



Official Gazette

City of Spokane, Washington

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

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MAYOR AND CITY COUNCIL

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INSIDE THIS ISSUE

MINUTES	598
HEARING NOTICES	598
ORDINANCES	599
POLICIES & PROCEDURES	615
JOB OPPORTUNITIES	619
NOTICES FOR BIDS	626

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Minutes

NOTICE**Monday, May 23, 2016**

The minutes for the Monday, May 23, 2016, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, June 8, 2016, issue of the *Official Gazette*.

Hearing Notices

NOTICE OF HEARING BEFORE CITY COUNCIL**RESOLUTION NO. 2016-0046**

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2016 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C-35377, the City Council intends to hold a hearing on the assessment levied upon properties within the East Sprague Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above identified Ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for properties prepared under Ordinance C-35377, will be on file in the Office of the City Clerk on the 23rd day of May 2016, and are open for public inspection.
2. The City Council has fixed the 20th day of June 2016 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd, Spokane, Washington, as the time and place for hearing upon said rolls.
3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C-35377. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.
4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at, or prior to the date fixed for hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to City Ordinance C-35377

5. Business & Developer Services is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the business and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.
6. The City clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being one week before the date fixed for public hearing

Publish May 25, 2016 and June 1 & 8, 2016

Ordinances

ORDINANCE C35379

An ordinance relating to sustainable public building standards for capital improvement projects; amending section 07.17.020 of the Spokane Municipal Code and enacting new sections 12.05.005 and 12.05.030 to the Spokane Municipal Code.

WHEREAS, enormous quantities of resources are used during building construction, renovation, and operation, the production of which has substantial environmental impacts; and

WHEREAS, reducing the environmental impact of the construction, operation, and maintenance of publicly-funded facilities will save taxpayer dollars each year because green buildings operate more efficiently by using less energy, water, and fossil fuels; and

WHEREAS, the City of Spokane, through the “greening” of facilities, can support the local market for green building products and services, and raise the bar for the construction and operation of sustainable buildings; and

WHEREAS, the adoption of a Sustainable Public Buildings Standard for Capital Projects is consistent with and implements the City’s Sustainability Action Plan and Comprehensive Plan; and

WHEREAS, buildings account for 39% of the CO2 emissions per year, more than either the transportation (33%) or the industrial fields (29%); and,

WHEREAS, the United States Green Building Council has created and administers a rating system which is used to assess multiple areas of construction, such as existing buildings and commercial interiors, referred to as Leadership in Energy & Environmental Design (“LEED”); and

WHEREAS, the state of Washington requires that many new public buildings meet LEED standards, as do the cities of Bellingham, Everett, and Seattle, King County, and the federal government.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That section 07.17.020 of the Spokane Municipal Code is amended to read as follows:

Section 07.17.020 Scope of City-Wide Six Year Capital Improvement Program

- A. The City-wide Six-Year Capital Improvement Program shall coordinate the planning, financing and construction of the City’s capital facilities consistent with the following guidelines.
 1. The City-wide Six-Year Capital Improvement Program shall encompass all City capital facilities projects regardless of the revenue source.
 2. Elements of the City-wide Six-Year Capital Improvement Program shall include the Six-Year Comprehensive Street Program, the Six-Year Comprehensive Wastewater Program and the Six-Year Comprehensive Water Program, as well as Six-Year Capital Improvement Programs submitted by each City department projecting the department’s respective capital facilities needs, including estimated costs and proposed methods of financing, for at least the subsequent six years.

3. The City-wide Six-Year Capital Improvement Program shall include the necessary maintenance, rehabilitation, and renovation of existing capital facilities.
4. The City-wide Six-Year Capital Improvement Program shall prioritize consistency with the City's Comprehensive Plan and Sustainability Action Plan, including, but not limited to the adaptive reuse of suitable existing buildings. When adaptively reusing existing buildings, these facilities shall be renovated to the ~~((highest defined energy conservation standard justified by a net present value analysis of capital and forecast energy costs over a thirty year period or the forecast life of the building, whichever is less.))~~ Sustainable Public Building Requirements specified in SMC 12.05.030.
5. Should it be necessary to build new public facilities, these facilities shall be constructed to the ~~((highest defined energy conservation standard justified by a net present value analysis of capital and forecast energy costs over a thirty year period.))~~ Sustainable Public Building Requirements outlined in SMC 12.05.030.
6. The City-Wide Six-Year Capital Improvement Program is intended to be an evolving document reflecting the current status of financing, planning and implementation of the City's Capital Facilities Plan with the intent that the programs be revised as the City completes certain projects and adds new projects.

Section 2. That there is adopted a new section 12.05.005 of the Spokane Municipal Code to read as follows:

Section 12.05.005 Definitions

- A. "LEED" is a green building rating and certification system developed by the U.S. Green Building Council to evaluate environmental performance from a whole building perspective, including sites, water efficiency, energy & atmosphere, materials & resources, indoor environmental quality, locations & linkages, awareness & education, innovation in design, and regional priority.
- B. "U.S. Green Building Council" is an organization serving as the nation's foremost leaders from across the building industry working to promote buildings that are environmentally responsible, profitable, and healthy places to work and live.

Section 3. That there is adopted a new section 12.05.030 of the Spokane Municipal Code to read as follows:

Section 12.05.030 Sustainable Public Buildings Requirements

- A. It is the intent of the City of Spokane to plan, finance, design, construct, manage, renovate, operate, maintain, and decommission its buildings in an environmentally sustainable and economically efficient manner.
- B. All Capital Improvement projects constituting new construction, an addition, or renovations that involve substantial modification to all three of the major systems – mechanical, electrical, and plumbing - of a City-owned building and impacting 5,000 or greater gross square feet shall meet a minimum LEED Silver rating through the appropriate rating system unless the City Council, by vote, determines it not practicable due to available resources, construction costs, and life-cycle costs; provided, however, that any such Capital Improvement project funded by bonds issued prior to the effective date of this section is exempt from the requirements of this section.
- C. All Capital Improvement projects qualifying for LEED certification shall be registered through the U.S. Green Building Council.
- D. All City departments shall seek opportunities to maximize the energy and water efficiency of existing City-owned buildings, consistent with the City's Sustainability Action Plan.

Passed by City Council May 23, 2016

Delivered to Mayor May 27, 2016

ORDINANCE NO. C35389

An ordinance relating to the building code; amending SMC sections 17F.020.080, 17F.030.010, 17F.040.010, 17F.040.030, 17F.040.040, 17F.040.105, 17F.040.130, 17F.070.010, 17F.070.250, 17F.070.260, 17F.070.300, 17F.090.010 and 17F.100.010 and repealing 17F.040.070, 17F.040.125, 17F.070.070, 17F.07.270 and 17F.070.360.

The City of Spokane does ordain:

Section 1. That SMC section 17F.020.080 is amended to read as follows:

17F.020.080 Requirements during Construction

International Fire Code chapter ((44)) 33, Fire Safety During Construction and Demolition ~~((of a Building))~~, requires approval of safety precautions during construction. These precautions shall include the following for mixed-use residential buildings being constructed in accordance with the provisions of this title:

- A. To minimize the size of fire and control radiant heat that could threaten buildings in close proximity:
 - 1. assure that apparatus set-up areas are available to direct master streams on exposures in the event of a fire. Access to all exterior exposures shall not exceed one hundred fifty feet from the fire truck setup locations;
 - 2. activate sprinklers as soon as practical.
- B. To control fire spread to other buildings, horizontal openings within twenty feet of other buildings will be provided with a minimum of three-quarter-inch plywood; these openings may remain open during work hours, but are required to be closed after hours. Care shall be taken to use appropriate materials and/or weather protection considering the stage of exposure to the weather.

Section 2. That SMC section 17F.030.010 is amended to read as follows:

17F.030.010 Adoption of Standard Codes

- A. Boiler and pressure vessels installed within the city of Spokane shall comply with Sections I, II (Parts A, B, C and D), IV, V, VI, VII, VIII Divisions 1, 2, 3, IX, X, XII and PVHO-1 of the ASME Boiler and Pressure Vessel Code, current edition, together with the addenda thereto. Boilers and pressure vessels shall comply with the editions of the code in effect at the time the equipment was manufactured. (Reference WAC 296-104-200).
- B. The National Board Inspection Code, ~~((2014))~~ 2015 Edition, with current addenda applies to the alteration, inspection and repair of boilers, unfired pressure vessels and appurtenances in the city.
- C. NFPA 85 Boiler and Combustion Systems Hazards Code current edition (for use with boilers with fuel input ratings of twelve million five hundred thousand BTU per hour or greater. (Reference WAC 296-104-200)
- D. These codes as modified by the additions, deletions and amendments set forth in this chapter, are the boiler and pressure vessel code of the City.
- E. The basis for SMC 17F.030 is WAC 296-104 with the exclusion of the unique administrative and fee items unique to Washington State inspectors and their inspection process.

Section 3. That SMC section 17F.040.010 is amended to read as follows:

17F.040.010 Adoption of Building Codes and Related Washington State Codes

- A. There is adopted the Washington State Building Code (chapter 19.27 RCW and chapter 19.27A RCW) as modified by chapter 51-50 WAC. Specifically, the code includes the:
 - 1. International Building Code (IBC), ~~((2012))~~ 2015 Edition, as published by the International Code Council, including Washington State amendments, ICC/ANSI A117.1 ~~((2003))~~ 2009, and ~~((appendices C, E, G, J, and))~~ the ~~((2012))~~ 2015 International Existing Building Code;
 - 2. International Residential Code, ~~((2012))~~ 2015 Edition (except Part IV – Energy Efficiency, Part VII – Plumbing, and Part VIII – Electrical) as published by the International Code Council, and chapter 51-51 WAC;
 - 3. International Energy Conservation Code, ~~((2012))~~ 2015 Edition, chapter 51-11C and 51-11R WAC.
- B. The codes, standards, and regulations adopted in subsection (A) of this section, as amended by this chapter, constitute the building code of the City of Spokane.

Section 4. That SMC section 17F.040.030 is amended to read as follows:

17F.040.030 Historic Buildings

In order for a building to be considered historic under ((IBC Section 3407)) IEBC Section 202, the landmarks commission must have placed the building on the Spokane Register of Historic Places. Other buildings, even though on state or federal registers, do not qualify.

Section 5. That SMC section 17F.040.040 is amended to read as follows:

17F.040.040 Affordable Housing

"Affordable housing" is defined as housing that has a rental rate at or below thirty percent of fifty percent of area median income adjusted for family size, and which is committed to such rental rate for a period of at least ten years by means of a recorded regulatory agreement between the owner(s) and the City, enforceable by the occupants of the housing.

~~((A. While the codes adopted in chapters 17F.030, 17F.040, 17F.050, 17F.060, 17F.070, 17F.080, 17F.090 and 17F.100 SMC remain the basic codes, in issuing permits and certificates of occupancy for the redevelopment, rehabilitation or renovation of structures for the purpose of affordable housing, the building official has discretion to waive or modify substantive and procedural code requirements when the deviation will not unreasonably increase the health or safety risks of those who occupy the residences.~~

~~B. The discretion of the building official under this section includes, but is not necessarily limited to, those items identified in IBC Section 3403 (otherwise applicable to historic buildings) and chapter 17F.070 SMC (existing building code).~~

~~C. The building official may require, as an offset to waiver or modification of other code requirements, installation of a fire sprinkler system (not otherwise required), a fire alarm system with central reporting, passive fire/smoke containment and such other items as appropriate to provide for reasonable levels of health and safety risk.))~~

Section 6. That SMC section 17F.040.070 is repealed:

~~((17F.040.070 Permits~~

~~Section 105 of the IBC and IRC are amended to read as follows:~~

~~A. Section 105.1 — Permits Required.~~

~~— No person may erect, construct, enlarge, alter, repair, move, improve, remove, convert, or demolish any building or structure subject to this code without first obtaining a separate permit for each building or structure from the department of building services.~~

~~B. Section 105.2 — Exempted Work.~~

~~— A building permit is not required for:~~

- ~~1. one-story detached accessory structures used as tool and storage sheds, playhouses, and similar uses, so long as the floor area does not exceed two hundred square feet for both residential and commercial properties;~~
- ~~2. window awnings supported by an exterior wall, which do not project more than fifty-four inches from the exterior wall and do not require additional support of Group R-3 and Group U occupancies;~~
- ~~3. movable cases, counters, and partitions not over five feet nine inches high;~~
- ~~4. oil derricks;~~
- ~~5. painting, papering, tiling, carpeting, countertops, and similar finish work;~~
- ~~6. sidewalks and driveways not more than thirty inches above grade, which are not part of an accessible route of travel;~~
- ~~7. prefabricated swimming pools less than twenty-four inches deep;~~
- ~~8. temporary motion picture, television, and theater stage sets and scenery;~~
- ~~9. water tanks supported directly upon grade if the capacity does not exceed five thousand gallons and the ratio of height to diameter or width does not exceed two to one;~~
- ~~10. retaining walls, which are not over four feet in height, measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, III-A liquids;~~

11. ~~shade cloth structures constructed for nursery or agricultural purposes and not included service systems;~~
12. ~~swings and playground equipment accessory to detached one and two family dwellings;~~
13. ~~decks not exceeding two hundred square feet in area that are not more than thirty inches above grade at any point, are not attached to a dwelling and do not serve the exit door required by section R311.4~~

~~Unless specifically exempted elsewhere, the foregoing activities exempted from the requirement of a building permit by Section 105.2 are not exempt from the requirements of this code for electrical, mechanical, and plumbing permits. Exemption from a permit requirement is not exemption from other requirements of this code and other municipal code requirements for heights and setbacks.))~~

Section 7. That SMC section 17F.040.105 is amended to read as follows:

17F.040.105 Design Criteria

Table R301.2(1) is modified as follows to identify the design criteria associated with our geographical area:

TABLE R301.2(1)											
Ground Snow Load*	Wind Speed (((Gust))) (ult)	Seismic Design Category	SUBJECT TO DAMAGE FROM				Winter Design Temp	Ice Barrier Under-layment	Flood Hazards	Air Freezing Index	Mean Annual Temp
			Weathering	Frost-line Depth	Termites	Decay					
39 lbs/ft ²	((85)) 110 mph	((B)) C	Severe	24"	Slight to Moderate	None to Slight	10°F	Yes	2006 1992 FIRM	1232	47.2°F
*Minimum roof snow load: 30 lbs/ft ²											

Section 8. That SMC section 17F.040.125 is repealed.

~~((17F.040.125 Alternating Tread Devices~~

~~Section 1009.13 of the 2012 IBC is amended to read as follows:~~

~~Alternating tread devices are limited to an element of means of egress in buildings of:~~

- ~~A. Groups F, H and S from a mezzanine not more than two hundred fifty square feet (23m²) in area and which serves not more than five occupants;~~
- ~~B. Group I-3 from a guard tower, observation station or control room not more than two hundred fifty square feet (23m²) in area.))~~

Section 9. That SMC section 17F.040.130 is amended to read as follows:

17F.040.130 Special Skywalk Provisions

A. The special provisions of this section apply to the skywalk system.

1. Definitions.

- a. "Skywalk area" is those areas within a building through which pedestrians may pass when en route from any skywalk bridge or vertical circulation point to another skywalk bridge or vertical circulation point.
- b. On single-tenant floors this includes the entire floor.

2. On multi-tenant floors this includes all areas which are not separated from the pedestrian routes by walls, doors, windows, chain gates, rolling grilles or other devices.

3. "Skywalk bridge" is any elevated bridge-like structure connecting two buildings and primarily designed for pedestrian use.

- B. "Skywalk system" is the entirety of the central business district interconnecting above the street-level pedestrian circulation system.
1. Required Separations.
 2. Required building separations must be in accordance with IBC Section ((~~302.4.1~~)) 707. Openings for the purpose of interconnecting the skywalk areas of buildings may occur so long as they be protected as required by IBC Section ((~~302.4.1.1.4~~)) 707 for area separation walls. The protection may be provided by any labeled fire door assembly of the proper rating.
 - a. Exceptions:
Protection of openings in walls between buildings of like construction types need not be provided if the buildings are sprinklered on the floors upon which the openings occur.
 - b. Protection of openings in walls between buildings of unlike construction types may be reduced from the required three-hour rating to a two-hour rating and from a one-and-one-half-hour rating to a one-hour rating if the buildings are sprinklered on the floors upon which the openings occur.
- C. Exits.
1. Each building connected to the skywalk system by opening(s) or skywalk bridge(s) must have exits as required by the IBC.
 2. Exceptions:
After business hours skywalk areas and tenant areas within a building may be closed off from each other or the rest of the building by security devices, but:
 - a. Skywalk areas must be served by at least one exit at all times, and
 - b. Tenant spaces must be served by at least one exit at all times. This exit may be into the skywalk area, but openings with closures other than leaf-type doors are not considered as exits after business hours. Proper separation of exits must be maintained in cases where two exits are required.
- D. Corridors.
1. Skywalk areas within buildings are treated as corridors subject to the requirements of IBC Section ((~~404.8~~)) 1020.
 2. Exceptions:
 - a. When thirty feet or more in width, such areas are not treated as corridors.
 - b. When the skywalk area is fully sprinklered and smoke alarms are installed, the corridor walls may be of noncombustible construction instead of one-hour construction so long as sprinklers are installed on both sides of the corridor wall. Openings in the wall must be equipped with self-closing or automatic-closing (IBC Section 716) doors with gaskets in the frames. Only openings glazed with safety glazing or wire glass are permitted but there is no limit on the amount of glazing.
 - c. When the skywalk areas and the tenant space opening onto it are both fully sprinklered and smoke alarms are installed, no corridor walls or doors are required. If walls are provided, they must be of noncombustible construction.
 3. In no case are partitions, rails, counters and similar space dividers construed to form corridor walls.

Section 10. That SMC section 17F.070.010 is amended to read as follows:

Section 17F.070.010 In General

- A. Generally, this title does not apply retroactively so as to require owners of buildings to replace, alter, or retrofit portions of buildings or systems within buildings to comply fully with the current code standards. As stated in the International Building Code ((~~Section 3403~~)), the Washington State Amendments, and the International Existing Building Code, only new work of addition, alteration, repair, and new installations need comply with the current codes so long as:

1. the work complied with the codes in effect at the time;
 2. the building, equipment, and devices have been maintained in a safe and sanitary condition;
 3. there is no change in use, occupancy, or load as would violate the current codes; and
 4. the building or premises or part thereof has not become dangerous.
- B. Conversely, every owner and occupant of premises is under a continuous obligation to prevent the property from becoming a nuisance and to maintain property in a reasonably safe condition.
- C. It is the purpose of this chapter, therefore, to:
1. specify the minimum maintenance and rehabilitation standards for all buildings and properties necessary to prevent blight and such environmental degradation as would jeopardize the health and safety of occupants and the community, as authorized by chapter 35.80 RCW and the general police power of the City; and
 2. adopt specific retroactive requirements necessary to provide reasonable safety to the occupants of buildings, which present special hazards; namely, apartment and hotel buildings over two stories in height.
- D. It is further the policy of the City to put vacant buildings to use, especially residences, by encouraging the rehabilitation of usable structures and to demolish those that are beyond repair so that new development can occur.

Section 11. That SMC section 17F.070.070 is repealed:

~~((17F.070.070 Efficiency Dwelling Unit Defined~~

~~An "efficiency dwelling unit" is a room having cooking facilities used for combined living, dining and sleeping purposes.))~~

Section 12. That SMC section 17F.070.250 is amended to read as follows:

17F.070.250 Light and Ventilation Requirements

IBC subsection ~~((4203.4))~~ 1203.5 provides for natural ventilation and subsection 1205 applies to all existing buildings except that the building official may approve artificial light, in lieu of natural light, in guestrooms, dormitories, and other habitable rooms.

Section 13. That SMC section 17F.070.260 is amended to read as follows:

17F.070.260 Sanitation Requirements

In addition to IBC subsection 2902.1 and Washington State Amendments Table 2902.1 ~~((and section 2903.1))~~:

- A. splash backs and drain boards must have an impervious surface;
- B. every plumbing fixture must be connected to either a public sanitary sewer system or an approved private sewage disposal system;
- C. all plumbing fixtures must be connected to an approved water supply system and must be provided with hot and cold water, except that water closets need have only cold water;
- D. all plumbing fixtures must be of glazed earthenware or other similar approved nonabsorbent material and must be installed in accordance with the plumbing code;
- E. all sanitary facilities must be installed and maintained in a safe and sanitary condition.

Section 14. That SMC section 17F.070.270 is repealed:

~~((17F.070.270 Yards and Courts~~

~~IBC Section 1205.3 allows artificial light. Every required window must face on a yard, court, street, or alley at least three feet wide and unobstructed to the sky.))~~

Section 15. That SMC section 17F.070.300 is amended to read as follows:

17F.070.300 Fire Alarm Systems

Every existing apartment and hotel building over two stories in height must have an approved Type 2A alarm system, as provided in IFC Section Chart #((1007)) 907, and such system must be maintained as provided in SMC 17F.080.250.

Section 16. That SMC section 17F.070.360 is repealed:

~~((17F.070.360 Stair Construction~~

~~To be allowed, a stairway serving dwelling units must have:~~

- ~~A. a minimum run of nine inches;~~
- ~~B. a maximum rise of eight inches;~~
- ~~C. a minimum width, exclusive of handrail(s), of thirty inches;~~
- ~~D. at least one handrail;~~
- ~~E. a landing having a minimum horizontal dimension of thirty inches at each point of access to the stairway.))~~

Section 17. That SMC section 17F.090.010 is amended to read as follows:

17F.090.010 Adoption of International Mechanical Code

~~((A.))~~The International Mechanical Code (IMC) and the International Fuel Gas Code (IFGC),~~((2012))~~ 2015 Editions, published by the International Code Council, as modified by chapter 51-52 WAC and the additions, deletions, and amendments set forth in this chapter, are the mechanical code of the City.

~~((B. There are adopted as standards to supplement the International Mechanical Code:~~

- ~~1. The standards for liquefied petroleum gas installations shall be the 2006 Edition of NFPA 58 (liquefied petroleum Gas Code) and the 2009 Edition of ANSI Z223.1/NFPA 54 (National Fuel Gas Code.) as noted in the Washington State Amendment to section 101.2 of the IMC.~~
- ~~2. 1. NFPA No. 31, 2006 Edition, Standard for the Installation of Oil Burning Equipment.~~
- ~~3. 2. HVAC Standards Book, 1996 Edition, published by the Inland Northwest Heating, Ventilation and Air Conditioning Association.))~~

Section 18. That SMC section 17F.100.010 is amended to read as follows:

17F.100.010 Adoption of Uniform Plumbing Code

A. The Uniform Plumbing Code (UPC),~~((2012))~~ 2015 Edition, and related standards published by the International Association of Plumbing and Mechanical Officials, as modified by chapter 51-56 WAC and the additions, deletions, and amendments set forth in this chapter, is the plumbing code of the City.

B. Portions of the UPC not adopted are:

- 1. Chapters 12 and 15;
- 2. Combustion air and venting of appliances in Chapter 5; and
- 3. Portions of the Code addressing building sewers.

C. Appendices A, B, and I of the UPC are adopted as part of the code.

Passed by City Council May 23, 2016
Delivered to Mayor May 27, 2016

ORDINANCE NO. C35390

An ordinance relating to the fire code; amending SMC sections 17F.080.010, 17F.080.030, 17F.080.070, 17F.080.090, 17F.080.110, 17F.080.120, 17F.080.150, 17F.080.270, 17F.080.370, 17F.080.380, 17F.080.390, 17F.080.400, 17F.080.480 and 17F.080.490 and repealing SMC sections 17F.080.321 and 17F.080.430.

The City of Spokane does ordain:

Section 1. That SMC section 17F.080.010 is amended to read as follows:

17F.080.010 Adoption of International Fire Code

- A. The Washington State amended version of the ((2012)) 2015 International Fire Code (IFC) and related standards, published by the International Code Council, as modified by this title, is the fire code of the City of Spokane except as otherwise provided.
- B. The following amendments are made to the International Fire Code:
1. Section 101.1 is modified to read as follows:
 - a. Title.
These regulations shall be known as the fire code of the City of Spokane, hereinafter referred to as "this code."
 2. Section 109.4 is modified to read as follows:
 - a. Violation Penalties.
Persons who shall violate a provision of this code or shall fail to comply with any of the requirements, thereof, or who shall erect, install, alter, repair, or do work in violation of the approved construction documents or directive of the fire code official or of a permit or certificate used under provisions of this code shall be subject to the provisions of chapter 1.05 SMC.
 3. Section 111.4 is modified to read as follows:
 - a. Failure to Comply.
Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties identified in chapter 1.05 SMC.
 4. IFC Sections 503.1.1, 503.1.2, 503.1.3, 503.2, 503.3, and 503.4 are adopted as published.
 5. Chapter 56 is amended with chapter 10.33A SMC.
 6. Section 903.2.11.5 is revised to read:
 - a. A wet chemical suppression system shall be installed in a commercial kitchen exhaust hood and duct system to meet the compliance of Section 904.
 7. Section 904.2.((4))2 is revised to read:
 - a. Each required commercial kitchen exhaust hood and duct system required by Section 609 to have a Type 1 hood shall be protected with a wet chemical suppression system installed in accordance with this code.
 8. Section 904.1((4))2.
Replace the first paragraph and the five types to read:
 - a. 904.1((4))2 – Commercial Cooking Systems.
The automatic fire extinguishing system for commercial cooking systems shall be a wet-chemical type system. The wet-chemical system shall be tested in accordance with UL 300 and listed and labeled for the intended application. The system shall be installed in accordance with this code, its listing, and the manufacturer's installation instructions. Wet-chemical extinguishing systems shall be installed in accordance with NFPA 17A.

9. Section 904.1((4))2 – Exception; Section 904.1((4))2.1 – Exception; Section 904.1((4))2.3; Section 904.112.4 are not adopted.
10. Section 905.1 – Add the following to end of the paragraph:
Class II and Class III standpipes are not allowed for new construction in the City of Spokane. All requirements for Class II and Class III shall be Class I and references to one- and one-half inch outlets shall be changed to two and one-half inches. There are no requirements for two and one-half inch hose to be provided (i.e., stages).
11. 906.1.1.
Revise exception to read as follows:
 - a. Exception.
Portable fire extinguishers are not required for residential buildings that do not have an interior or exterior common space, such as townhouses.
12. Section 10((09))11.1((3))4.
Remove “and for access to unoccupied roofs” from last sentence.
13. Section 10((09))11.1((6))2
Remove the last sentence ((In buildings without an occupied roof, access to the roof from the top story shall be permitted to be by an alternating tread device.))
14. Section 102((0-2))3.((8))9.
Revise the second sentence to read as follows:
“. . . the story of, the number of floors above grade (if it is different from the story number), and the direction . . .”
15. Section 5704.2.9.6.1.
Remove the last part of the last sentence “(See Section 3 of the Sample Ordinance for Adoption of the International Fire Code on page ((v))xxi).”
16. Section 5706.2.4.4.
Remove the last part of the last sentence “(See Section 3 of the Sample Ordinance for Adoption of the International Fire Code on page ((v))xxi).”
17. Section 5806.2.
Remove the last part of the last sentence “(See Section 3 of the Sample Ordinance for Adoption of the International Fire Code on page ((v))xxi).”
18. Section 6104.2.
Remove the last part of the last sentence “(See Section 3 of the Sample Ordinance for Adoption of the International Fire Code on page ((v))xxi).”

Section 2. That SMC section 17F.080.030 is amended to read as follows:

17F.080.030 Appendices Adopted

The following appendices of the International Fire Code are adopted as part of the fire code of the City:

A. Appendix A – Board of Appeals.

~~((B. Appendix B – Fire flow Requirements for Buildings.~~

~~1. B105.2 – Exception: Revise to read:~~

- ~~a. A reduction in fire flow of up to fifty percent, as approved, is allowed when the building is provided with an automatic sprinkler system installed.))~~

~~((G))B. Appendix C – Fire Hydrant Locations and Distribution.~~

1. Table C1052.1 – Revise the column for ‘Maximum distance from any point on street or road frontage to a hydrant’ to be five hundred feet for each row. ~~((For a fully fire sprinklered building, the maximum distance shall be no more than seven hundred fifty feet.))~~

2. Table C10((5))2.1 – Footnote b is not adopted.
3. Table C102.1 – Revise the sentence to read: “ A 50% increase shall be . . . “.

((D))C. Appendix D – Fire Apparatus Access Roads.

Provided, fire department access will be in conformance to Appendix D with the following exceptions:

1. D103.1.
Access roads with hydrants shall have a minimum width of twenty-eight feet along the twenty feet prior to and twenty feet after the hydrant.
2. D103.3.
The minimum external turning radius will be fifty feet and minimum internal turning radius will be twenty-eight feet.
3. Table D103.4.
The cul-de-sac diameter shall be one hundred feet. Width of road for length of five hundred one feet to seven hundred fifty feet will be twenty-eight feet.
4. Figure D103.1.
The ninety-six feet diameter cul-de-sac is revised to one hundred feet diameter.
5. D103.5.1.
Revise wording to the following:
 - a. The minimum gate width shall be twenty feet (six thousand ninety-six millimeters) unless reviewed and accepted by the fire official or designated representative.
6. D103.6.1.
Revise road width from twenty-six feet to twenty-eight feet unless reviewed and accepted by the fire department.
7. D103.6.2.
Revise road width from twenty-six feet to twenty-eight feet. Revise road width of thirty-two feet to thirty-six feet unless reviewed and accepted by the fire department.
8. D103.7.1.
Residential Driveways. Driveways used as fire lanes for single family and two-family dwellings can be reduced to an unobstructed width of twelve feet wide as long as there is a code compliant fifty foot radius turn-around or approved hammerhead within one hundred fifty feet of all points around the dwelling.
9. D103.7.2.
Fire access roads can be designed in accordance with SMC 17H.010.140, Emergency Vehicle Access and Staging Areas, as an approved alternative with the approval of the fire official for residential access roads.

((E))D. Appendix E – Hazardous Categories.

((F))E. Appendix F – Hazard Ranking.

((G))E. Appendix G – Cryogenic Fluids – Weight and Volume Equivalents.

((H))G. Appendix H – Hazardous Materials Management Plan (HMMO) and Hazardous Materials Inventory Statement (HMIS) Instructions.

((I))H. Appendix I – Fire Protection Systems – Noncompliant Conditions; and

((J))I. Appendix J – Building Information Sign.

Section 3. That SMC section 17F.080.070 is amended to read as follows:

17F.080.070 Flammable or Combustible Liquids

Section 105.6.1((6))7 of the IFC is amended to read: Flammable or combustible liquids or critical materials: See chapter ((34))57 and the City's aquifer protection ordinance (chapter 17E.010 SMC). An operational permit is required.

Section 4. That SMC section 17F.080.090 is amended to read as follows:

17F.080.090 Additional Definitions – Section 202

There are added to IFC Section 202 the following definitions:

- A. "Cellar" is that portion of a building between floor and ceiling which is wholly or partly below grade and so located that the vertical distance from grade to the floor below is equal to or greater than the vertical distance from grade to ceiling, provided the space does not meet the definition of a basement as defined in the International Building Code.
- B. "Central business district" or "CBD" is that portion of downtown Spokane so designated on the comprehensive plan.
- C. "Central reporting system" is an approved system or group of systems, the operation of which is signaled to, recorded in, maintained, and supervised from an approved central station in which there are competent and experienced observers and operators in attendance at all times whose duty it shall be, upon receipt of a signal, to call the fire department and to take such action as shall be required under the rules established for their guidance. Such systems shall be controlled and operated by a person, firm, or corporation whose principal business is the furnishing and maintaining of supervised protective signaling service and who has no interest in the protected properties. Such approved system must be listed with Underwriters Laboratories.
- ~~((D. "Guest room" is any room or rooms used or intended for use by a guest for sleeping purposes. Every one hundred square feet of superficial floor area in a dormitory is regarded as one guest room.))~~
- ~~((E))~~ D. "Performance certificate" is a statement by the installer certifying that a system has been installed as approved by the fire official and tested in accordance with manufacturer's specifications.
- ~~((F))~~ E. "Registered servicer" is a natural person possessing a current license as provided in SMC 17F.080.270(A) and SMC 10.29.060(A).
- ~~((G))~~ E. "Special areas to be protected" are the following areas of a building, which present a special need for fire detection whether the space is provided with fire sprinklers or not:
 - 1. Boiler and furnace rooms.
 - 2. Community kitchens.
 - 3. Community laundries.
 - 4. Custodial rooms.
 - 5. Locker rooms.
 - 6. Machine rooms.
 - 7. Parking garages.
 - 8. Public or community restrooms,
 - 9. Smoking rooms.
 - 10. Storage rooms.
 - 11. Supply rooms.
 - 12. Tool and shop areas.
 - 13. Trash rooms.
 - 14. Vertical shafts and adjacent spaces which convey fire.

15. Public waiting areas.
16. Mechanical and equipment rooms.
17. Electrical rooms; and
18. Other rooms or spaces as the fire official may designate.

Section 5. That SMC section 17F.080.110 is amended to read as follows:

17F.080.110 Fire Alarm System Requirements

- A. The following Chart 907 depicts the minimum fire alarm system requirements for the City of Spokane. These requirements supplement the International Fire Code.
- B. Where heights are noted, they are from the lowest level of fire department apparatus access to the floor elevation of the highest occupied level.
- C. Existing fire alarm systems will be allowed to be used and repaired without upgrade as long as they are properly maintained. Buildings that are altered or additions exceeding fifty percent of the building area will require the fire alarm system to be upgraded to the current requirements.
- D. Smoke detectors will be the primary means of detection. Where environmental conditions warrant (rooms with moisture potential, outdoors, etc.) heat detectors are allowed. Smoke detectors in restrooms and janitor closets are discouraged.

CHART 907	
OCCUPANCY	REQUIREMENTS FOR FIRE ALARM
All Except R3 and U	<p>Atriums connecting more than two floors.</p> <p>Lowest level of structure greater than sixty feet below grade.</p> <p>Covered mall buildings.</p> <p>Retroactive – IFC 1103.7.</p> <p>Fire sprinkler monitoring for systems with twenty or more sprinklers.</p> <p>Smoke detection required in common areas and interior corridors used for required exits in occupancies required to have automatic fire alarm.</p> <p>Heat detectors are not required in spaces provided with quick response sprinklers in occupancies required to have automatic fire alarm.</p> <p>Special areas to be protected are required to have fire alarm in occupancies required to have automatic fire alarm – See SMC 17F.080.090.</p> <p>Central monitoring is required. A minimum of one notification device, one manual pull station, and one smoke detector is required.</p>
High Rise (greater than fifty-five to floor)	<p>Tenant spaces exceeding one thousand square feet.</p> <p>Voice notification is required.</p>
Daycares	<p>Less than or equal to ((thirty)) fifty children – Single station smoke detection is required.</p> <p>Greater than ((thirty)) fifty children – Automatic.</p> <p>Manual pull stations required at all exits of state licensed facilities.</p>
A1, A2, A3, A4, A5	<p>Automatic if greater than or equal to three hundred people.</p> <p>Voice notification is required if occupancy is greater than or equal to one thousand people.</p> <p>No manual pull stations required if fully sprinklered.</p>
B	<p>Automatic if greater than or equal to five hundred people.</p> <p>Automatic if greater than or equal to one hundred people above or below exit level.</p> <p>No manual pull stations required if fully sprinklered.</p> <p>Area contains Group B Ambulatory health care.</p>
E	<p>((Thirty)) Fifty one or more occupants.</p> <p>Voice notification is required if more than ((thirty)) ninety-nine occupants.</p> <p>Exception for manual pulls (907.2.3).</p>

F1, F2	Automatic if greater than five hundred persons above or below exit level. No manual pull stations required if fully sprinklered. Automatic is required when occupancy is two or more stories in height.
H1, H2, H3, H4	Not required unless other requirements apply.
H5	Manual. Automatic for highly toxic gases, organic peroxides and oxidizers.
I1, I2, I3, I4	Automatic. Manual pulls may be at staff-attended location. Sleeping areas required to have single or multiple station smoke detection. Manual pull stations required at all exits of State Licensed I4.
M	Automatic if greater than or equal to five hundred people. Automatic if greater than or equal to one hundred people above or below exit level. Automatic if greater than twelve thousand square feet (SMC). No manual pull stations required if fully sprinklered.
R1, R2	Automatic – Five or more units/guest rooms. Not required for less than three levels with each unit having independent (not shared) direct exit to exterior. One manual pull station per exit stair required if not fully sprinklered. ADA Type A units will be provided with accessible communications features. ADA Type B units will be pre-wired for building notification.
R3	Single station smoke detection in sleeping areas and in hallways outside of sleeping areas.
S1, S2	None required unless other requirements apply.

Section 6. That SMC section 17F.080.120 is amended to read as follows:

17F.080.120 Elevator Shafts, Equipment Rooms, Machine Spaces, and Lobbies

- A. Elevator shafts and elevator equipment rooms are not required to be provided with automatic sprinklers only if:
1. they are of non-combustible construction; and
 2. they meet the fire resistance ratings required by the International Building Code.
- B. Elevator shafts, lobbies, machine space, and elevator equipment rooms shall be provided with smoke detection that will:
1. notify the building's fire alarm system; and
 2. activate the recall operation of the elevator(s). Existing elevators having a travel distance of ~~((less))~~ more than twenty-five feet and with recall capabilities in buildings with a fire alarm system will be connected to the building fire alarm system to activate the recall function. At a minimum, Phase 1 recall is required to be provided with primary and alternate recall floors.

Section 7. That SMC section 17F.080.150 is amended to read as follows:

17F.080.150 Installation Requirements

A person is required to install every fire alarm system in accordance with recognized standards mentioned in chapter ~~((47))~~ 80 of the International Fire Code.

Section 8. That SMC section 17F.080.270 is amended to read as follows:

17F.080.270 Fire Equipment Servicer Registration

A person proposing to engage in the occupation of installation, repair and maintenance of fire department regulated equipment or systems is required to pay the fee prescribed in SMC 8.02.0226 and obtain from the fire official the appropriate registrations as follows:

- A. Portable extinguisher.
- B. Range hood/extinguishing system.
- C. Sprinkler system.
- D. Standpipe system.
- E. Underground tank decommission.
- F. Underground tank install (install, upgrade or repair); and
- G. Underground tank test.
- H. Private Fire Hydrants

Section 9. That SMC section 17F.080.321 is repealed.

~~((Section 17F.080.321 Fire Hydrant Proximity to Residential Infill Properties~~

~~The distance from a fire hydrant to a single-family (including duplexes and townhouses) residential infill property is allowed to be five hundred feet in locations in which the property is within an established area that has been developed to include paved streets and utilities for at least fifteen years. The distance to the fire hydrant shall be along an acceptable path of travel for fire apparatus.))~~

Section 10. That SMC section 17F.080.370 is amended to read as follows:

17F.080.370 Private Hydrants – Inspection – Installation

All private hydrants are subject to inspection and approval by the City water and ~~((hydroelectric services))~~ wastewater department at the time of installation. A fee for inspection or other City services is charged as set forth in SMC 8.02.034.

Section 11. That SMC section 17F.080.380 is amended to read as follows:

17F.080.380 Private Hydrants – Regulations

The fire official, with the assistance of the director of water and ~~((hydroelectric services))~~ wastewater, is authorized to establish regulations and design standards for private hydrants. These officials have the authority to interpret and apply the regulations and standards and to make rulings and orders consistent with the purpose of this chapter.

Section 12. That SMC section 17F.080.390 is amended to read as follows:

17F.080.390 Private Hydrants – Semi-annual Inspection

Property owners with private hydrants are responsible to obtain semi-annual, satisfactory inspection of their private hydrant(s) from a qualified inspector. Inspection procedures and forms for inspection by the City or others are set by the fire official with the assistance of the director of water and ~~((hydroelectric services))~~ wastewater. The fire official may order additional inspections as deemed necessary.

Section 13. That SMC section 17F.080.400 is amended to read as follows:

17F.080.400 Inspection Reports of Private Hydrants

Inspection reports of private hydrants are the responsibility of the owner and must be submitted to the fire department within five working days ~~((by the servicing inspector))~~.

Section 14. That SMC section 17F.080.430 is repealed.

~~Section 17F.080.430 Private Hydrants – Access~~

~~Roads and access to the fire hydrant must be provided in accordance with the IFC sections 503 and 507.~~

Section 15. That SMC section 17F.080.480 is amended to read as follows:

17F.080.480 Combined Standpipes

Where combined standpipes are used for both wet or dry sprinklers and Class I or III hose outlets, the outlet pressure at the top of the riser shall be not less than one hundred PSI.

Exception:

Buildings up to and including five floors above grade (not to exceed 55 feet) will be pressurized by the fire apparatus upon arrival to the site and are not required to provide one hundred PSI at the top outlet of the riser.

Section 16. That SMC section 17F.080.490 is amended to read as follows:

17F.080.490 Licensed Marijuana Cannabis Processor Extraction Requirements

- A. It shall be unlawful for any person to process or manufacture (~~((marijuana))~~) cannabis concentrate in the City of Spokane in a manner authorized by WAC 314-55-104 who is not a processor licensed by the Washington State Liquor Control Board. Such processors shall be required to use in their processing/manufacturing process a closed loop system that utilizes equipment specifically listed for such use by a nationally recognized testing and certification company, and which has been approved and inspected by Fire Department officials to ensure compliance with all fire safety regulations and codes within the State of Washington and City of Spokane
- B. Licensed processors shall acquire an annual operating permit from the City of Spokane Fire Department for the use and maintenance of cannabis extraction systems that ((do not)) use ((just water)) hazardous or dangerous products as the medium of extraction.

Passed by City Council May 23, 2016

Delivered to Mayor May 27, 2016

ORDINANCE NO C35391

An ordinance amending Ordinance No. C-35322, passed the City Council November 23, 2015, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2016, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2016, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2016 budget Ordinance No. C-35322, as above entitled, and which passed the City Council November 23, 2015, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	0100-99999	General Fund	
	99999-	Unappropriated Reserves	<u>\$ 200,000</u>
TO:	0300-53010	Human Services Grants Fund	
	65410-54204	Other Contractual Services	<u>\$ 200,000</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 provide for 24-hour shelter space for the City's homeless population, 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 May 23, 2016

Delivered to Mayor May 27, 2016

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0500-16-01 / LGL 2005-0007

EFFECTIVE DATE: September 1997

REVISION EFFECTIVE DATE: January 1, 2016

TITLE: MINOR CONTRACT AUTHORIZATION

1.0 GENERAL

- 1.1 The City enters into many routine minor contracts. The City Charter requires all written contracts, to which the City is a party, be signed by the Mayor or Council President under the direction of the City Council. In section 7.06.260 of the Spokane Municipal Code (SMC), the council "directs and authorizes the Mayor or his/her designee to execute minor contracts without individual approval of each contract by the City Council. The City Administrator, Division Directors and Department Heads have been delegated contract signature authority by the Mayor. The Mayor may, upon his/her own volition, place any specific contract on the Council's Agenda for individual Council authorization as he/she may see fit." The City Charter gives the Director of Parks and Recreation contract signature authority for Park Fund expenditures.

1.2 TABLE OF CONTENTS

1.0	GENERAL
2.0	DEPARTMENTS/DIVISIONS AFFECTED
3.0	REFERENCES
4.0	DEFINITIONS
5.0	POLICY
6.0	PROCEDURE
7.0	RESPONSIBILITIES
8.0	APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City Departments and Divisions except the Spokane Public Library and the Parks and Recreation Department.

3.0 REFERENCES

SMC 7.06.060
SMC 7.06.260
Executive Order 2013-02
Executive Order 2011-01

4.0 DEFINITIONS

- 4.1 "Minor Contract" involves a net revenue or expense (excluding sales tax and state filing fees) of \$48,700 for the 2016 calendar year or less within a twelve (12)-month period; and is of a routine nature; provided the total expense (excluding sales tax and filing fees) does not exceed a total of \$127,100 (for the 2016 calendar year) over the term or life of the contract (not including renewals). NOTE: The dollar threshold is adjusted annually each January, based on an average of the CPI-U and CPI-W indices.

For example, if you had a three (3) year contract with \$48,700 compensation each year, it would need to be approved by City Council since the total expense of \$146,100 over the whole term or life of the contract exceeds the \$127,100 threshold.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to process and execute contracts in an expeditious and efficient manner.
- 5.2 The following contracts may be processed by the Minor Contract Summary process (known as a “Blue Sheet” or “Green Sheet” for the Parks Department):
- a. contracts of \$48,700 or less (\$127,100 for term or life of the contract)
 - b. renewal contracts of \$48,700 or less (\$127,100 for term or life of the contract)
 - c. extensions of contracts
 - i. contract including extension is \$48,700 or less (\$127,100 for term or life of the contract)
 - ii. extension cost is within ten percent (10%) of original contract amount if contract is greater than \$48,700
 - iii. no-cost extensions
 - d. name changes
 - e. assignments
 - f. change in payee address
 - g. increase in encumbrance for unit price contracts up to \$48,700
 - h. minor amendments in wording
 - i. contracts of \$48,700 or less - increase in contract price up to \$48,700 (so long as City competitive procurement policies which were followed, continues adherence through any contract price increases)
 - j. contracts greater than \$48,700 - increase in contract price up to ten percent (10%) of original contract amount (max of \$100,000)
- 5.3 Housekeeping Changes / Clarifications
- 5.3.1 Examples of housekeeping changes/clarifications include, but are not limited to: no-cost extensions, changes in remittance address for payments, change in contractor's name (tax ID number remaining the same), and increased encumbrances (where revised contract total remains within the current Minor Contract dollar limit and the contract did not specify a specific maximum dollar amount).
- 5.3.2 Housekeeping changes/clarifications may be made on the Minor Contract summary form without need for an attached signed contract document.
- 5.4 Certain contracts have templates that have been pre-approved by the City Attorney's Office. These forms are located on the City's internal SharePoint website and do not require further legal review, unless changes are desired by the Department or contractor.
- 5.5 Grant acceptance, subrecipient agreements and contracts with firms providing goods, services and public works involving grant funds need the prior approval of the City Director of Grants Management and Fiscal Assistance.
- 5.6 A matrix summary of the signature delegation authority for Minor Contracts follows:

2016 CONTRACT MATRIX**CONTRACT SIGNATURE**

IF	AND	USE FORM	DEPT	DIVISION	LEGAL
PERSONAL SERVICE CONSULTANT SERVICE CONSULTANT SERVICE – ARCHITECT & ENGINEER	Up to \$3,000	Voucher Payable (VP)			
	\$3,001 - \$10,000	Minor Contract Summary & Template	X		
	\$10,001 - \$48,700	Minor Contract Summary to Legal		X	X
AMENDMENT	An alteration or change to an existing contract. It is normally used for wording changes.	Minor Contract Summary & Template		X	X
ADDENDUM	Additional work added to an existing contract.	Minor Contract Summary & Template		X	
ASSIGNMENT	The transfer of rights, duties, and interest in a contract from one company to another.	Minor Contract Summary & Template	X		X
CONTRACT EXTENSION WITH COST	Continues an existing contract for an additional time period. It has the same terms and conditions except will have price changes.	Minor Contract Summary & Template		X	
CONTRACT EXTENSION NO-COST	Continues an existing contract for an additional time period. It does not provide for additional compensation. It has the same terms and conditions.	Minor Contract Summary & Template	X		
OTHER CONTRACTS	\$3,001 - \$10,000	Minor Contract Summary To Legal	X		X
	\$10,001 - \$48,700	Minor Contract Summary To Legal		X	X
PUBLIC WORKS	Up to \$5,000	Service & Repair Order (SR)			
	\$5,001- \$10,000	Quote & Minor Contract Summary to Legal	X		X
	\$10,001 - \$48,700	Quote & Minor Contract Summary to Legal		X	X
CHANGE ORDER	A written order to the contractor, issued after execution of the construction contract, which authorizes a change in the construction work, contract time and/or amount.	Minor Contract Summary SharePoint Template Change orders up to (10%) on contracts of \$48,700 or less OR on contracts greater than \$48,700 – increase in contract price up to ten percent (10%) of original contract amount (max of \$100,000)		X	
		Minor Contract Summary to Legal		X	X
FINAL ACCEPTANCE	Documents the acceptance of a completed Public Works project. It begins the Bond and Retainage claim period.	Final Acceptance Template		X	
SOFTWARE / HARDWARE MAINTENANCE	Up to \$10,000	Department Order (DO)			
REAL ESTATE RELATED DOCUMENTS	Leases, use agreements, etc...	Minor Contract Summary To Legal		X	
	Deeds, easements, etc...		City Administrator		

6.0 PROCEDURE**6.1 Minor Contract Authorization Summary Form Preparation**

- 6.1.1 Access the "Minor Contract Summary Form" on the City's internal SharePoint website. The form is sometimes called the "Blue Sheet" or "Green Sheet".

6.1.2 Follow instructions for the Minor Contract Summary Form.

6.2 Contract Preparation / Administration

6.2.1 The Department shall:

- a. Obtain quotes per City purchasing policy.
- b. Negotiate the best possible price/cost and resultant contract terms, when not a Public Works bid.
- c. Obtain "approval as to form" by Office of the City Attorney.
- d. Have an authorized person from the contractor's firm sign the contract, making sure to include its insurance certificate and copy of City of Spokane business registration number.
- e. Follow appropriate City signature authorization levels per section 5.6.

6.2.2 Submit contract and Minor Contract Summary to City Clerk's office for processing.

6.3 Audit Overview

6.3.1 The Finance Division shall establish audit procedures to perform a semi-annual internal audit to review compliance with this policy. The audit procedures will be designed to provide reasonable assurance that the Minor Contract procedures and authorizations, as defined in this policy are being followed by City Departments. Additional audits may also be performed on an as-requested or as-needed basis.

6.3.2 The results of each semi-annual audit will be summarized and reported to the City Administrator.

6.3.3 The City Administrator will follow up on any negative audit findings. Failure to comply with this policy could result in signature delegation authority being withdrawn or disciplinary action as appropriate.

7.0 RESPONSIBILITIES

The City Attorney, with cooperation from the Chief Financial Officer, is responsible for administering this policy.

8.0 APPENDICES

Minor Contract Summary Form
Minor Contract Summary Form Instructions

APPROVED BY:

Nancy Isserlis
City Attorney

Date: May 19, 2016

Tim Dunivant
Finance & Administration Division Director

Date: May 20, 2016

Hunt Whaley
Assistant City Attorney

Date: May 19, 2016

Theresa Sanders
City Administrator

Date: May 25, 2016

Attachments are on file for review in the Office of the City Clerk.

**CITY OF SPOKANE
DEPARTMENT POLICY AND PROCEDURES**

Pursuant to Administrative Policy and Procedure ADMIN 0325-16-01, Section 5.4.1, notice of adoption of the following Department Policy and Procedure(s) is published. All adopted City policy and procedures are available for review in the Office of the City Clerk and on the City website at the following link: <https://my.spokanecity.org/opendata/documents/policies/>.

NOTICE OF DEPARTMENTAL POLICY AND PROCEDURE**ACCOUNTING DEPARTMENT****DEPT 5600-16-11 / LGL 2016-0025****EFFECTIVE DATE: May 31, 2016****TITLE: TUITION REIMBURSEMENT****NOTICE OF DEPARTMENTAL POLICY AND PROCEDURE****CITY OF SPOKANE
DEPARTMENT POLICY AND PROCEDURES**

Pursuant to Administrative Policy and Procedure ADMIN 0325-16-01, Section 5.4.1, notice of adoption of the following Department Policy and Procedure(s) is published. All adopted City policy and procedures are available for review in the Office of the City Clerk and on the City website at the following link: <https://my.spokanecity.org/opendata/documents/policies/>.

ACCOUNTING DEPARTMENT**DEPT 5600-16-10 / LGL 2016-0026****EFFECTIVE DATE: May 31, 2016****TITLE: CONTINUING PROFESSIONAL EDUCATION**

Job Opportunities

The City of Spokane is an Equal Employment Opportunity Employer

**SENIOR ANALYST SPN 167
OPEN ENTRY**

DATE OPEN: Monday, May 30, 2016 **DATE CLOSED:** Sunday, June 12, 2016 at 11:59 p.m.
SALARY: \$67,546.80 annual salary, payable bi-weekly, to a maximum of \$82,998.00

DUTIES:

Performs professional systems analysis work, oversees project management, and is responsible for one or more of the City applications functional areas of HRMS/Financial, Permits, Utility Billing, Legal, Document Imaging, Public Safety (Fire, Police, 911).

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

- **Education:** Graduation from an accredited four-year college or university with a degree in Computer Science, Business, Accounting or related field with a strong academic background in information management; AND
- **Experience:** Four years of experience in information management as a systems analyst or analyst/programmer; one of which must be as a project leader.
- **Substitutions:** Additional experience in information management may substitute for education on a year-for-year basis, up to two years. Additional education in computer science or related field may substitute for experience on a year-for-year basis, up to two years.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

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 and Supplemental Questionnaire, with weights assigned as follows:

- T&E Evaluation 20%
- Supplemental Questionnaire 80%

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, training and experience.

- The online employment application is the T&E Evaluation and should include all relevant education, training, certifications, and experience.
- The T&E Evaluation is administered using the "Work Experience" and "Education" sections of the online employment application. Failure to complete these sections will result in a lower score.
- A resume may be included with your application, however it will not substitute for any section noted above and will not be used in the rating process.

SUPPLEMENTAL QUESTIONNAIRE DETAILS

The Supplemental Questionnaire is designed to elicit sufficient job-related information and will be used to evaluate the amount and quality of the applicant's previous job-related 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. The questions are located online in the tab marked "Supplemental 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.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of May 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**Senior Analyst SPN 167
PROMOTIONAL EXAMINATION**

DATE OPEN: Monday, May 30, 2016 DATE CLOSED: Sunday, June 12, 2016 at 11:59 p.m.

SALARY: \$67,546.80 annual salary, payable bi-weekly, to a maximum of \$82,998.00

DUTIES:

Performs professional systems analysis work, oversees project management, and is responsible for one or more of the City applications functional areas of HRMS/Financial, Permits, Utility Billing, Legal, Document Imaging, Public Safety (Fire, Police, 911).

MINIMUM QUALIFICATIONS:**Promotional Requirements** (Must be met by closing date.)

- Two years of experience in the classification of Information Analyst (SPN 166), or higher IT-related classification; OR
- Two years of experience in any IT-related classification AND meets the open entry requirements below.

Open Entry Requirements (Must be met at time of application.)

- **Education:** Graduation from an accredited four-year college or university with a degree in Computer Science, Business, Accounting or related field with a strong academic background in information management; AND
- **Experience:** Four years of experience in information management as a systems analyst or analyst/programmer; one of which must be as a project leader.
- **Substitutions:** Additional experience in information management may substitute for education on a year-for-year basis, up to two years. Additional education in computer science or related field may substitute for experience on a year-for-year basis, up to two years.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

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

- T&E Evaluation 20%
- Supplemental Questionnaire 60%
- 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.

T&E EVALUATION DETAILS

The T&E Evaluation is designed to evaluate the relevance, level, recency, progression, and quality of the applicant's education, training and experience.

- The online employment application is the T&E Evaluation and should include all relevant education, training, certifications, and experience.
- The T&E Evaluation is administered using the "Work Experience" and "Education" sections of the online employment application. Failure to complete these sections will result in a lower score.
- A resume may be included with your application, however it will not substitute for any section noted above and will not be used in the rating process.

SUPPLEMENTAL QUESTIONNAIRE DETAILS

The Supplemental Questionnaire is designed to elicit sufficient job-related information and will be used to evaluate the amount and quality of the applicant's previous job-related 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. The questions are located online in the tab marked "Supplemental 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.

PROMOTIONAL EVALUATION DETAILS

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

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

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of May 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**HEAVY EQUIPMENT MECHANIC SPN 636
OPEN ENTRY**

DATE OPEN: Monday, May 30, 2016 **DATE CLOSED:** Sunday, June 12, 2016 at 11:59 p.m.
SALARY: \$41,488.56 annual salary, payable bi-weekly, to a maximum of \$59,633.28

DUTIES:

Performs specialized and skilled journey level-work in the repair and maintenance in all facets of heavy trucks and construction equipment. Work includes ability to fabricate, weld, and repair or rebuild equipment.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

Possession of a journey-level status as a heavy equipment mechanic.

Applicants must possess a valid Class "A" Commercial Driver's License (CDL) with endorsement for tank trailers.

NOTE: Individuals in the classification of Heavy Equipment Mechanic who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment. The adjustment is contingent on the budget process and Civil Service verification of the certification.

NOTE: Individuals in the classification of Heavy Equipment Mechanic working in the Fire Department who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment (from the base range), and will be eligible for an additional two grade pay adjustment for obtaining and maintaining a Master Fire Apparatus Technician certification from the Emergency Vehicle Technician Certification Commission, Inc. The adjustment is contingent on the budget process and Civil Service verification of the certification.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Heavy Equipment Mechanic Supplement (see below)
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

Applicants must pass the examination for this classification to be eligible for hire by the City of Spokane. This exam will consist of a written test weighted 100% of the final score.

Written tests will be conducted in the Civil Service Test Room on **June 21, 2016 at 1:00 pm**. The approximate duration of the test is 2 hours.

NOTE: A supplemental application to assess CDL and journeyman status is **required** of all applicants.

- Please download the document here: [Heavy Equipment Mechanic Supplement](http://static.spokanecity.org/documents/jobs/civilservice/636%20Supplemental%202016.pdf) (<http://static.spokanecity.org/documents/jobs/civilservice/636%20Supplemental%202016.pdf>)

- Your completed supplemental must be uploaded at the time of application or emailed to civilservice@spokanecity.org prior to the closing date of the recruitment.

If your application is accepted, you must self-schedule your test time. You will receive an e-mail with complete instructions.

The written test may include such subjects as: Safety & Supervision; Engines & Transmissions; Axles, Steering, & Brakes; Hydraulics, Fuel, & Cooling Systems; Lights & Electricity; Troubleshooting; and Testing & Maintenance.

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.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of May 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**HEAVY EQUIPMENT MECHANIC SPN 636
PROMOTIONAL EXAMINATION**

DATE OPEN: Monday, May 30, 2016 **DATE CLOSED:** Sunday, June 12, 2016 at 11:59 p.m.
SALARY: \$41,488.56 annual salary, payable bi-weekly, to a maximum of \$59,633.28

DUTIES:

Performs specialized and skilled journey level-work in the repair and maintenance in all facets of heavy trucks and construction equipment. Work includes ability to fabricate, weld, and repair or rebuild equipment.

MINIMUM QUALIFICATIONS:

Promotional Requirements: Must be met by date of examination.

Possession of a journey-level status as a heavy equipment mechanic and two years as an Automotive Mechanic (SPN630).

Applicants must possess a valid Class "A" Commercial Driver's License (CDL) with endorsement for tank trailers.

NOTE: Individuals in the classification of Heavy Equipment Mechanic who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment. The adjustment is contingent on the budget process and Civil Service verification of the certification.

NOTE: Individuals in the classification of Heavy Equipment Mechanic working in the Fire Department who have obtained and maintain ASE certification as a Master Truck Technician will be eligible for a two grade pay adjustment (from the base range), and will be eligible for an additional two grade pay adjustment for obtaining and maintaining a Master Fire Apparatus Technician certification from the Emergency Vehicle Technician Certification Commission, Inc. The adjustment is contingent on the budget process and Civil Service verification of the certification.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Heavy Equipment Mechanic Supplement (see below)
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

Applicants must pass the examination for this classification to be eligible for promotion by the City of Spokane. This exam will consist of a written test and a performance evaluation, with weights assigned as follows: written test 80%, performance evaluation 20%.

Written tests will be conducted in the Civil Service Test Room on June 21, 2016 at 1:00 pm. The approximate duration of the test is 2 hours.

NOTE: A supplemental application to assess CDL and journeyman status is required of all applicants.

- Please download the document here: Heavy Equipment Mechanic Supplement (<http://static.spokanecity.org/documents/jobs/civilservice/636%20Supplemental%202016.pdf>)
- Your completed supplemental must be uploaded at the time of application or emailed to civilservice@spokanecity.org prior to the closing date of the recruitment.

If your application is accepted, you must self-schedule your test time. You will receive an e-mail with complete instructions.

The written test may include such subjects as: Safety & Supervision; Engines & Transmissions; Axles, Steering, & Brakes; Hydraulics, Fuel, & Cooling Systems; Lights & Electricity; Troubleshooting; and Testing & Maintenance

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.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of May 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**FIRE EQUIPMENT OPERATOR SPN 932
PROMOTIONAL EXAMINATION**

DATE OPEN: Monday, May 30, 2016 **DATE CLOSED:** Sunday, June 12, 2016 at 11:59 p.m.

SALARY: \$84,146.40 annual salary, payable bi-weekly, to a maximum of \$95,233.68

DUTIES:

Performs specialized firefighting work with principal assignment as a driver or tiller operator on various heavy-duty, special purpose, fire department emergency vehicles.

MINIMUM QUALIFICATIONS:

Promotional Requirements: (Must be met by date of examination.)

- Completion of two years of service with the City in the classification of Firefighter (SPN 931).
- Successful completion of the Equipment Operator Training as provided by the Spokane Fire Department.
- All applicants must have a valid driver's license.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

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

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 a promotional evaluation (PER). Weights are assigned as follows: written test 80% and promotional evaluation 20%.

WRITTEN TEST DETAILS:

- The examination will be conducted in the Civil Service Test Room (4th Floor, City Hall) on **Thursday, June 23, 2016, at 9:00 a.m.**
- Approximate duration of the test is 2 hours.
- The written test will be based upon the 2015 Fire Equipment Operator Bibliography.
- Upon acceptance of online applications, applicants will receive an email invitation to appear for the written test.

PERFORMANCE EVALUATION DETAILS:

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance shall be a subject in all promotion exams. The evaluation should be administered by the employee's supervisor within the past year.

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

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.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of May 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**PROBATION OFFICER I SPN 954
OPEN ENTRY**

DATE OPEN: Monday, May 30, 2016 DATE CLOSED: Sunday, June 12, 2016 at 11:59 p.m.
SALARY: \$43,910.64 annual salary, payable bi-weekly, to a maximum of \$66,565.44

DUTIES: Performs professional investigation, counseling, and casework relating to offender probation under the jurisdiction of the Municipal Court.

MINIMUM QUALIFICATIONS:

Open Entry Requirements: All requirements must be met at the time of application.

Graduation from an accredited four-year college or university with a degree in Sociology, Psychology, Criminal Justice, or closely related field; AND, one year of experience as a probation caseworker, detention/correction officer, law enforcement officer or closely related field.

All applicants must possess a valid driver's license or evidence of equivalent mobility. **All applicants are subject to a thorough background investigation including criminal history.**

NOTE: Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies to this job classification.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

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 evaluation (T&E), weighted at 100%.

T&E EVALUATION DETAILS

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked **"QUESTIONS"** on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the closing date.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., 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.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

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.

TO APPLY:

Applications must be completed online at: <http://my.spokanecity.org/jobs> by 11:59 p.m. on the filing cut-off date. Qualified applicants are encouraged to apply immediately. Copies of required additional documents may be attached to your application or submitted via any of the following:

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 30th day of May 2016.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

1st Avenue, Et Al
Engineering Services File No. 2015133

NOTE: THIS PROJECT HAS A TWO WEEK BID PERIOD

This project consists of the construction of approximately 2,225 cubic yards of excavation and embankment, 2,420 linear feet of storm sewer, 25 drainage structures, 1910 linear feet of 6-inch water main, 275 linear feet of 8-inch sanitary sewer main, 3,375 square yards of 4-inch thick HMA pavement, 3,800 square yards of 3-inch thick HMA pavement, 5,260 square yards of 2-inch thick HMA pavement, 2,050 square yards of planning bituminous 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., June 6, 2016 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. 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 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.

Note regarding new specifications: The City of Spokane is using WSDOT's 2016 Standard Specifications. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2016 Standard Specifications prior to bidding the project.

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.

*******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 May 25 and June 1, 2016

CALL FOR BIDS

West Plains to SIA Connection Engineering Services File No. 2015168

This project consists of the construction of approximately 10,500 linear feet of water main, 1,500 cubic yards of crushed surfacing, 13,000 square yards of geosynthetic fabric, 116 linear foot of sawcutting flexible pavement, 80 square yards of pavement repair excavation, 80 square yards of HMA for pavement repair, 16,300 square yards of hydroseeding, 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., **June 6, 2016** for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. 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.

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.

Publish May 18, 25 and June 1, 2016

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR QUALIFICATIONS

LANDSCAPE ARCHITECT SERVICES FOR THREE FEDERAL AID PROJECTS

City of Spokane Engineering Services

RFQ #4266-16

Sealed Statement of Qualification Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 6, 2016**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for Landscape Architect Services for Three Federal Aid Projects for the City of Spokane Engineering Services Department.

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

Statement of Qualification Proposal documents should be submitted to City of Spokane Purchasing no later than 1:00 p.m. on Monday, June 6, 2016. Statement of Qualification 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 Statement of Qualification Proposals delivered late. Only firm Statement of Qualification Proposals with signatures will be evaluated.

Submit one (1) paper original, three (3) paper copies, and one (1) reproducible digital copy (CD or thumb drive) of the Statement of Qualification 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 Statement of Qualification Proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with:

“RFQ #4266-16 LANDSCAPE ARCHITECT SERVICES FOR THREE FEDERAL AID PROJECTS, DUE 6/6/2016”

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

Publish May 25 & June 1, 2016

MANITO ROOF REPLACEMENT (RE-BID)**Parks Department****BID #4267-16**

Sealed bids will be opened at 1:15 p.m., **MONDAY, JUNE 13, 2016** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **MANITO ROOF REPLACEMENT (RE-BID)** for the City of Spokane Parks Department.

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

A pre-proposal meeting will be held on Thursday, June 2, 2016 at 1:00 p.m. at the Manito Meeting Room, 4 West 21st, Spokane, Wa 99203

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
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:

“MANITO ROOF REPLACEMENT (RE-BID), BID #4267-16, DUE 6/13/16”.

Thea Prince
Purchasing Department

Publish May 18 & 25, 2016 and June 1 & 8, 2016

REQUEST FOR BIDS**MANHOLE RINGS AND COVERS****City of Spokane Wastewater Maintenance Department****BID #4268-16**

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, JUNE 6, 2016**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **MANHOLE RINGS AND COVERS** for the City of Spokane Wastewater Maintenance Department.

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

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 6, 2016**. 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, one (1) paper copy, and one (1) reproducible digital copy (CD or thumb drive) 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 #4268-16, MANHOLE RINGS AND COVERS, DUE: MONDAY, JUNE 6, 2016.”

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

Publish May 25 & June 1, 2016

**CENTRAL WELL STATION PUMP
Water & Hydroelectric Services Department**

BID #4269-16

Sealed bids will be opened at 1:15 p.m., **MONDAY, JUNE 13, 2016** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **CENTRAL WELL STATION PUMP** for the Water and Hydroelectric Services 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) original copy of response 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:

“CENTRAL WELL STATION PUMP, BID #4269-16, DUE 6/13/16”.

Thea Prince
Purchasing Department

Publish May 25 & June 1, 2016

REQUEST FOR QUALIFICATIONS
SURVEYING SERVICES FOR THREE FEDERAL AID PROJECTS

City of Spokane Engineering Services

RFQ #4270-16

Sealed Statement of Qualification Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 13, 2016**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for Surveying Services for Three Federal Aid Projects for the City of Spokane Engineering Services Department.

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

Statement of Qualification Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 13, 2016**. Statement of Qualification 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 Statement of Qualification Proposals delivered late. **Only firm Statement of Qualification Proposals with signatures will be evaluated.**

Submit one (1) paper original, three (3) paper copies, and one (1) reproducible digital copy (CD or thumb drive) of the Statement of Qualification 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 Statement of Qualification Proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the Proposer when considering this contract.

All response packages are to be clearly marked with:

“RFQ #4270-16 SURVEYING SERVICES FOR THREE FEDERAL AID PROJECTS, DUE 6/13/2016”

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

Publish: June 1 & 8, 2016
