preparedness Month*

Council Member Allen read the proclamation and presented it to Pete Hartman, Spokane County Emergency Management. The proclamation encourages all citizens to recognize that being prepared in case of emergency helps to save lives.

There were no **Appointments**.

There were no **City Administration Reports**.

COUNCIL COMMITTEE REPORTS

Planning, Community, and Economic Development (PCED) Committee

Council President Stuckart reported on the PCED Committee meeting held earlier today (September 9). Minutes of the PCED Committee meetings are filed with the City Clerk's Office and are available for review following approval of the PCED Committee.

Public Works Committee

Council Member Allen, as Interim Chair, reported on the Public Works Committee meeting held earlier today (September 9). Minutes of the Public Works Committee meetings are filed with the City Clerk's Office and are available for review following approval of the Public Works Committee.

OPEN FORUM

Mr. John Ahern suggested a committee be formed to create a WWII memorial for the veterans of that war.

Mr. Rick Bocoock spoke regarding the sit and lie ordinance and feels it is unconstitutional; that when people ask for money that is a constitutionally protected activity.

EMERGENCY BUDGET ORDINANCE**Emergency Budget Ordinance C35024**

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

Upon Unanimous Roll Call Vote (Council Member Salvatori absent), the City Council **passed Emergency Budget Ordinance C35024** amending Ordinance No. C34947 passed the City Council December 10, 2012, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2013, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2013, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

General Fund – Police

FROM: Various Accounts, \$59,000;

TO: Various Accounts, same amount.

(This action budgets for the Deputy Director of Business Services and Captain positions; effective September 15, 2013.)

There were no **Emergency Ordinances**.

RESOLUTIONS**Resolution 2013-0065**

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

Upon Unanimous Roll Call Vote (Council Member Salvatori absent), the City Council **adopted Resolution 2013-0065** declaring Physio-Control (Redmond, WA) a sole source for Physio-Control automated and manual defibrillators; and authorizing the purchase of two defibrillators and associated equipment without public bidding—\$67,501.22 (incl. tax).

For Council action on Resolution 2013-0064 and Resolution 2013-0066, see section of minutes under 3:30 p.m. Administrative Session.

FINAL READING ORDINANCE**Final Reading Ordinance C34925**

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

Upon Unanimous Roll Call Vote (Council Member Salvatori absent), the City Council **passed Final Reading Ordinance C34925** vacating Ohio Avenue and Summit Boulevard from College Avenue to Nettleton Street. (First Reading held August 26, 2013)

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

SECOND OPEN FORUM

Mr. Gabriel Elliott spoke regarding meditation schedule at the Unity Spiritual Center and stated any support would be appreciated.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:26 p.m.

**SPECIAL MEETING MINUTES OF CITY OF SPOKANE
TRANSPORTATION BENEFIT DISTRICT GOVERNING BOARD
Monday, September 9, 2013**

A Special Meeting of the City of Spokane Transportation Benefit District (TBD) Governing Board held on the above date was called to order at 6:26 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

Roll Call

On roll call, Board Members Stuckart (Chair), Allen, Fagan, McLaughlin, Snyder, and Waldref were present. Board Member Salvatori was absent.

Assistant City Attorney Mike Piccolo and City Clerk Terri Pfister were also present on the dais.

Reappointment of Citizen Transportation Advisory Board Member (CTAB)

Motion by Council Member Waldref, seconded by Council Member Allen, to approve the appointment of Brian Duncan, as Member at Large, to the Citizens' Transportation Advisory Board; **carried unanimously (Board Member Salvatori absent).**

Board Chair Stuckart noted he would be bringing forward legislation at a later date so that CTAB members can serve a total of six years. Board Member Waldref noted at the Community Assembly meeting on Friday, she learned the current PETT Committee member of CTAB is stepping down and so another member is being looked for to serve on that Board. Anyone interested in the position may contact Board Chair Stuckart.

ADJOURNMENT

There being no further business to come before the Transportation Benefit District Governing Board, the Special Meeting of the Board adjourned at 6:30 p.m.

Ordinances

These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.

ORDINANCE NO. C34925 (as modified)

An ordinance vacating Ohio Avenue and Summit Boulevard from College Avenue to Nettleton Street.

WHEREAS, a petition for the vacation of Ohio Avenue and Summit Boulevard from College Avenue to Nettleton Street has been filed with the City Clerk representing of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

Section 1. That Ohio Avenue and Summit Boulevard from College Avenue to Nettleton Street is hereby vacated. Parcel number not assigned. SW ¼ and SE ¼ of S13 T25 R42

Section 2. An easement is reserved and retained over and through the vacated area as described in attached Exhibit A for the utility services of Avista Utilities, CenturyLink, and the City of Spokane to protect existing and future utilities.

(Delivered to the Mayor on the 16th day of September, 2013)

**EXHIBIT A
Legal Description
For
Ohio Ave. Utility Easement**

A portion of Ohio Avenue and Summit Boulevard of the Final Plat of the MAP OF NETTLETON'S 1ST ADDITION TO SPOKANE FALLS, recorded in Book A of Plats, Pages 98 and 99, located in the Southeast Quarter of Section 13, Township 25N, Range 42E, W.M. in the City of Spokane, Spokane County, Washington more particularly described as follows:

COMMENCING at the Southeast corner of Lot 16, Block 23 of said Final Plat of the MAP OF NETTLETON'S 1ST ADDITION TO SPOKANE FALLS; thence S00°12'36"E a distance of 30.87 feet to the POINT OF BEGINNING; thence continuing S00°12'36"E a distance of 53.72 feet to the South Right of Way line of Ohio Avenue/Summit Boulevard; thence along said South Right of Way line the following two (2) courses:

- 1.) S89°39'53"W a distance of 636.64 feet;
 - 2.) S68°46'22"W a distance of 131.14 feet;
- thence N19°55'15"W a distance of 16.44 feet; thence S70°04'45"W a distance of 333.26 feet; thence S49°26'04" W a distance of 487.03 feet to a point on said South Right of Way line of Ohio Avenue/ Summit Boulevard and a point on a 250.00 foot radius non-tangent curve concave to the North having a radial bearing of S13°56'07"E; thence Westerly along said curve through a central angle of 42°32'24" an arc distance of 185.62 feet; thence leaving said Right of Way line N90°00'00"E a distance of 153.13 feet; thence N49°26'04"E a distance of 498.68 feet; thence N70°04'45"E a distance of 462.95 feet; thence N88°44'19"E a distance of 660.42 feet to the POINT OF BEGINNING.

Containing 1.62 acres more or less.

(A map of the vacation is on file in the Office of the City Clerk for review.)

ORDINANCE NO. C35024

An ordinance amending Ordinance No. C-34947, passed the City Council December 10, 2012, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2013, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2013, and providing for immediate effectiveness", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2013 budget Ordinance No. C-34947, as above entitled, and which passed the City Council December 10, 2012, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the General Fund, and the budget annexed thereto with reference to the General Fund, the following changes be made:

FROM: 0680-11500	General Fund	
21360-00880	Police Planner, rg 35	18,508
21100-00880	Police Planner, rg 35	18,508
	(From 2 to 0 positions)	
0680-11100	General Fund	
28100-02820	Police Comm, Supervisor	<u>22,084</u>
	rg 52 (from 5 to 4 positions)	<u>59,100</u>

TO:	0680-11500	General Fund	
	21100-09170	Police Captain, rg 48 (from 2 to 3 positions)	38,500
	21100-07740	Deputy Director Business Services rg 40 (from 0 to 1 position)	20,600
			<u>59,100</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to budget for a department reorganization, effective September 15, 2013, the need for which could not reasonably have been anticipated at the time of adoption of the 2013 budget, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

(Delivered to the Mayor on the 16th day of September, 2013.)

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 5200-13-03 / LGL 2013-0016

EFFECTIVE DATE: September 11, 2013

REVISION EFFECTIVE DATE: N/A

TITLE: U-HELP PROGRAM

1.0 GENERAL

1.1 The City of Spokane provides financial assistance to qualified low-income customers, who are facing City utility shut-off. The program was begun in 1988 and is administered by an outside non-profit organization.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
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- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure states the City of Spokane procedures for administration of its U-Help assistance program for qualifying low-income customers of City utilities who are facing utility shut-off.

3.0 REFERENCES

Chapter 13.09 SMC

4.0 DEFINITIONS

- 4.1 "Applicant" means any individual applying for a benefit, discount or attempting to qualify as a low-income customer.
- 4.2 "City" refers to the City of Spokane.
- 4.3 "Gross Income" includes any income that would be considered gross income under the Federal Internal Revenue Title 26, Subtitle A – Income Taxes, Chapter 1, Subchapter B, Part I, Section 61.
- 4.4 "Low-Income Customer" means a person whose gross income is less than one hundred twenty five percent (125%) of the current poverty level guidelines issued by the U. S. Department of Health and Human Services and is a current residential customer of the City of Spokane utilities.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to assist qualified current low-income customers who are facing City utility shut-off to the extent of available received City, public and City employee donations.

6.0 PROCEDURE

6.1 General Guidelines.

- 6.1.1 The program will be administered at no cost by an outside non-profit organization.
- 6.1.2 The payments will only be applied to City utilities.
- 6.1.3 The payments will only be applied to residential accounts, whether owners or renters.
- 6.1.4 Recipients may live outside the City limits, as long as their residence is billed for one (1) or more City utilities.
- 6.1.5 The City should attempt to use the program to avoid discontinuing service, but water shut-offs may still occur.
- 6.1.6 Funds may not be used for repairs, such as broken pipes, because funds will only be available for application to a utility account.
- 6.1.7 The recipients of the program are encouraged to repay any received monies, and the recipients may be asked to develop a budget plan in order to avoid reoccurrence of the need.

6.2 Eligibility Criteria For Customers To Receive Assistance.

- 6.2.1 To be eligible, customers' annual income shall be no more than one hundred twenty five percent (125%) of the current poverty level guidelines issued by the U. S. Department of Health and Human Services.
- 6.2.2 Each applicant is limited to one (1) U-Help assistance within a twelve (12) month period not to exceed sixty dollars (\$60.00).
- 6.2.3 An applicant must have been issued a final notice for his/her utility account, indicating that water services will be shut off. A final notice is mailed approximately ten (10) days after a delinquent notice is mailed if no payment or credit is received to bring the over sixty (60) day balance to zero. The final notice expires five (5) business days from the date of the notice, and the applicant could be on the shut off list at any time after that).
- 6.2.4 The U-Help contribution will be sufficient (by itself or with payments from the applicant and/or other agencies) to keep the applicant from shut off status until the next bill or to get the water turned on if it has already been turned off.

6.3 City Responsibilities.

- 6.3.1 Money is collected by the City of Spokane Utilities Billing Office from donations by its customers and others. Customers who wish to can contribute extra money when making their utility payment. There is also an employee donation program that allows City employees to donate directly out of their paychecks. Effective 2013, the City's utilities funds will transfer up to fifty thousand dollars (\$50,000.00) per year to match private contributions to the U-Help Assistance Fund.
- 6.3.2 The U-Help funds are held in a separate account at the City.
- 6.3.3 The Utilities Billing Office tracks the funds and advises the third party administrator when additional funds are available for applicants. (A memo will be sent by fax or e-mail to the third-party administrator allocating funds a minimum of once a month. The balance in the U-Help account determines the amount.)
- 6.3.4 Refer customer's needing utility assistance to the third-party administrator for U-Help application assistance.
- 6.3.5 Make adjustment on applicants' accounts upon receipt of voucher (verification) from the third party administrator.
- 6.3.6 Provide all required vouchers to the third- party administrator and cover all related cost of producing and delivery of vouchers.
- 6.3.7 Provide accounting of available funds for the next month's U-help assistance funding to the third party administrator by the third Friday of each month.
- 6.3.8 Inform community, through media releases, information on customer bills and other communication avenues of the name, address and phone number of the third party administrator administering U-Help financial assistance.
- 6.3.9 Maintain the U-Help contributions from public and private sources in a separate account within the City Utilities Billing Office.

6.4 Third Party Administrator Responsibilities.

- 6.4.1 Accept customer's phone calls requesting assistance at least one (1) day per week, as determined by the third party administrator.
- 6.4.2 Conduct eligibility assessments for all persons identifying as City of Spokane utilities customers needing assistance. In order to be eligible for U-Help assistance, the applicant's gross monthly income is limited to below one hundred twenty five percent (125%) of the Federal Poverty Guidelines as set by the U.S. Department of Health and Human Services.
- 6.4.3 Meet with pre-screened customers within five (5) business days to verify eligibility requirements.
- 6.4.4 Contact the City via phone to verify customer has met all qualifications required by the City for U-Help assistance and that the U-Help applicant has not received assistance within the last twelve (12) months.
- 6.4.5 Once customer is approved for U-Help assistance, contact the City Utilities Billing Office via phone to make pledge on behalf of the client.
- 6.4.6 Complete U-Help voucher for customer.
- 6.4.7 Retain copy of completed U-Help vouchers in accordance with the third party administrator's record keeping protocols.
- 6.4.8 Provide the City's Utilities Billing Office, by Friday of each week, with a list of the week's pledges/ vouchers granted..
- 6.4.9 Provide hard copies of all U-Help vouchers to the City on a weekly basis.

- 6.4.10 Track customer information and U-Help assistance utilization in an effort to monitor annual financial assistance requirement.
- 6.4.11 Manage spend down of U-Help funds at a programmatic level based on funding availability provided by the City.
- 6.4.12 Maintain the confidentiality of financial and other personal information provided by customers.

6.5 Disbursement Procedure.

- 6.5.1 The third party administrator notifies the Utilities Billing Office when funds are needed.
- 6.5.2 The Utilities Billing Office notifies the third party administrator how much money it is authorized to use.
- 6.5.3 The third party administrator completes a voucher for the customer it is helping and mails the voucher to the Utilities Billing Office.
- 6.5.4 The Utilities Billing Office transfers the money from the U-Help account to the designated customer account.

7.0 RESPONSIBILITIES

The Utilities Billing Office shall administer this policy and procedure.

8.0 APPENDICES

None

APPROVED BY:

Barbara Burns
City Attorney

August 22, 2013

Rick Romero
Director - Utilities

August 26, 2013

Theresa Sanders
City Administrator

August 27, 2013

Job Opportunities

The City of Spokane is an Equal Employment Opportunity Employer

Refuse Collector I SPN 549

OPEN ENTRY EXAMINATION

DATE OPEN: Monday, September 23, 2013

DATE CLOSED: Friday, September 27, 2013

SALARY: \$32,551 annual salary, payable bi-weekly, to a maximum of \$46,353

OFFICE HOURS: 8:00 a.m. to 5:00 p.m. – Monday through Friday, except holidays

APPLICATION PACKETS: Submit the following documents to Civil Service when applying:

- Completed Civil Service Application
- Copy of DD 214 for Veterans Preference (Member 4)
- Copy of valid driver's license

DUTIES:

Performs heavy manual work in the collection of refuse normally on a designated route. Picks up and carries refuse cans, or moves refuse carts, and empties into truck. Requires the ability to understand and follow specific oral and written instructions and safety procedures. Requires the ability to develop skill in the operation of refuse collection equipment and to establish effective working and public relations. Performs related work as required

OPEN REQUIREMENTS: (All requirements must be met at the time of application.)

Applicants must be able to read and write, and perform heavy manual labor. Applicants must possess a valid driver's license. During the probationary period, applicants must obtain a Class "B" Commercial Driver's License.

EXAMINATION:

The initial examination will be conducted on the 4th floor of City Hall in the Civil Service Test Room on Thursday, October 10, 2013, at 9:00 a.m. Approximate duration of the test is 1 ½ hours. Additional examination sessions will be scheduled as needed. Applicants will be notified when to appear for their examination session. The examination will consist of a written test. Weights are assigned as follows: written test 100%.

The written test may include such subjects as: Vocabulary and Reading; Comprehension; Applying Basic Math; Human Relations; Driving and Safety; Following Instructions and Map Reading.

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

NOTE: Under continuous testing policy, additional examinations may be scheduled with results merged into one eligibility list according to final ratings.

TO APPLY:

To apply online or download and print an application, go to www.spokanecity.org. To request an application packet be mailed to you, call the Civil Service office at (509) 625-6160. If mailing your application, submit to Civil Service Commission, 808 W. Spokane Falls Blvd., Spokane, WA 99201-3315, post marked no later than the closing date stated above.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 12th day of September, 2013.

MARY DORAN
Chair

GLENN KIBBEY
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

CEDAR ROAD AND COUNTRY HOMES BLVD. INTERSECTION SIGNALIZATION

Engineering Services File No.2009151

This project consists of constructing a Traffic Signal System, installing 34 vehicle detection loops, four Type 3 Signal Standards, removing 500 cy of asphalt concrete pavement, removing/installing a drainage structure and drainpipe, removing/installing a water valve vault, removing/installing water lines, removing 150 sy of sidewalk and driveway, installing 115 sy of concrete sidewalk, installing 250 linear feet of curb, placing 1000 square yards of 5 inch thick HMA pavement, placing 700 square yards of 7 inch thick HMA pavement permanent signing, installing 200 square feet of pavement markings, fiber optic splicing, installing a CCTV camera system and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., September 30, 2013 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

The City has a new policy regarding addenda. Refer to the Notice to Prospective Bidders Regarding Bid Phase Questions.

Note regarding new specifications: The City of Spokane is using WSDOT's 2012 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2012 specifications prior to bidding the project.

Publish September 11, 18 and 25, 2013

CALL FOR BIDS

STORMWATER DECANT VACTOR WASTE FACILITY

Engineering Services File No. 2012103

This project consists of the construction of approximately 3,700 cubic yards of excavation, 500 linear feet of storm sewer, 8 drainage structures, 3,675 square yards of 4-inch thick pavement, 7,250 square yards of 3-inch thick pavement, 18,620 square feet concrete Decant Pad with a steel building canopy, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., October 7, 2013 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

The City has a new policy regarding addenda. Refer to the Notice to Prospective Bidders Regarding Bid Phase Questions.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Note regarding new specifications: The City of Spokane is using WSDOT's 2012 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2012 specifications prior to bidding the project.

"It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to any contract or any subcontract resulting from this solicitation for bids."

Publish: September 18, 25 and October 2, 2013

CALL FOR BIDS

Ash and Maple Streets Couplet, Pedestrian Countdown Timer Modifications

Engineering Services File No. 2013058

This project consists of the construction of approximately 124 countdown pedestrian signal display replacements, 48 pedestrian display housing, and 32 mounting bracket retrofits, and other related miscellaneous items at 16 signalized intersections along the Ash Street and Maple Street corridors .

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., October 7, 2013 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file in the office of the Director, Engineering Services Department. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Plan holders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

A certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

The City has a new policy regarding addenda. Refer to the Notice to Prospective Bidders Regarding Bid Phase Questions.

Note regarding new specifications: The City of Spokane is using WSDOT's 2012 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2012 specifications prior to bidding the project.

Publish: September 18, 25 and October 2, 2013

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS

SELF-INSURED WORKERS' COMPENSATION BILL REVIEW SERVICES

City of Spokane Human Resources Department

RFP #3932-13

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, OCTOBER 21, 2013**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for Self-Insured Workers' Compensation Bill Review Services for the City of Spokane Human Resources Department.

The Request for Proposals document is available by contacting Connie Wahl, City of Spokane Purchasing, 4th Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201 at purchasinghelp@spokanecity.org.

Proposal documents should be submitted to City of Spokane Purchasing no later than **1:00 p.m. on Monday, October 21, 2013**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

Submit one (1) paper original, three (3) paper copies, and one (1) reproducible digital copy (CD or thumb drive) of the Proposal to:

**City of Spokane - Purchasing
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201**

The right is reserved to reject any and all Proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with:

"RFP #3932-13, SELF-INSURED WORKERS' COMPENSATION BILL REVIEW SERVICES, DUE 10/21/13".

Connie Wahl, C.P.M., CPPB
City of Spokane Purchasing

Publish: September 18 and 25, 2013

½ TON EXTENDED CAB PICK-UP**Fleet Services Department****BID #3968-13**

Sealed bids will be opened at 1:15 p.m., **MONDAY, SEPTEMBER 30, 2013** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **TWO (2) ½ TON EXTENDED CAB PICK-UPS** for the City of Spokane Fleet Services Department.

Detailed specifications and proposal forms are available from the City of Spokane Purchasing, by contacting Thea Prince at purchasinghelp@spokanecity.org

Bid proposal forms may be submitted to City Purchasing until 1:00 P.M. on the date of opening. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

Submit one (1) original copy to:

**Purchasing
4TH Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane WA 99201**

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked: "1/2 TON EXTENDED CAB PICK-UP, BID #3968-13 DUE 9/30/13".

Thea Prince
Purchasing Division

Publish: September 18 and 25, 2013

¾ TON 4WD PICK-UP**Fleet Services Department****BID #3971-13**

Sealed bids will be opened at 1:15 p.m., **MONDAY, SEPTEMBER 30, 2013** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **TWO (2) ¾ TON 4WD PICK-UPS** for the City of Spokane Fleet Services Department.

Detailed specifications and proposal forms are available from the City of Spokane Purchasing, by contacting Thea Prince at purchasinghelp@spokanecity.org

Bid proposal forms may be submitted to City Purchasing until 1:00 P.M. on the date of opening. Proposals must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for proposals delivered late.

Submit one (1) original copy to:

**Purchasing
4TH Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane WA 99201**

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Envelopes containing proposals are to be marked: **“3/4 TON 4WD PICK-UP, BID #3971-13 DUE 9/30/13”**.

Thea Prince
Purchasing Division

Publish: September 18 and 25, 2013
