



Official Gazette

City of Spokane, Washington

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

Volume 105

MARCH 18, 2015

Issue 11



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

MICHAEL A. ALLEN (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

CANDACE MUMM (DISTRICT 3)

JON SNYDER (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL

Monday, March 9, 2015

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 Pro Tem Snyder and Council Members Allen, Fagan, Mumm, Stratton, and Waldref were present. Council President Stuckart 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 March 16, 2015, Advance Agenda items.

Final Reading Ordinance C35239 Relating to the Community Housing and Human Services Board

Motion by Council Member Stratton, seconded by Council Member Fagan, **to defer** Final Reading Ordinance C35239 to March 16, 2015; **carried unanimously (Council President Stuckart absent)**. [Note: Since the final reading of Ordinance C35239 will be held on March 16, 2015, the first reading of Ordinance C35239 will be held on March 9, 2015 (instead of March 2)].

Action to Approve March 16, 2015, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the March 16, 2015, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Allen, **to approve** the Advance Agenda for Monday, March 16, 2015 (as amended); **carried unanimously (Council President Stuckart absent)**.

ADMINISTRATIVE SESSION

Current Agenda Review

Council reviewed items on the March 9, 2015, Current Agenda for any changes and/or additions.

CONSENT AGENDA

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

Purchase of one Street Sweeper from Tymco, Inc. (Waco, TX) for the Fleet Services Department—\$273,175.65 (incl. tax). (OPR 2015-0180)

Purchase and Sale Agreement with Faith Bible Church, 601 West Cora Avenue, in conjunction with a Water Department well site project—not to exceed \$235,000 (incl. all closing costs). (OPR 2015-0182)

Contract with CH2M Hill Engineers, Inc. (Spokane, WA) for Phase One professional services related to the Next Level of Treatment at the Riverside Park Water Reclamation Facility—\$11,000,000. (OPR2015-0183)

Approve allocations for 2015 CDBG Neighborhood Projects. (OPR 2015-0184)

Contract Addendum for Wilbur Fletcher, Inc. dba I.C.I.S (Dayton, WA) to expand the scope of work to include additional inspection days due to the scheduling of structural work and winter painting conditions—additional \$27,000. (OPR 2014-0687)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through March 2, 2015, total \$5,278,589.96 (Check Nos. 505522-505752; ACH Payment Nos. 17277-17351), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,810,165.08. (CPR 2015-0002)
- b. Payroll claims of previously approved obligations through February 28, 2015: \$5,802,215.12 (Payroll Check Nos. 528472-528650). (CPR 2015-0003)

City Council Meeting Minutes: (a) February 23, 2015 and (b) February 26, 2015. (CPR 2015-0013)

Executive Session/Council Recess

The City Council adjourned to an Executive Session at 4:06 p.m. for approximately 20 minutes to discuss pending litigation and real estate matters. Assistant City Attorneys Mike Piccolo and James Richman were present during the Executive Session. The City Council reconvened at 6:00 p.m. for the Legislative Session, with Council President Stuckart and Council Members Allen, Fagan, Mumm, Snyder, Stratton, and Waldref present. Assistant City Attorney Mike Piccolo and City Clerk Terri Pfister were also present.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was lead by Council President Stuckart.

Roll Call

On roll call, Council President Stuckart and Council Members Allen, Fagan, Mumm, Snyder, Stratton, and Waldref were present.

PROCLAMATIONS

March 9, 2015 *Citizens Street Advisory Commission (CSAC) Appreciation Day*

Council Member Waldref read the proclamation and presented it to CSAC members Dallas Hawkins, Hal Ellis, and Robert Stevens. CSAC has successfully completed its work on behalf of the citizens and should be thanked. The proclamation encourages citizens to thank the citizen volunteers who served on CSAC, improved our street system and served as excellent stewards of public resources. Mr. Hawkins presented the City Council with a check for \$5,400,000, which is the money remaining from the street bond program that can now go forward and be added to the street levy program.

March 10-17, 2015 *The Week of the Irish*

Council Member Mumm read the proclamation and presented it to representatives of the Friendly Sons of St. Patrick. The proclamation urges all citizens to join in a celebration of the grand and glorious St. Patrick's Day events of the week.

COUNCIL SALUTATION

Council Member Snyder read a proclamation in recognition of the NAACP which is dedicated to eliminating racism; empowering people of color; and promoting justice, freedom, and equity for all. The Spokane NAACP has been actively serving our community since it was established in 1919. The proclamation also recognizes Rachel Dolezal, President of the Spokane NAACP, for efforts in furthering the mission of the Spokane NAACP to eliminate racism, empower people of color, and promote justice, freedom, and equity for all. The salutation salutes Rachel and all the work she has done and stand behind the mission and values of the Spokane NAACP.

There were no City Administration Reports.

COUNCIL COMMITTEE REPORTS

Public Works Committee Meeting

Council Member Waldref reported on the Public Works Committee meeting held earlier today (March 9). Minutes of the Public Works Committee meetings are filed with the City Clerk's Office and are available for review following approval by the Public Works Committee.

OPEN FORUM

Alfredo Llamedo remarked that all men and women are created equal, and he remarked on hate and discrimination and an inactive government that has done little since the 1960s to fully enforce the Civil Rights Act, the Fair Housing Act, and the Americans with Disability Act. He urged the Council to mobilize against the hate in the community, to take direct action, and to stand up and speak out against it.

Rick Bocook commented on chalking from Lincoln to Stevens on First Friday and remarked on First Amendment rights.

Deb Conklin commented on the active hatred against the NAACP and Rachel Dolezal and her family. She stated that we as a City, we as a community, we as a people need to say this is not acceptable and we will not tolerate it.

Joan Medina commented on the sustainable plan for dealing with homelessness. In addition, she commented on the painful fact that racism exists in our community and remarked on racist images on a business.

Phil Costello remarked that his wife owns a Zips drive-thru on the North side of Spokane and spoke out against a proposal regarding paid sick leave in Spokane.

William Roswell stated that he saw people speaking on behalf of racism and he inquired where people were speaking on behalf of "Shorty" when he was killed.

Jerry Pederson noted he represents the Arby's franchise here in Spokane and stated there are four restaurants, two in the City and two in Spokane Valley. He commented on the proposal regarding paid sick leave and noted every time a new regulation like this comes along there is a cost factor and it's not just to the business.

Henry Valder inquired why the City Council can't follow the Roberts Rules of Order as procedures for the Council to follow. He also commented on hatred and homelessness and his (housing) voucher.

Gary Edwards commented on illegal immigration.

Adrian Murillo remarked on civil rights.

George McGrath commented on equality and human rights.

Dave White commented on Monroe and the road diet concept.

APPOINTMENTS

Design Review Board (CPR 1993-0069)

Upon Unanimous Roll Call Vote, the City Council **approved** (and thereby confirmed) the appointment of David Buesher as the Arts Commission designee to the Design Review Board for a three-year term from January 1, 2015, through December 31, 2017.

LEGISLATIVE AGENDA

There were no **Emergency Ordinances**.

EMERGENCY ORDINANCES

Emergency Ordinance C35243

Council President Stuckart called for motions to suspend the Council Rules and to add Emergency Ordinance C35243 to the Council's agenda. Subsequently, the following actions were taken:

Motion by Council Member Allen, seconded by Council Member Fagan, **to suspend** Council Rules; **carried unanimously**.

Motion by Council Member Allen, seconded by Council Member Fagan, **to add** Emergency Ordinance C35243 to the Council's (Legislative) Agenda; **carried unanimously**.

The City Clerk then read Ordinance C35243 into the record in its entirety. Council Member Allen provided an overview of the ordinance. Council President Stuckart referenced Section 1 of the ordinance and requested a motion to strike the word "not" so that the moratorium shall apply to any pending applications that were counter complete and pending for six months or longer. Subsequent to Council discussion and input by Assistant City Attorney Mike Piccolo, the following actions were taken:

Motion by Council Member Snyder, seconded by Council Member Allen, to make that motion (**to strike** the word “not” so that the moratorium shall apply to any pending applications that were counter complete and pending for six months or longer); **carried 5-2 (Council Members Stratton and Waldref voting “no”)**.

Motion by Council Member Allen, seconded by Council Member Waldref, **to add** the language in Section 4 that says public hearing on this moratorium to be determined by the city clerk and held within the next 60 days; **carried unanimously**.

Public testimony was then received on Ordinance C35243, as amended, and Council commentary held. Subsequently, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Emergency Ordinance C35243, as amended**, of the City of Spokane, Washington, imposing an immediate moratorium on the acceptance of applications for land use permits for wireless communication support towers in residential zones; and declaring an emergency.

There were no **Resolutions**.

There were no **Final Reading Ordinances**.

FIRST READING ORDINANCES

The following Ordinance was read for the First Time with further action deferred:

ORD C35240 Relating to vehicle impoundment for patronizing a prostitute; amending SMC section 10.06.037 of the Spokane Municipal Code and declaring an emergency. (Note: This Ordinance will appear as an Emergency Ordinance on the March 16, 2015, Agenda.)

First Reading Ordinance C35239 is deferred to March 9, 2015. (See Council action under 3:30 p.m. Briefing Session.)

There were no **Special Considerations**.

There were no **Hearings**.

SECOND OPEN FORUM

Gabriel Elliot reminded the community of the Metaphysical Research Society of Spokane meeting this Thursday concerning paranormal activity. He also commented on an encounter with police a few years ago and spoke regarding an incident involving his father.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:40 p.m.

STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL Thursday, March 5, 2015

A Meeting of the Spokane City Council was held on the above date at 3:34 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Pro-Tem Snyder and Council Members Allen, Fagan, Mumm, Stratton, and Waldref were present. Council President Stuckart was absent. The following topics were discussed:

- Board & Commission Interview.
- Joint Plan Commission

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 4:32 p.m.

Hearing Notices

NOTICE OF CITY COUNCIL PUBLIC HEARING

Notice is hereby given that the City Council for the City of Spokane will hold a public hearing Monday, March 30, 2015, in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, during the City Council Legislative Session, starting at 6:00 p.m. This hearing may be continued to a later date. The purpose of the hearing is to receive public testimony on an application for an emergency amendment to the City of Spokane Comprehensive Plan to revise the Planned Bikeway Network Map (Map TR 2) and the text of Chapter 4, Transportation, revising the Master Bike Plan and related text. The Planning and Development file number is Z1500003-COMP.

This amendment is separate from an ongoing update of the Master Bike Plan associated with the LINK Spokane Integrated Transportation Plan. That ongoing process includes additional facilities for the Planned Bikeway Network, some of which were identified in or modified from recently adopted neighborhood plans.

The official file is available for viewing and copies may be obtained from the City of Spokane Planning and Development Department, 808 W. Spokane Falls Blvd., Spokane, WA 99201. Documents related to this application are available for viewing on the City of Spokane Planning and Development Department's website at: beta.spokanecity.org/projects/master-bike-plan-amendment-2015/

Any person may submit written comments to the City Council and appear at the public hearing to submit oral comments on the proposal. Written comments and oral testimony on this proposed action will be made part of the public record.

The public comment period for written comments regarding this emergency Comprehensive Plan amendment will be held open until the end of the public hearing on this amendment.

To submit comments or request more information contact:

*Planning & Development Department
Attn: Nathan Gwinn, Assistant Planner
808 West Spokane Falls Boulevard
Spokane, WA 99201-3329
Phone (509) 625-6893
ngwinn@spokanecity.org*

More information on the process: The City Council will be briefed on the Comprehensive Plan Amendment on Monday, March 16, 2015 at 3:30 p.m. There is no public testimony at the briefing. The 1st Reading of the Ordinance relating to the Comprehensive Plan Amendment before City Council is scheduled for Monday, March 23, 2015. Generally no presentations are made at the 1st reading, and no public testimony is taken at the 1st reading. The 2nd reading and Public Hearing for the proposed amendments is scheduled for Monday, March 30, 2015. At this meeting there will be opportunity for public testimony. The public may also submit written comment to the City Council at citycouncil@spokanecity.org. The City Council reserves the right to continue this public hearing.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Christine Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ccavanaugh@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Cavanaugh at (509) 625-6383 through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Publish: March 4, 11, 18 & 25, 2015

General Notices

Spokane Police Advisory Committee (PAC)



You're invited to the next PAC Quarterly Public Meeting:

**Thursday, March 19, 2015 at 5:30 pm
West Central Community Center's Newton Room
1603 N. Belt Street**

Chief Frank Straub and/or other members of the Spokane Police Department will be present to deliver updates and to answer community questions.

PAC Serves as a Bridge from the Chief to the Community...

PAC is a collection of community representatives who serve as an advisory group to the Office of the Chief of Police regarding community needs and concerns, as well as community responses to proposed police programs and priorities. PAC is looking for additional community leaders to join this committee. If you are interested, please send a request for an application to anapolitano@spokanepolice.org or call (509) 625-4063.

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. C35243

AN ORDINANCE OF THE CITY OF SPOKANE, WASHINGTON, IMPOSING AN IMMEDIATE MORATORIUM ON THE ACCEPTANCE OF APPLICATIONS FOR LAND USE PERMITS FOR WIRELESS COMMUNICATION SUPPORT TOWERS IN RESIDENTIAL ZONES; AND DECLARING AN EMERGENCY.

WHEREAS, the Telecommunications Act of 1996 (Pub. L. No. 104-104, 110 Stat. 56, 31-136, hereafter the "Telecommunications Act"), was designed to remove regulatory barriers and encourage competition among all types of communications companies; and

WHEREAS, the Telecommunications Act ratified the authority of local government to regulate the construction and modification of wireless communications service facilities, but also limits local governments' authority in certain respects; and

WHEREAS, state and federal laws addressing the scope and manner of local regulation of wireless communications facilities continues to develop and evolve, as evidenced by the recent passage of the Middle Class Tax Relief and Job Creation Act of 2012 (the "Spectrum Act"), and rules recently adopted by the Federal Communications Commission ("FCC") implementing the Spectrum Act; and

WHEREAS, through Chapter 17C.355 of the Spokane Municipal Code, the City has established zoning standards applicable to wireless communications facilities; and

WHEREAS, in its review and approval of applications for the construction of wireless communications facilities since the adoption of Chapter 17C.355 SMC, and particularly applications for wireless communications support towers, the City has discovered that certain provisions of that code do not achieve the City's land use objectives in residentially zoned areas of the City as previously expected; and

WHEREAS, the City needs to review its current codes and ordinances in a comprehensive fashion to (1) ensure that its existing regulations are consistent with the Telecommunications Act, the Spectrum Act, and recently adopted FCC rules, and (2) to more adequately protect residentially zoned areas of the City from the aesthetic, visual, and noise impacts associated with wireless communications support towers; and

WHEREAS, Washington State's vested rights doctrine, which allows certain land use applications to vest to land use regulations which are in effect early in the application process, could allow applications for wireless communications support towers to vest in inadequate regulations while the City studies the changes needed in those regulations, undermining effective City planning for these facilities; and

WHEREAS, RCW 35.99.050 and FCC guidelines authorize a city to place a moratorium on the acceptance and processing of applications for wireless communications facilities when the city needs time to review and possibly amend its land use regulations to adequately address issues relating to the siting of wireless telecommunications facilities in a manner that addresses local concerns, provides the public with access to wireless services for its safety, convenience and productivity, and complies with the Telecommunications Act; and

WHEREAS, if the City adopts a moratorium, FCC guidelines require the City to work together with affected wireless service providers to expeditiously and effectively address issues leading to the lifting of the moratorium; and

WHEREAS, pursuant to FCC guidelines, a moratorium should be for a fixed and reasonable period of time with a specified termination date, typically 180 days; and

WHEREAS, while a moratorium is in effect, FCC guidelines indicate that the City should continue to accept and process applications (e.g., assigning docket numbers and other administrative associated with the filing of applications), subject to ordinance provisions as may be revised during the moratorium; and

WHEREAS, while a moratorium is in effect, FCC guidelines also encourage wireless service providers to assist cities in reviewing and revising regulations by providing appropriate, relevant and non-proprietary information requested by the local government for the purposes of siting wireless telecommunications facilities; and

WHEREAS, pursuant to RCW 36.70A.390, where a city adopts a moratorium without holding a public hearing on the proposed moratorium, it must hold a hearing on the adopted moratorium within at least sixty days of its adoption, whether or not the city has received a recommendation on the matter from the planning commission, and if the city has not adopted findings of fact justifying the moratorium before this hearing, it must do so immediately after the public hearing; and

WHEREAS, consistent with FCC guidance, the moratorium may be effective for not longer than six months, but may be effective for up to one year if a work plan is developed for related studies providing for such a longer period, and may be renewed for one or more six-month periods if subsequent public hearings are held and findings of fact are made prior to each renewal; and

WHEREAS, the City should impose a moratorium barring the acceptance of applications relating to permits or approvals for wireless communications support towers in residential zones; and

WHEREAS, pursuant to WAC 197-11-880, the adoption of this ordinance is exempt from the requirements of a threshold determination under the State Environmental Policy Act; and

WHEREAS, the City Council adopts the foregoing as its findings of fact justifying its adoption of this ordinance; and

WHEREAS, the City Council finds that the moratorium imposed by this ordinance is necessary for the protection of the public health, safety, property or peace; now, therefore

THE CITY COUNCIL OF THE CITY OF SPOKANE, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Moratorium Imposed. A moratorium is imposed on the establishment, location, permitting or franchising of new wireless communications support towers, as said term is used in Chapter 17C.355.010 of the Spokane Municipal Code (SMC), within all residentially zoned areas of the City, regardless whether said facilities are located upon private or public property or the public streets. During the term of this moratorium, the City will continue to accept and process applications (e.g., assigning docket numbers and other administrative aspects associated with the filing of applications), subject to ordinance provisions as may be revised during the moratorium. Provided, however, that this moratorium shall apply to any pending applications that were counter complete and pending for six months or longer, as provided in the Spokane Municipal Code prior to the effective date of this ordinance. Provided further, that this moratorium shall not apply to modifications to existing wireless communications support towers.

Section 2. Purpose. The purpose of this moratorium is to allow the City adequate time to review and possibly amend its land use regulations to adequately address issues relating to the siting of wireless communications support towers in the City's residential zones to adequately address issues relating to the siting of such facilities in a manner that addresses local concerns, provides the public with access to wireless services for its safety, convenience and productivity, in compliance with the Telecommunications Act.

Section 3. Duration of Moratorium. The moratorium imposed by this Ordinance shall be in effect for a period of six months, beginning on the date of the adoption of this Ordinance. During this period, the Plan Commission is directed to develop a work plan to study appropriate standards and/or restrictions on the placement of new wireless communications support towers in residential zones, and is authorized to employ wireless communications industry experts to assist the commission in this regard, subject to such further budgetary and contract approvals as are necessary to facilitate the retention of such experts. The city shall include both the community and the industry in the development of local regulations concerning wireless communications support tower siting in residential zones. Public notice and participation in accordance with the City's standard practices should be followed. The Plan Commission shall return its work plan to the City Council at least two weeks prior to the date of the public hearing scheduled in Section 4 of this Ordinance. In addition, the Plan Commission shall return its final recommendations to the City Council within 150 days of the effective date of this Ordinance.

Section 4. Public Hearing on Moratorium. Pursuant to RCW 36.70A.390, the City Council shall hold a public hearing on this moratorium [to be determined by the city clerk and held within the next 60 days]. Immediately after the public

hearing, the City Council shall adopt findings of fact on the subject of this moratorium, and either justify its continued imposition or cancel the moratorium.

Section 5. Dispute Resolution Process. The City will, pursuant to FCC guidelines, at the request of a service provider impacted by the moratorium, participate with the service provider in the informal dispute resolution process included with the guidelines for facilities siting implementation.

Section 6. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 7. Declaration of Emergency and Effective Date. This ordinance, passed by a majority plus one of the whole membership of the City Council as a public emergency ordinance necessary for the protection of the public health, public safety, public property, or public peace, shall be effective immediately upon its passage. Without an immediate moratorium on the City's acceptance of permit applications for new wireless communications support towers, processing of such applications by the City could occur under regulations that are inconsistent with the City's legitimate policy of protecting residentially zoned areas from the aesthetic, visual, and noise impacts associated with wireless communications support towers and related attachments. Wireless communications support towers that are incompatible with adjoining land uses could be permitted, since current City regulations have not anticipated the proliferation of support towers that are being constructed in response to rapid increases in demand for and changes in wireless communications technology and law. Therefore, the City's moratorium must be imposed immediately to prevent any development rights from vesting and preserve the City's ability to process applications under valid codes.

**Passed by City Council March 9, 2015
Delivered to Mayor March 10, 2015**

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0620-15-65 / LGL 2015-0013

EFFECTIVE DATE: March 6, 2015

REVISION DATE N/A

TITLE: CRIMINAL BACKGROUND CHECKS

1.0 GENERAL

1.1 To ensure the hiring practices of the City of Spokane provide applicants with arrest and conviction records an equal opportunity to obtain employment with the City, no person may be disqualified from employment with the City solely, or in part, because of a prior conviction of a crime or crimes unless the crime or crimes for which the individual was convicted directly relate to the position of employment sought. This policy outlines the City's requirements for Criminal Background Checks prior to employment.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

- 2.1 The policy and procedures outlined below determine the process for conducting criminal background checks for all positions under the jurisdiction of the Mayor. The criminal background check policy and procedures do not apply to:
- 2.1.1 Positions in the Spokane Police Department (SPD).
 - 2.1.2 Positions requiring a limited Police Commission.
 - 2.1.3 Sworn positions in the Spokane Fire Department.
 - 2.1.4 Employees in positions who have physical access to Criminal Justice Information Systems (CJIS) equipment, terminals, screens, interfaces, circuits, programs, manuals, codes and/or data contained within CJIS.
 - 2.1.5 Positions governed by the Washington Child Protection Check Act.
 - 2.1.6 Positions involving the practice of law governed by the Washington Supreme Court or positions subject to other federal or state background requirements.
 - 2.1.7 Elected Judges.

3.0 REFERENCES

4.0 DEFINITIONS

- 4.1 "Appointing Authority" shall mean the head of an employing unit authorized by ordinance or City Charter to employ others on behalf of the City, or designated management representative. The term includes and can be used interchangeably with department head, department director, superintendent, or chief.
- 4.2 "Criminal Background Check" shall generally mean an investigation into a person's conviction history to determine whether, in the last ten (10) years, the person had been convicted of a felony, unless federal state or local law require a different definition for specific types of jobs. A "Criminal Background Check" may require fingerprinting and/or record checks of criminal convictions; it does not include consideration of arrest records that did not result in convictions.
- 4.3 "Official Personnel File" refers to the employee file maintained in the Civil Service department.
- 4.4 "Conviction" shall mean an adjudication of guilt that includes a verdict of guilty, a finding of guilty, and acceptance of a plea of guilty.
- 4.5 "Employing unit" shall mean any department of the City and, within the Executive and Legislative Departments, any office created by ordinance.
- 4.6 "External applicant" shall mean an applicant for employment with the City who is not a regularly appointed employee.
- 4.7 "Vulnerable adults" shall mean adults of any age who lack the functional, mental, or physical ability to care for themselves. It shall also include any person who fits within the definition of "vulnerable adult" as that term is defined in RCW 74.34.

5.0 POLICY

- 5.1 It is the Policy of the City of Spokane that no person shall be disqualified from employment with the City solely or in part because of prior felony conviction that occurred within the past ten (10) years – unless that crime or crimes for which convicted directly relates to the position of employment sought. It is further the Policy of the City of Spokane that the use of applicant criminal conviction information will be based on consideration of the relationship between past felony conviction and the potential risk to the City and

its employees, residents and customers. The City will also comply with any federal or state law or regulation pertaining to background checks.

- 5.2 Offers of employment for City positions that fall under the following categories **shall be** conditioned upon a criminal background check as mandated by state and/or federal law. The extent of the background check will be dictated by the applicable state or federal law.

5.2.1 Positions with access to the Federal Criminal Justice Information System (CJIS).

5.2.2 Positions at City Water & Hydroelectric with unsupervised access to electric generating facilities.

5.2.3 Positions that require a Special Police Commission.

5.2.4 Positions in a licensed day-care facility.

5.2.5 Positions that will have unsupervised access to children under the age of sixteen, developmentally disabled persons or vulnerable adults in facilities or operations that are licensed, relicensed or contracted by the State.

- 5.3 Offers of employment for City positions that fall under the following categories **may be** conditioned upon a criminal background check because of the City's interest in protecting City operations, residents, employees and customers.

5.3.1 Senior leadership positions (e.g. the Appointing Authority or senior managers reporting to the Appointing Authority).

5.3.2 Positions that handle significant amounts of cash, typically more than \$500 per week.

5.3.3 Positions with access to confidential identity information which includes a name associated with a social security number, bank account information, credit card information, or other combination of information that could be used for identity theft or related criminal activity.

5.3.4 Positions that may involve unsupervised access to children under the age of sixteen, developmentally disabled persons or vulnerable adults other than in a state licensed or contracted facilities or operations.

5.3.5 Positions with unsupervised access to homes of residents, meaning they work alone without direct supervision or they do not work in pairs or teams of employees.

5.3.6 Positions with major fiduciary responsibilities (e.g., employees charged with investing City funds).

5.3.7 Under limited circumstances, positions with broad, unsupervised access to City facilities after hours.

- 5.4 All costs and fees associated with the criminal background check process shall be paid by the employing unit.

6.0 PROCEDURE

- 6.1 Employing units will obtain a criminal background check report only with written permission of the applicant. Records received pursuant to the criminal background check shall be used only as part of the employment process and will be maintained in the employees Official Personnel File upon hire or in the recruiting file if the candidate is not hired. Employing units shall extend the job offer before the criminal background check is conducted, with the job offer being contingent on the results of the background check report.

- 6.2 When applying for positions under section "**SHALL**" (Section 5.2), all applicants are required to successfully complete the criminal background check process, pursuant to federal and state laws. Nothing in this policy is intended to supersede applicable federal and state laws relating to criminal background checks.

- 6.3 When the employing unit receives conviction information for positions listed under section “**MAY**” (Section 5.3), it will assign a staff member to determine the relation of the conviction to the position sought. The staff member will review the requirements of the job, the background check report and any relevant information in determining whether the conviction directly relates to the position of employment sought.
- 6.4 If the employing unit determines that the information disqualifies the candidate, they shall notify the Human Resources Department in writing specifying how the conviction information directly relates to the position of employment. A Human Resources Analyst will review the requirements of the job, the background check report and any relevant information in determining whether the conviction directly relates to the position of employment sought. The Human Resources Analyst will submit a confidential recommendation to the Human Resources Director.
- 6.5 Before any decision is made not to hire a candidate based on conviction information, the candidate will be notified by the Human Resources Department of the employing units proposed action to not offer the position based on the conviction report, given a copy of the report and a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act”. The applicant will have ten (10) working days to respond to the proposed action after receiving written notification of the action.
- 6.6 The Human Resources Director will make the final determination as to whether such information disqualifies the external applicant for employment and shall notify the employing unit. The Human Resources Director shall notify the Chief Examiner so that a determination may be made as to whether the candidate’s name will be removed from the eligible register for the Civil Service classification.
- 6.7 Should the City reject the applicant due, partially or solely, to the finalist’s prior conviction of a crime, the Employing Units Human Resources Analyst shall notify the finalist in writing of 1) the name, address, and phone number of the outside agency that supplied the report and 2) a statement that the outside agency that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for it, 3) a notice of the applicant’s right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional, free consumer report upon request. Additionally, If the candidate’s name is removed from the eligible register for a classified position, Civil Service shall notify the candidate of the removal and any appeal rights under the Civil Service Rules.
- 6.8 **CRITERIA**
In order to aid with the determination of passing or failing a criminal background check, the following criteria are provided. These examples and crimes are examples only and the analysis would not be limited to those crimes listed.
- 6.8.1 For positions handling cash or cash equivalent, credit card numbers, checks, securities or having access to financial data, bank or investment accounts. (e.g. crimes including, but not limited to, the unauthorized control over the property or services of another including theft, counterfeiting, improperly obtaining financial information, forgery, identity theft, robbery and possession of stolen property; other crimes of dishonesty such as false information, criminal impersonation and perjury; and possession, possession with the intent to manufacture, or delivery of a controlled substance).
- 6.8.2 For positions as a caregiver for children or vulnerable adults that are not governed by federal or state law (e.g., indecent exposure, rape, indecent liberties, child molestation, custodial sexual misconduct, communication with minor for immoral purposes, sexual exploitation of a minor, kidnapping, harassment, stalking).
- 6.8.3 For positions that enter private homes or secure areas of businesses as part of their job responsibilities. (e.g. rape, indecent liberties, molestation, custodial sexual misconduct, communication with minor for immoral purposes, sexual exploitation of a minor, kidnapping, robbery, harassment, stalking).
- 6.8.4 For positions that have regular access to drugs or controlled substances. (e.g. possession, possession with the intent to manufacture).
- 6.8.5 For positions that have access to secure areas restricted to the public and other City employees, such as financial and public safety areas. (e.g. theft, receiving stolen property, unlawful issuance of bank checks or drafts, arson, burglary, computer trespass).

- 6.8.6 For positions involving large volume supply and material handling. (e.g. theft, criminal profiteering, bribery, extortion, misusing credit card to secure services).
- 6.8.7 For positions with access to the following types of data: date of birth, Social Security Numbers, home addresses, driver's license information, medical information, etc. (e.g. theft, counterfeiting, improperly obtaining financial information, forgery, identity theft, robbery and possession of stolen property; other crimes of dishonesty such as false information, criminal impersonation and perjury; and possession, possession with the intent to manufacture, or delivery of a controlled substance).

7.0 RESPONSIBILITIES

The Human Resources and Civil Services Departments shall administer this policy and procedure.

8.0 APPENDICES

- Authorization To Release Information
- Notice of Intent and Authorization
- Certification of Compliance
- Notice of Adverse Action
- Summary of Consumer Rights

APPROVED BY:

Nancy Isserlis City Attorney	February 12, 2015
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Gita George-Hatcher Civil Service Director	February 18, 2015
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Heather Lowe Human Resources Director	February 16, 2015
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Theresa Sanders City Administrator	February 19, 2015
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Job Opportunities

The City of Spokane is an Equal Employment Opportunity Employer

**JOB OPPORTUNITY
CITY OF SPOKANE
EDUCATION COORDINATOR SPN 064
OPEN ENTRY EXAMINATION**

DATE OPEN: Monday, March 16, 2015

DATE CLOSED: Applications will be accepted until the close of business on Friday, March 27, 2015. Applicants who have filed a basic application will have until 5:00 p.m. on Monday, March 30, 2015, to return the Training and Experience Evaluation form.

SALARY: \$48,629 annual salary, payable bi-weekly, to a maximum of \$59,424 annually (full time); some positions may be part-time only.

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

DUTIES:

Performs professional and technical work in developing, promoting, coordinating and conducting educational activities to communicate with students, school personnel, and the general public about specific programs and activities within a City department. Interacts with the media to facilitate education to the public. Prepares, schedules, delivers and sets up educational displays at various locations such as schools and festivals. Employee acts independently in devising methods within the limits of City policy. Requires the ability to meet the public tactfully, to communicate well both verbally and in writing, and to use a variety of audio-visual equipment. Duties may involve irregular hours. Performs related work as required.

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

Graduation from an accredited four-year college or university with a degree in Education or Communications, and three years of classroom teaching experience and/or experience in implementing community involvement, public relations or related programs. Candidates must have computer skills and possess a valid driver's license or evidence of equivalent mobility.

REQUIRED ADDITIONAL DOCUMENTS: (Must be received in our office by the closing date.)

Copies of required additional documents may be emailed to civilservice@spokanecity.org.

- Verification of valid driver's license
- Copy of unofficial college transcripts
- DD Form 214 (Member-4) or NGB Form 22, if applicable (See RCW 41.04.010 as to how Veterans Preference is applied.)

EXAMINATION:

The examination will consist of a Training and Experience Evaluation form. Weight is assigned as follows: Training and Experience Evaluation form 100%.

TO APPLY:

To apply online or download and print an application, go to: www.spokanecity.org/jobs. To request an application 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 March 2015.

MARY DORAN
Chair

GITA GEORGE-HATCHER
Chief Examiner

**JOB OPPORTUNITY
CITY OF SPOKANE
GRANTS & CONTRACTS FINANCIAL MANAGER SPN 112
OPEN & PROMOTIONAL EXAMINATION**

DATE OPEN: Monday, March 16, 2015

DATE CLOSED: Applications will be accepted until the close of business on Friday, March 27, 2015. Applicants who have filed a basic application will have until 5:00 p.m. on Monday, March 30, 2015, to return the Training and Experience Evaluation form.

SALARY: \$75,042 annual salary, payable bi-weekly, to a maximum of \$92,581

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

DUTIES:

Performs responsible supervisory, administrative, and complex analytical, financial, and budgetary work related to the specialized field of governmental grants and financial assistance. Directs and participates in the establishment and/or maintenance of various grant and contract-related processes and procedures and in the management of contracts for subrecipient agencies that receive federal funding. Supervises and coordinates the activities of subordinate professional and clerical personnel, such as the assignment, review and approval of work produced; determining office procedures for expediting workflow; and preparing work schedules.

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

Graduation from an accredited four-year college or university with a degree in Accounting, Business, Finance, or closely related field; AND five years of progressively responsible experience, two of which must be supervisory in nature and related to grant or contract administration, fund accounting, or a closely related field.

PROMOTIONAL REQUIREMENTS: (All requirements must be met by date of examination.)

Graduation from an accredited four-year college or university with a degree in Accounting, Business, Finance, or closely related field; AND three years of experience in the classification of Accountant II (SPN 111); AND two years of supervisory experience – which may have been obtained outside of City employment – related to grant or contract administration, fund accounting, or a closely related field.

REQUIRED ADDITIONAL DOCUMENTS: (Must be received in our office by the closing date.)

Copies of required additional documents may be emailed to civilservice@spokanecity.org.

- Copy of unofficial college transcripts
- DD Form 214 (Member-4) or NGB Form 22, if applicable (See RCW 41.04.010 as to how Veterans Preference is applied.)

EXAMINATION:

The examination will consist of a Training and Experience Evaluation form, and for promotional applicants, a promotional evaluation. Weights are assigned as follows: for open applicants, Training and Experience Evaluation form 100%; for promotional applicants, Training and Experience Evaluation form 80% and promotional evaluation 20%.

TO APPLY:

Open: To apply online or download and print an application, go to: www.spokanecity.org/jobs. To request an application 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.

Promotional: Current City employees who meet the promotional requirements may apply in person, or by sending an email to civilservice@spokanecity.org, no later than 5:00 p.m. on the closing date stated above. Please include: 1) first and last name 2) present classification 3) department and phone number, and 4) position applying.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 10th day of March 2015.

MARY DORAN
Chair

GITA GEORGE-HATCHER
Chief Examiner

**JOB OPPORTUNITY
CITY OF SPOKANE
ASSOCIATE TRAFFIC ENGINEER SPN 252
OPEN ENTRY EXAMINATION**

DATE OPEN: Monday, March 2, 2015

DATE CLOSED: Applications will be accepted until further notice.

SALARY: \$63,329 annual salary, payable bi-weekly, to a maximum of \$77,986

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

DUTIES:

Performs supervisory and professional Traffic Engineering work in connection with traffic investigations, studies, designs, and operational reviews. Plans and supervises traffic studies and investigations. Analyzes and interprets compiled traffic data and assists in making recommendations and solutions to traffic engineering problems. Directs and participates in the drafting and design of traffic flow maps and charts, and channelization, signal, and progression plans for traffic signals. Duties are light in nature, performed under varying weather conditions, and require more than normal concentrated attention.

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

Graduation from an accredited college or university with a bachelor's degree in Transportation or Civil Engineering, with course work in transportation; and three years of experience in engineering at the professional level, two of which must have been in traffic engineering or related field. Possession of an Engineer in Training or Professional Engineer

certificate may substitute for the educational requirement. A master's degree in Transportation or Traffic Engineering may substitute for one year of experience. Applicants must possess a valid driver's license.

REQUIRED ADDITIONAL DOCUMENTS: (Must be received in our office by the closing date.)

Copies of required additional documents may be emailed to civilservice@spokanecity.org.

- Verification of valid driver's license
- Copy of unofficial college transcripts
- DD Form 214 (Member-4) or NGB Form 22, if applicable (See RCW 41.04.010 as to how Veterans Preference is applied.)

EXAMINATION:

The examination will consist of a Training and Experience Evaluation form. Weight is assigned as follows: Training and Experience Evaluation form 100%.

TO APPLY:

To apply online or download and print an application, go to: www.spokanecity.org/jobs. To request an application 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 26th day of February 2015.

MARY DORAN
Chair

GITA GEORGE-HATCHER
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

**High Dr. from Bernard St. to Grand Blvd.
Engineering Services File No. 2014056**

This project consists of the construction of approximately 6,100 cubic yards of roadway excavation and embankment, 716 linear feet of 10 inch storm sewer, 1,575 square yards of bio-infiltration swales, 53 storm structures, 2,578 linear feet of 8-inch water main, 1 CSO storage facility with vaults and 84-inch storage lines, 1,465 square yards of sidewalk, 3,570 linear feet of curb, 16,590 square yards of 5-inch thick HMA pavement, 797 square yards of 2 1/2-inch thick HMA pavement for path, and 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., March 30, 2015 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.

Cash, cashier's check, 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.

Note regarding new specifications: The City of Spokane is using WSDOT's 2014 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2014 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 March 11, 18 and 25, 2015

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR QUALIFICATIONS RIVERFRONT PARK DESIGN OF MAJOR PUBLIC SPACES CITY OF SPOKANE – PARKS & RECREATION

RFP #4119-15

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, APRIL 13, 2015**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **RIVERFRONT PARK DESIGN OF MAJOR PUBLIC SPACES** for the City of Spokane Parks & Recreation Department.

The Request for Qualifications document is available by contacting Thea Prince, 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, April 13, 2015**. 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 Five (5) Copies of the Proposal as follows: One (1) paper original, three (3) paper copies and one (1) reproducible digital copy (thumb drive or CD) in Acrobat format 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 Proposals. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with:

“BID #4119-15 Riverfront Park Design of Major Public Spaces, DUE 4/13/15”

Thea Prince
City Purchasing

February 11 & 18, 2015

**FIREFIGHTING NOZZLES
City of Spokane Fire Department**

BID #4120-15

Sealed bids will be opened at 1:15 p.m., **MONDAY, MARCH 23, 2015** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **FIREFIGHTING NOZZLES** for the City of Spokane Fire Department.

All equipment is being purchased with Federal funding from Department of Homeland Security

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

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **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) paper original and one (1) reproducible digital copy (thumb drive or CD) of the Proposal to:

**Division of Purchasing
City of Spokane
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:

“FIREFIGHTING NOZZLES, BID #4120-15, DUE 3/23/15”.

Thea Prince
Purchasing Department

Publish: March 11 & 18, 2015

**LARGE DIAMETER FIRE HOSE
City of Spokane Fire Department**

BID #4121-15

Sealed bids will be opened at 1:15 p.m., **MONDAY, MARCH 23, 2015** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LARGE DIAMETER FIRE HOSE** for the City of Spokane Fire Department.

All equipment is being purchased with Federal funding from Department of Homeland Security

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

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **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) paper original and one (1) reproducible digital copy (thumb drive or CD) of the Proposal to:

**Division of Purchasing
City of Spokane
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:
“**LARGE DIAMETER FIRE HOSE, BID #4121-15, DUE 3/23/15**”.

Thea Prince
Purchasing Department

Publish: March 11 & 18, 2015

**MINI PUMPER ON A FORD F550 CREW CAB
City of Spokane Fire Department**

BID #4122-15

Sealed bids will be opened at 1:15 p.m., **MONDAY, MARCH 23, 2015** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for a **MINI PUMPER ON A FORD F550 CREW CAB** for the City of Spokane Fire Department.

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

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **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) paper original and one (1) reproducible digital copy (thumb drive or CD) of the Proposal to:

**Division of Purchasing
City of Spokane
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:

“MINI PUMPER ON A FORD F550 CREW CAB, BID #4122-15, DUE 3/23/15”.

Thea Prince
Purchasing Department

Publish: March 11 & 18, 2015

**ATTACK FIRE HOSE
City of Spokane Fire Department**

BID #4123-15

Sealed bids will be opened at 1:15 p.m., **MONDAY, MARCH 23, 2015** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **ATTACK FIRE HOSE** for the City of Spokane Fire Department.

All equipment is being purchased with Federal funding from Department of Homeland Security

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

Submittal Instructions:

Bid proposal forms may be submitted to the Purchasing Department **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) paper original and one (1) reproducible digital copy (thumb drive or CD) of the Proposal to:

**Division of Purchasing
City of Spokane
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:

“ATTACK FIRE HOSE, BID #4123-15, DUE 3/23/15”.

Thea Prince
Purchasing Department

Publish: March 11 & 18, 2015

**REQUEST FOR BIDS
COMBINED COMMUNICATIONS BUILDING ELECTRICAL UPDATES**

City of Spokane Fire Department

BID #4124-15

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, APRIL 6, 2015**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **COMBINED COMMUNICATIONS BUILDING ELECTRICAL UPDATES** for the City of Spokane Fire Department.

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

A pre-bid conference will be held on Thursday, March 26, 2015 at 9:00 a.m at the Fire Department Combined Communications Building (CCB), 1620 North Rebecca Street, Spokane WA 99217.

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, April 6, 2015**. 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 tabulated.**

Submit one (1) paper original of the bid 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 bids 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:

“BID #4124-15, COMBINED COMMUNICATIONS BUILDING ELECTRICAL UPDATES, DUE 4/6/2015”

Thea Prince
City of Spokane Purchasing

March 18 & 25, 2015
