



# Official Gazette

## City of Spokane, Washington

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

Volume 105

SEPTEMBER 9, 2015

Issue 36



### 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)

### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

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

Official Gazette Archive:

<http://www.spokanecity.org/services/documents>

To receive the Official Gazette by e-mail, send your request to:  
[clerks@spokanecity.org](mailto:clerks@spokanecity.org)

### INSIDE THIS ISSUE

MINUTES	898
HEARING NOTICES	898
GENERAL NOTICES	903
ORDINANCES	907
JOB OPPORTUNITIES	908
NOTICES FOR BIDS	911

**The Official Gazette**

USPS 403-480

0% Advertising

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

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made  
payable to:**

City Treasurer

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

# Minutes

**NOTICE****Monday, August 31, 2015**

The minutes for the Monday, August 31, 2015, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, September 16, 2015, issue of the *Official Gazette*.

---

**STUDY SESSION MEETING MINUTES  
SPOKANE CITY COUNCIL  
Thursday, August 27, 2015**

A Meeting of the Spokane City Council was held on the above date at 3:30 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members Allen, Mumm, Snyder, Stratton and Waldref were present. Council Member Fagan was absent.

The following topics were discussed:

- 2016 budget – Municipal Court, Legal, Public Defender, Probation, Neighborhood Notifications

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 4:41 p.m.

# Hearing Notices

**Notice for a Public Hearing and 15 Day Public Comment Period**

**Public Hearing Date:** Wednesday, September 2, 2015  
**Time:** 4:00 P.M.  
**Location:** City Council Briefing Center - City Hall  
 808 W. Spokane Falls Blvd.  
 Spokane WA, 99201

The City of Spokane's Community, Housing and Human Services (CHHS) Board will hold a public hearing to provide information and invite public comment on the draft of the 2014 Consolidated Annual Performance Evaluation Report (CAPER).

This draft report is open to public comment beginning August 31, 2015 through September 15, 2015.

**PUBLIC COMMENT**

The public may comment on the CAPER at the Public Hearing or may forward their comments to the CHHS Department at the above address, call 625-6325 or email [spokanechhs@spokanecity.org](mailto:spokanechhs@spokanecity.org). Information relative to this report is available online at <https://my.spokanecity.org/chhs/documents/>. Paper copies can be obtained from the CHHS Department during business hours (weekdays 8:00 A.M. - 5:00 P.M.).

**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 Council Briefing Center 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.) 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](mailto: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.

**NON-ENGLISH SPEAKING:** The Consolidated Plan process intends, to the maximum extent feasible, to accommodate the needs of non-English speaking residents. Individuals requesting an interpreter should contact the CHHS Department. All accommodation requests should be made 72 hours prior to the public hearing, however, if a request is made within 72 hours, every reasonable effort will be made to provide an interpreter.

For further information, contact the Community, Housing and Human Services Department at 625-6325.

Publish September 2 & 9, 2015

---

### Notice of Plan Commission Public Hearing and SEPA Determination

Notice is hereby given that Dwight Hume on behalf of Spurway Living Trust applied for a Comprehensive Plan Land Use Map Change on October 30, 2014. A public hearing on this proposal will be held on September 23, 2015 at 2 pm in the lower level of Spokane City Hall at 808 W. Spokane Falls Blvd, Spokane, WA 99202. Any person may submit written comments on the proposed actions or call for additional information:

City of Spokane Planning & Development, Attn: Tirrell Black  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
(509) 625-6185; [tblack@spokanecity.org](mailto:tblack@spokanecity.org)

Agent: Dwight Hume, 509-435-3108

Documents relating to these amendments are available for viewing at: [www.spokanecity.org/projects](http://www.spokanecity.org/projects)

**Location:** The parcel address is 2829 N. Market. The parcel number is 35102.2003. (NW ¼ of Section 10, T25N, R43 EWM)

**Description of Proposal:** This proposal is to change the land use of a portion of the parcel from "Residential, 4 to 10 units per acre" to "General Commercial". The parcel is currently split zoned (RSF/GC-70); Underlying lots are described as Lots 1 thru Lot 3 Riverside Peter Sapro Addition. The underlying Lot 3 is the subject site and zoned RSF. The approximate size of the proposal is 7500 square feet (0.17 acres). If approved, the zoning would be changed from RSF (Residential Single Family) to GC-70 (General Commercial, with 70-foot height limitation)

**SEPA:** A DNS was issued on September 4, 2015 under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than noon, September 23, 2015 if they are intended to alter the DNS.

**Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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](mailto: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 September 9 & 16, 2015

---

### Notice of Plan Commission Public Hearing and SEPA Determination

Notice is hereby given that Dwight Hume on behalf of GRR LLC applied for a Comprehensive Plan Land Use Map Change on October 30, 2014. A public hearing on this proposal will be held on September 23, 2015 at 2 pm in the lower level of Spokane City Hall at 808 W. Spokane Falls Blvd, Spokane, WA 99202. Any person may submit written comments on the proposed actions or call for additional information:

City of Spokane Planning & Development, Attn: Tirrell Black  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
(509) 625-6185; [tblack@spokanecity.org](mailto:tblack@spokanecity.org)

Agent: Dwight Hume, 509-435-3108

Documents relating to these amendments are available for viewing at: [www.spokanecity.org/projects](http://www.spokanecity.org/projects)

Location: The addresses are 4610 N. Maple (parcel 25011.0214) and 4618 N. Maple (parcel 25011.0215); and 4617 N. Maple (parcel 25011.0320). (NE ¼ 01-25-42; SE ¼ 36-26-42).

Description of Proposal: The original proposal made by the applicant was to change the land use of two parcels from "Residential, 4 to 10 units per acre" to "Office; an adjacent parcel was added by Plan Commission on the southwest corner of the intersection of Wellesley and N. Maple. This parcel is currently a parking lot which serves the adjacent dental office. The address is 4617 N. Maple. This lot is also classified as "Residential, 4 to 10 units per acre" and is proposed to be modified to "Office". If approved, the zoning classification will be changed to "O-35" (Office with a 35 foot height limitation).

SEPA: A DNS was issued on September 4, 2015 under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than noon September 23, 2015 if they are intended to alter the DNS.

**Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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](mailto: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 September 9 & 16, 2015

---

### Notice of Plan Commission Public Hearing and SEPA Determination

Notice is hereby given that Dwight Hume on behalf of CCRC LLC applied for a Comprehensive Plan Land Use Map Change on October 31, 2014. A public hearing on this proposal will be held on September 23, 2015 at 2 pm in the lower level of Spokane City Hall at 808 W. Spokane Falls Blvd, Spokane, WA 99202. Any person may submit written comments on the proposed actions or call for additional information:

City of Spokane Planning & Development, Attn: Tirrell Black  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
(509) 625-6185; [tblack@spokanecity.org](mailto:tblack@spokanecity.org)

Agent: Dwight Hume, 509-435-3108



Documents relating to these amendments are available for viewing at: [www.spokanecity.org/projects](http://www.spokanecity.org/projects)

**Location:** The addresses are 1414 E. 10<sup>th</sup> Avenue (parcel 35213.2710) and 1415 E. 11<sup>th</sup> Avenue (parcel 35213.2716). These parcels are located near the Perry Street District.

**Description of Proposal:** This proposal is to change the land use of two parcels from "Residential, 4 to 10 units per acre" to "CC Core". The size of the proposal is 13,800 square feet (0.31 acres). If approved, the zoning would be changed from RSF (Residential Single Family) to CC1-NC (Centers & Corridors Type 1, Neighborhood Center).

**SEPA:** A DNS was issued on September 4, 2015 under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than noon September 23, 2015 if they are intended to alter the DNS.

**Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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](mailto: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 September 9 & 16, 2015

---

### Notice of Plan Commission Public Hearing City of Spokane

Notice is hereby given that Council Member Jon Snyder on behalf of the Spokane City Council applied for a Comprehensive Plan Text Amendment on October 31, 2014. The Spokane City Plan Commission will hold a public hearing on this proposal Wednesday, September 23, 2015 at 2pm in the lower level of Spokane City Hall at 808 W. Spokane Falls Blvd, Spokane, WA 99202. Any person may submit written comments on the proposed actions or call for additional information:

Planning & Development Department, Attn: Nathan Gwinn  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
Phone (509) 625-6893; [ngwinn@spokanecity.org](mailto:ngwinn@spokanecity.org)

Documents relating to this amendment are available for viewing at:  
<http://my.spokanecity.org/projects/policy-re-manufactured-and-mobile-home-parks/>

**Location:** This proposal is to adopt a text amendment to the City's Comprehensive Plan. This proposal is limited to a community policy and does not directly change the land use category or zoning regulations governing any property.

**Description of Proposal:** This proposal is to adopt a new policy in Chapter 3, Land Use, which states: "Designate appropriate areas for the preservation of mobile and manufactured home parks." The proposed policy text is followed by supporting discussion. See the application webpage for the full text.

**SEPA:** A DNS was issued on September 4, 2015 under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than 12pm, September 23, 2015 if they are intended to alter the DNS.

**Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

**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](mailto: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 September 9 & 16, 2015

---

### **Notice of Plan Commission Public Hearing and SEPA Determination**

Notice is hereby given that the Spokane City Plan Commission is holding a public hearing on a proposed Comprehensive Plan Amendment to adopt a Pedestrian Master Plan on September 23, 2015 at 2:00 pm in the City Council Chambers, lower level of Spokane City Hall at 808 W. Spokane Falls Blvd, Spokane, WA 99201.

Any person may submit written comments and appear at the public hearing to submit oral comments on the proposal. The public comment period for written comments regarding this Comprehensive Plan amendment will be held open until the end of the public hearing on this amendment.

On Wednesday, September 16, from 5:00 pm to 7:00 pm in the Chase Gallery at Spokane City Hall, there will be an Open House Meeting for the Draft Pedestrian Master Plan. At the Open House, staff will be available to provide information and answer questions.

City staff will also be available at the City Council Chambers on the day of the hearing between 1:00 p.m. and 2:00 p.m. to answer questions regarding the proposed Pedestrian Master Plan.

To submit comments or request more information contact:

City of Spokane Planning & Development, Attn: Jacqui Halvorson  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
(509) 625-6088; [jhalvorson@spokanecity.org](mailto:jhalvorson@spokanecity.org)

Documents relating to the amendment are available for viewing at: [www.spokanecity.org](http://www.spokanecity.org) or <https://my.spokanecity.org/projects/pedestrian-master-plan>

Location: The Pedestrian Master Plan includes the entire area within the city limits of the City of Spokane.

Description of Proposal:

The City of Spokane Pedestrian Master Plan includes the following sections to support a more pedestrian-oriented community:

- Goals for the pedestrian environment.
- Description of the basic elements of providing a quality pedestrian experience.
- Assessment of existing walking conditions.
- A pedestrian needs-analysis and a pedestrian crash analysis.
- Recommended policies and actions.

SEPA: A DNS was issued on September 4, 2015 under WAC 197-11-340(2); the lead agency will not act on this proposal for at least 14 days. Comments regarding this DNS must be submitted no later than 3pm, September 18, 2015.

**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](mailto: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.

---

**NOTICE OF CITY COUNCIL PUBLIC HEARING  
PROPOSED AMENDMENTS TO SPOKANE MUNICIPAL CODE**

**Sections 17G.050.140 Effect of Notice, 17G.050.310 Right of Appeal, 17G.060.090 Determination of a Complete Application, 17G.060.120 Public Notice – Types of Notice, 17G.060.190 Notice of Decision, and Table 17G.060-3 Type of Public Notice Required/Project Permit Review Process.**

**(Proposed Ordinance No. C35299)**

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **September 21, 2015, at 6:00 p.m.** at the Northeast Community Center, 4001 N. Cook, Spokane, Washington, to receive public testimony on a proposed ordinance to amend Sections 17G.050.140 Effect of Notice, 17G.050.310 Right of Appeal, 17G.060.090 Determination of a Complete Application, 17G.060.120 Public Notice – Types of Notice, 17G.060.190 Notice of Decision, and Table 17G.060-3 Type of Public Notice Required/ Project Permit Review Process of the Spokane Municipal Code. Project details can be found at:

<https://my.spokanecity.org/projects/neighborhood-notice/>

Description of Proposal: An ordinance modifying Title 17 of the Spokane Municipal Code pertaining to neighborhood notification to improve the Spokane Neighborhood Councils' notice procedures, project awareness, and ability to comment on the land use applications and permits processed by the City of Spokane. This is a procedural action which is SEPA exempt according to WAC 197-11-800.

Written comments and oral testimony at the public hearing(s) for these proposed actions will be made part of the public record. Only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision of the City Council.

Any person may submit written comments on the proposed actions or call for additional information at:

*City of Spokane Planning and Development Department*

*Attn: Jo Anne Wright, Associate Planner*

*808 West Spokane Falls Boulevard*

*Spokane, WA 99201-3329*

*Phone (509) 625-6017*

*[jwright@spokanecity.org](mailto:jwright@spokanecity.org)*

More information on the process: The City Council will be briefed on this proposal on Monday, September 14, 2015 at 3:30 p.m. There is no public testimony at the briefing. The 1st Reading of the ordinance before City Council is scheduled for Monday, September 14, 2015 at 6:00 p.m. Generally, no presentations are made at the 1st reading, and no public testimony is taken at the 1<sup>st</sup> reading. The 2<sup>nd</sup> reading and public hearing for the proposed amendments is scheduled for Monday, September 21, 2015, at 6:00 p.m. 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](mailto: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. 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](mailto: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: September 9 & 16, 2015

# General Notices

## RESOLUTION NO. 2015-0094

A resolution amending the City Council Rules of Procedure.

WHEREAS, pursuant to Section 9(b) of the City Charter, the City Council is authorized to adopt its own rules of procedures; and

WHEREAS, Section 1.5 of the Rules of Procedure require amendments to be adopted pursuant to a resolution; and

WHEREAS, there exists a need to amend Section 9.1 of the City Council Rules of Procedure regarding standing committees; -- Now, Therefore,

BE IT RESOLVED by the City Council of the City of Spokane that the Spokane City Council Rules of Procedure are amended as follows:

Section 1. That Rule 9.1 is amended as follows:

#### **Rule 9.1 STANDING COMMITTEES**

There shall be five standing committees: the Public Safety Committee, the Finance and Technology Committee, the Public Works Committee, the ~~Neighborhood Committee~~ Community, Health, and Environment Committee and the Planning/~~Community~~ and Economic Development Committee. Committee membership shall be comprised of a minimum of three council members, one representing each of the three council districts, and additional members as desired. Standing committees with more than three members shall be noticed as meetings of the council where no legislative action shall occur. The Council President ~~shall~~ may chair a maximum of two standing committees to be determined by the Council President. All other committees shall select by majority vote the chair for each committee. No council member shall chair more than two standing committees at one time.

The Council shall confirm the members of standing committees at the second meeting in January of each year or as soon thereafter as possible.

- A. The Public Safety Committee, upon the request of the City Council or Mayor shall review, consider and make recommendations to the City Council on issues related to the public ~~health~~, safety and welfare of the citizens of Spokane specifically including, but not limited to, considering and reviewing programs, plans and other non-personnel activities involving the police and fire departments and other public safety activities of the City of Spokane, and making recommendations where appropriate.

Pursuant to SMC 4.32.110, the Public Safety Committee shall be the liaison between the City Council and the Office of Police Ombudsman and shall receive monthly reports from the Office of Police Ombudsman.

- B. The Finance and Technology Committee is charged with the responsibility to review and report its recommendations on the annual budget and on technological issues related to the City, and to this end may hold public hearings. The committee shall also consider and report on such other financial and technological matters as may from time to time be referred to it by the Council.

The Finance and Technology Committee shall meet not less than quarterly for the purposes of fulfilling its obligations.

- C. The Public Works Committee reviews subjects of a public works nature.

- D. The ~~Neighborhood Committee~~ Community, Health, and Environment Committee shall act as liaison between the City Council and the various neighborhood organizations, and shall review, consider and make recommendations to the City Council on issues relating to the public and environmental health of the citizens of Spokane.

- E. The Planning/~~Community~~ and Economic Development Committee shall review, consider and make recommendations to the City Council on issues relating to planning, community and economic development including land use planning and programs and policies to improve ~~community and~~ economic development.

---

#### **NOTICE**

#### **NOTICE**

#### **NOTICE**

NOTICE IS HEREBY GIVEN that the regular meeting of the SPOKANE CIVIL SERVICE COMMISSION will be conducted at 9:30 a.m., Tuesday, September 15, 2015 in the Council Chambers on the Lower Level, City Hall, 808 W. Spokane Falls Boulevard, Spokane, WA. 99201.

Items on the Agenda are as follows:

- I. Approval of Minutes
- II. Staff Activities



- III. Classification Resolution
- IV. Appeal of Denial to Apply for Promotional Position after Closing Date
- V. Other Business

The meeting is open to the public, with the possibility of moving into executive session only with members of the Civil Service Commission and the appropriate staff.

A Commission briefing will be held at 9:15 a.m. September 15, 2015, in the Council Chambers.

Dated at Spokane, Washington, this 3<sup>rd</sup> day of September, 2015.

CHERYL BECKETT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

TO HUMAN RESOURCES STAFF AND ALL EMPLOYEE REPRESENTATIVES:

There will be a pre-Commission/Project Evaluation Committee meeting in the Civil Service Conference Room (4B) at 11:00 a.m. on Monday, September 14, 2015.

**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 Chris Cavanaugh at (509) 625-6383, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [ccavanaugh@spokanecity.org](mailto: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.

---

### **2015-2016 Annual Comprehensive Plan Amendments Notice of Application Deadline**

The City of Spokane will be accepting applications for the annual Comprehensive Plan Amendment Cycle up until October 31, 2015, per SMC 17G.020.010. All applications that are certified complete by November 30th, 2014 will be considered concurrently during the upcoming amendment cycle. Applications must be submitted no later than October 31st, 2015 if the applicant is seeking application certification by November 30th, 2015. Applications that are certified complete after November 30th, 2015 will be docketed for consideration during future amendment cycles.

The City of Spokane's Comprehensive Plan addresses many facets of city life, including land use, transportation, capital facilities, housing, economic development, natural environment and parks, neighborhoods, social health, urban design, historic preservation, and leadership. The City of Spokane is committed to conducting an annual process to consider amendments to the comprehensive plan. The GMA specifies that amendments to a comprehensive plan cannot be made more frequently than once per year. The purpose for this is two-fold: it gives the plan stability over time, avoiding spontaneous changes in response to development pressures, and it groups all proposed amendments in a common process for consideration, providing the opportunity to examine their collective effects on the plan.

Plan Commission consideration of each amendment proposal will be conducted at public workshops held during the public comment period, typically in the summer. Applicants will be afforded the opportunity to address the Plan Commission during the workshop regarding their application. The City Council considers the amendment proposals, staff report, and Plan Commission's amendment recommendations within the context of its budget discussions, and acts on the amendment proposals prior to or at the same time as it adopts the City budget, usually mid/late fall.

A pre-application conference is required prior to application. If you have any questions or concerns regarding the Comprehensive Plan Amendment process or would like to schedule a pre-application conference, please contact staff at (509) 625-6300 or [tblack@spokanecity.org](mailto:tblack@spokanecity.org).

A pre-application conference is required prior to application. If you have any questions or concerns regarding the Comprehensive Plan Amendment process or would like to schedule a pre-application conference, please contact staff at (509) 625-6300 or [tblack@spokanecity.org](mailto:tblack@spokanecity.org).

Publish: August 19 & 26, September 2, 9, 16, 23, & 30 and October 7 & 14, 2015

---

# Spokane Police Advisory Committee (PAC)



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

**Thursday, September 17, 2015 at 5:30 pm  
East Central Community Center  
500 S. Stone 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 group 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 group leaders to join this committee. If you are interested, please send a request for an application to [anapolitano@spokanepolice.org](mailto: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 C35297

An ordinance amending Ordinance No. C-35185, passed the City Council November 24, 2014, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2015, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2015, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2015 budget Ordinance No. C-35185, as above entitled, and which passed the City Council November 24, 2014, it is necessary to make changes in the appropriations of the Forfeitures & Contributions 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 Forfeitures & Contributions Fund, and the budget annexed thereto with reference to the Forfeitures & Contributions Fund, the following changes be made:

FROM:	1560-11330	Forfeitures & Contributions Fund	
	21390-36710	Contributions/Donations	<u>\$ 72,200</u>
TO:	1560-11330	General Fund	
	21390-53201	Operating Supplies	72,200
			<u>\$ 72,200</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 additional funding from dissolution of the Spokane Regional Drug Task Force. These are State Forfeiture Revenues. SPD will be using the funds for Community Outreach Programs and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council August 31, 2015**

**Delivered to Mayor September 3, 2015**

## ORDINANCE NO C35298

An ordinance amending Ordinance No. C-35185, passed the City Council November 24, 2014, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2015, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2015, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2015 budget Ordinance No. C-35185, as above entitled, and which passed the City Council November 24, 2014, it is necessary to make changes in the appropriations of the Asset Management 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 Asset Management Fund, and the budget annexed thereto with reference to the Asset Management Fund, the following changes be made:

FROM:	5901-79115	Asset Management Fund	
	99999-36455	Contributed Cap-Fed/State/Local	<u>\$ 300,000</u>
TO:	5901-79115	Asset Management Fund	
	94000-56409	Computer/Micro Equipment	300,000
			<u>\$ 300,000</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 additional funding from Spokane County (Emergency Communications Sales Tax Fund) to purchase Mobile Data Computers (MDCs), and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage..

**Passed by City Council August 31, 2015**

**Delivered to Mayor September 3, 2015**

# Job Opportunities

**The City of Spokane is an Equal Employment Opportunity Employer**

## **Community Programs Coordinator SPN 058 Open Entry Examination**

**DATE OPEN:** Monday, August 31, 2015  
**DATE CLOSED:** Sunday, September 13, 2015 @ 11:59 p.m.  
**SALARY:** \$45,288 annual salary, payable bi-weekly, to a maximum of \$55,206

### **Summary of Work**

Performs community organization and outreach work in initiating and managing community based programs.

### **Minimum Qualifications**

(These must be met at time of test.)

**Education:** Bachelor's degree from an accredited four-year college or university in public administration or related field.

**Experience:** One year of experience in the implementation of community involvement.

**License:** Applicants must possess a driver's license or evidence of equivalent mobility.

### **Examination Details:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a Training and Experience (T&E) Evaluation, which consists of a Supplemental Questionnaire, with weights assigned as follows:

- T&E Evaluation 100%

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.

### **T&E EVALUATION DETAILS**

The T&E Evaluation is designed to evaluate the relevance, level, recency, progression, and quality of the applicant's education and training, and to elicit sufficient job-related information to evaluate the amount and quality of the applicant's previous experience, as well as any other information deemed important to performing the duties of the position.

**TIP:** It is more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted. These questions may be viewed online in the tab marked "QUESTIONS" on the job announcement.



- The Supplemental Questionnaire is the Civil Service examination for this position and must be completed online at the time of application.
- Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

### How to Apply

**APPLICATIONS MUST BE FILED ONLINE AT:** <http://my.spokanecity.org/jobs>

Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the Subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: 509.625.6077

**For more information, call Civil Service Commission at 509.625.6160.**

---

### Inventory Control Specialist SPN 171 Promotional Only Examination

**DATE OPEN:** Monday, August 31, 2015  
**DATE CLOSED:** Sunday, September 13, 2015 @ 11:59 p.m.  
**SALARY:** \$36,581 annual salary, payable bi-weekly, to a maximum of \$52,868

### Summary of Work

Performs specialized, independent clerical work monitoring and auditing warehouse inventories of operational supplies.

### Minimum Qualifications

(These must be met at time of test.)

**Experience:** One year of service with the City as a Clerk III (SPN 003) or higher clerical or accounting classification, or one year of service with the City in a lower classification which included regular assigned duties in stores, warehousing, and City Works inventory control.

### Examination Details:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test and promotional evaluation, with weights assigned as follows:

- Written test 80%
- Promotional Evaluation 20%

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.

### WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Tuesday, September 22, 2015 at 9:00 a.m. and 1:00 p.m.** The approximate duration of the test is 2 hours.

**Self-schedule written test date and time:** Upon acceptance of your application, you will receive an e-mail with complete instructions to self-schedule your test session. Additional sessions may be added depending on the number of applications accepted.

The written test may include such subjects as: Purchasing, Record Keeping, Inventory Management, Storekeeping, Safety, Administration. The record keeping section includes calculations. Calculators will be furnished for the test. Applicants may visit Civil Service during office hours if they wish to familiarize themselves with the calculators.

**PROMOTIONAL EVALUATION DETAILS**

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

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

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

**How to Apply**

**APPLICATIONS MUST BE FILED ONLINE AT:** <http://my.spokanecity.org/jobs>

Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the Subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: 509.625.6077

**For more information, call Civil Service Commission at 509.625.6160.**

---

**Firefighter SPN 931  
(AMENDED)  
Open Entry Examination**

**DATE OPEN:** Monday, August 31, 2015  
**DATE CLOSED:** Sunday, September 13, 2015 @ 11:59 p.m. (Amended)  
**SALARY:** \$39,651 annual salary, payable bi-weekly, to a maximum of \$78,362

**Summary of Work**

Performs general duty firefighting work in the preventing, combating, and extinguishing of fires and emergency medical functions.

**Minimum Qualifications**

(These must be met at time of test.)

- **Education and Experience:** High school diploma or equivalent. No previous experience necessary.

**NOTE:** Applicants must have successfully completed Emergency Medical Technician (EMT) training and be eligible for Washington State EMT certification at the time of interview. APPLICANTS ARE NOT REQUIRED TO HAVE EMT TRAINING OR POSSESS EMT CERTIFICATION AT THE TIME OF APPLICATION OR EXAMINATION.

- **Paramedic applicants** – In addition to the above requirements, paramedic applicants must currently possess the National Registry Paramedic credential or Washington State Paramedic license at the time of interview. (See procedural requirements below.)

**Licenses and Certifications** (Applies to all applicants.)

- Possession of a valid driver's license.

**Procedural Requirements:** Applicants will specify the certifications for which they are qualified. The Fire Department will specify on their requisitions the certifications required to fill a vacant position and only those on the eligible list meeting such specification shall be certified.

**NOTE:** Minimum medical and health standards for this classification are established by state laws. All successful candidates who have been offered a position will be required to pass the necessary examinations prior to appointment.

**Examination Details:**

Firefighter applicants must pass the Public Safety Testing, Inc., examination to be eligible for hire by the City of Spokane. After you have completed the PST exam, you must apply through the City website for review and placement on the eligible list.

If you have not already taken the PST exam, you may sign up at [www.publicsafetytesting.com](http://www.publicsafetytesting.com).

**The City of Spokane offers one free test per year for those who apply only to the City of Spokane and take the test on the designated "free testing" date at the Spokane, Wash., location.**

NOTE: The designated "free testing" date has already occurred for 2015. The standard PST written test cost is \$44, which allows applicants to choose up to 2 agencies to receive their results. Applicants may select more agencies at a cost of \$15 for every two additional agencies. Applicants who apply to other agencies than the City of Spokane, or who take the test at a date or location other than the designated free test date in Spokane, are responsible for all costs incurred.

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

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.

#### **How to Apply**

**APPLICATIONS MUST BE FILED ONLINE AT:** <http://my.spokanecity.org/jobs>

Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the Subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: 509.625.6077

**For more information, call Civil Service Commission at 509.625.6160.**

# **Notice for Bids**

## **Paving, Sidewalks, Sewer, etc.**

### **CALL FOR BIDS**

**Union Basin Stormwater Improvements  
Engineering Services File No. 2013221**

### **NOTE: THIS PROJECT HAS A TWO WEEK BID PERIOD**

This project consists of the construction of approximately 6,500 cubic yards of excavation and embankment, 9,000 square yards of swale construction, 45 drainage structures, 1500 square yards of 5-inch thick HMA pavement, 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., September 14, 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](http://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](http://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 FIVE (5) 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.

*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.*

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.

**\*\*\*\*It is the City's intent that this project be started this fall with as much of the work as possible being complete prior to any suspension for weather.**

**\*\*\*\*Time is of the essence due to the length of the construction window and/or the time of year in which the project is being constructed. Please note that various award phase steps have shorter than normal time frames as detailed in section 1-03.3, 1-08.4, and 1-08.5.**

Publish September 2 and 9, 2015

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

CITY OF SPOKANE, WASHINGTON

INFORMAL REQUEST FOR PROPOSALS

**DESCRIPTION:** STATE COURT RECEIVER FOR PROPERTIES IN SPOKANE IN VARIOUS STAGES OF DISTRESS

**DEPARTMENT:** CODE ENFORCEMENT DEPARTMENT

**DUE DATE:** September, 18, 2015, no later than 1:00 PM

### 1. INTRODUCTION

#### 1.1 BACKGROUND

THE CITY OF SPOKANE'S CODE ENFORCEMENT DEPARTMENT IS SEEKING SERVICES TO ACT AS STATE COURT RECEIVER FOR PROPERTIES IN SPOKANE IN VARIOUS STAGES OF DISTRESS, AND/OR TO ACT ON BEHALF OF PROPERTIES INVOLVED IN POSSIBLE CRIMINAL VIOLATIONS OF THE LAW, OR THAT HAVE NO PARTY READY, WILLING AND ABLE TO CARE FOR THE PROPERTY.

#### 1.2 PERIOD OF PERFORMANCE



The proposed contract is estimated to begin on September 15, 2015 and run through September 14, 2016. The City's Code Enforcement Department will refer properties on an as-needed basis to Consultant to handle in a Receivership capacity.

Contract renewals or extensions, if any, shall be at the sole discretion of the City. The contract may be extended for four (4) additional one-year contract periods, subject to mutual agreement, with the total contract period not to exceed five (5) years.

## **2. SCOPE OF SERVICES**

### **2.1 SCOPE OF SERVICES**

SERVICES TO PROVIDE A STATE COURT RECEIVER FOR PROPERTIES IN SPOKANE THAT ARE IN VARIOUS STAGES OF DISTRESS, AND/OR TO ACT ON BEHALF OF PROPERTIES INVOLVED IN CRIMINAL VIOLATIONS OF THE LAW, THAT HAVE NO PARTY READY, WILLING AND ABLE TO CARE FOR THE PROPERTY. THE CITY WILL PAY RECEIVERSHIP EXPENSES, TO BE RECOMPENSED FROM THE RECEIVERSHIP IF FUNDS ARE GENERATED FROM THE SALE OF A PROPERTY.

PROPOSERS SHALL HAVE EXPERIENCE IN THE AREAS OF RECEIVERSHIP, BANKRUPTCY, LANDLORD-TENANT LAWS AND AT LEAST EXTENSIVE KNOWLEDGE OF DEBTOR AND CREDITOR LAW. THE CITY'S CODE ENFORCEMENT DEPARTMENT NEEDS TO FILE RECEIVERSHIP'S IN STATE COURT FOR PROPERTIES IN VARIOUS STAGES OF DISTRESS, AND THOSE SUBJECT TO "DO NOT OCCUPY" ORDERS. PROPOSERS MUST BE CAPABLE OF SERVING AS A STATE COURT RECEIVER AND THE CITY SHALL REFER CASES ON AN AS-NEEDED BASIS TO CONSULTANT FOR THEIR SERVICES TO ACT ON BEHALF OF THOSE PROPERTIES IN NEED OR IN STATE COURT.

## **3. GENERAL INFORMATION**

### **3.1 IRFP COORDINATOR**

The IRFP Coordinator is the sole point of contact in the City for this procurement. All communication between the Proposer and the City upon receipt of this IRFP shall be with the IRFP Coordinator, as follows:

Name	City Attorney – Nancy Isserlis
Department	City Attorney's Office
Phone Number	(509) 625-6287
E-Mail Address	nisserlis@spokanecity.org

Any other communication will be considered unofficial and non-binding on the City.

### **3.2 SUBMISSION OF PROPOSALS**

A. PROPOSALS MAY BE SUBMITTED BY HAND OR MAIL.

B. Place one (1) copy of the Proposal in a sealed envelope. On the front of the envelope, place the following information:

PROPOSAL TITLE  
DUE: DUE DATE  
PROPOSER'S NAME

C. Mail or hand deliver one (1) copy of the Proposal, as follows:

City of Spokane,  
Attn. Nancy Isserlis  
City Attorney's Office  
5th floor – City Hall  
808 West Spokane Falls Boulevard  
Spokane, WA 99201

### 3.3 ACCEPTANCE PERIOD

Proposals shall remain in effect for a minimum of ninety (90) days from the due date for receipt of Proposals for acceptance by the City.

### 3.4 RESPONSIVENESS

Failure by the Proposer to comply with any part of the IRFP may result in rejection of the Proposal as non-responsive. The City also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

### 3.5 COSTS TO PROPOSE

The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this IRFP, conduct of a presentation, or any other activities related to responding to this IRFP.

### 3.6 EVALUATION PROCEDURE

Responsive Proposals will be evaluated based on the requirements stated in this solicitation. The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose Proposal best meets the requirements of this IRFP. The City, at its sole discretion, may elect to select the top -scoring firms as finalists for an oral presentation. The IRFP Coordinator may contact the Proposer for clarification of any portion of the Proposer's Proposal.

### 3.7 ACCEPTANCE / REJECTION OF PROPOSALS

Contract award, if made, will be to the Proposer submitting the most favorable Proposal. The City reserves the right at its sole discretion to reject any and all Proposals received without penalty and to not issue a contract from this IRFP.

## 4. PROPOSAL CONTENTS

### 4.1 PREPARATION OF PROPOSAL

Proposals shall be submitted on eight and one-half by eleven inch (8" 1/2 x 11") paper. Include the Letter of Submittal, Technical and Management Proposal, Cost Proposal and other information as requested in this solicitation.

### 4.2 LETTER OF SUBMITTAL

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. The Letter of Submittal should include the following information about the Consultant.

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Legal status of the Consultant (sole proprietorship, partnership, corporation, etc.).
3. Acknowledgement that the Consultant will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the City.

### 4.3 TECHNICAL AND MANAGEMENT PROPOSAL

The Proposal shall contain a comprehensive description of services including the following elements:

1. PROJECT APPROACH / METHODOLOGY – Include a complete description of the Consultant's proposed approach and methodology for the project.
2. WORK PLAN – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project. Convey sufficient detail to show the Consultant's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of City staff. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.

### 3. PROJECT MANAGEMENT

- **PROJECT TEAM STRUCTURE / INTERNAL CONTROLS** - Provide a description of the proposed project team structure. Include who within the firm will have prime responsibility and final authority for the work.
  - **STAFF QUALIFICATIONS / EXPERIENCE** – Identify staff who will be assigned to the potential contract, indicating their responsibilities and qualifications, and include the amount of time each will be assigned to the project. The Consultant shall commit that staff identified in its Proposal will actually perform the assigned work.
4. **EXPERIENCE OF THE CONSULTANT** - Indicate the receivership, bankruptcy and or creditor/debtor law experience the Consultant has in the area of the proposed contract work.
5. **REFERENCES** - List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. The Consultant shall grant permission to the City to contact the references. Do not include current City staff as references. The City may evaluate references at the City's discretion.

### 4.4 COST PROPOSAL.

The fee shall include all costs required to perform the services necessary to accomplish the objectives of the contract. Identify all costs including expenses to be charged for performing the services. List staff costs and any expenses necessary to accomplish the tasks and produce the deliverables under the contract. Consultants are required to collect and pay Washington state sales tax, if applicable.

## 5. CONTRACT TERMS

### 5.1 CITY OF SPOKANE BUSINESS REGISTRATION.

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid business license. The Consultant shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Consultant does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

### 5.2 ANTI-KICKBACK.

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this contract shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

### 5.3 NONDISCRIMINATION.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Contractor agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Contractor.

### 5.4 INSURANCE COVERAGE

During the term of the contract, the Consultant shall maintain in force at its own expense, each insurance coverage noted below:

- A. Worker's Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers; and
- B. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,500,000 each occurrence for bodily injury and property damage. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this contract; and

- C. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.
- D. Professional Liability Insurance with a combined single limit of not less than \$2,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this contract. The coverage must remain in effect for at least three (3) years after the contract is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverages required by this contract, the Consultant shall furnish acceptable insurance certificates to the City at the time it returns the signed contract. Insuring companies or entities are subject to City acceptance and must have a rating of A- or higher by Best. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

Publish August 26 & September 2 & 9, 2015

---

### **Bag House Fabric Filter Tapered Bags**

#### **City of Spokane Solid Waste Disposal Department Waste to Energy Facility**

**BID #4171-15**

Sealed bids will be opened at 1:15 p.m., **MONDAY, SEPTEMBER 14, 2015** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **BAG HOUSE FABRIC FILTER TAPERED BAGS** for the City of Spokane Solid Waste Disposal Department – Waste to Energy Facility.

Detailed specifications and proposal forms are available from City Purchasing, by contacting Thea Prince at [purchasinghelp@spokanecity.org](mailto: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 of the Proposal to:**

**Division of Purchasing  
City of Spokane  
4<sup>th</sup> 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:

**“BAG HOUSE FABRIC FILTER TAPERED BAGS, BID #4171-15, DUE 9/14/15”.**

Thea Prince  
Purchasing Department

September 2 & 9, 2015

---



**REQUEST FOR QUALIFICATIONS****RIVERFRONT PARK CAPITAL CAMPAIGN FEASIBILITY STUDY SERVICES****City of Spokane Parks & Recreation Department****BID #4172-15**

Sealed SOQ's will be acknowledged at 1:15 p.m., **MONDAY, SEPTEMBER 28, 2015** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, **for RIVERFRONT PARK CAPITAL CAMPAIGN FEASIBILITY STUDY SERVICES** for the City of Spokane Parks & Recreation Department.

The Request for Qualifications document is available by contacting Thea Prince, City of Spokane Purchasing, 4<sup>th</sup> Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201 at [purchasinghelp@spokanecity.org](mailto:purchasinghelp@spokanecity.org).

**Submittal Instructions:**

SOQ forms may be submitted to the Purchasing Department **until 1:00 P.M. on the date of opening**. SOQs must be sent sufficiently ahead of time to be received by the opening date and time. City of Spokane is not responsible for SOQs delivered late. **Only firm SOQs with signatures will be evaluated.**

**Submit Seven (7) Copies of the SOQ as follows: One (1) paper original, five (5) paper copies and one (1) reproducible digital copy (thumb drive or CD) in Adobe Acrobat format of the SOQ to:**

**Division of Purchasing  
City of Spokane  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201**

The right is reserved to reject any and all SOQs 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 SOQs with signatures will be tabulated.**

Envelopes containing SOQs are to be marked:

**"RIVERFRONT PARK CAPITAL CAMPAIGN FEASIBILITY STUDY SERVICES, RFQ #4171-15, DUE 9/28/15".**

Thea Prince  
Purchasing Department

September 9 & 16, 2015

---





