



# Official Gazette

## City of Spokane, Washington

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

Volume 106

**JULY 6, 2016**

Issue 27



### MAYOR AND CITY COUNCIL

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### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

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

Official Gazette Archive:

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

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**The Official Gazette**

USPS 403-480

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Periodical postage paid at  
Spokane, WA**POSTMASTER:****Send address changes to:**

Official Gazette

Office of the Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

**Subscription Rates:**

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made  
payable to:**

City Treasurer

**Address Change:**

Official Gazette

Office of Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

# Minutes

**NOTICE****Monday, June 29, 2016**

The minutes for the Monday, June 27, 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, July 13, 2016, issue of the *Official Gazette*.

# General Notices

**NOTICE OF EXTENDED PUBLIC COMMENT PERIOD  
NOTICE OF APPLICATION & SEPA REVIEW  
PROPOSED COMPREHENSIVE PLAN AMENDMENTS  
LAND USE MAP CHANGES**

Notice is hereby given that the public comment period for the proposed amendments to the City of Spokane's Comprehensive Plan Land Use Plan Map has been extended to July 25, 2016. The previous time set for public comments was May 10, 2016 to July 11, 2016. Any person may submit written comments on the proposed amendment(s) and SEPA review on any of the three applications for Comprehensive Plan Amendments currently under consideration. All three are proposed amendments to the Land Use Plan Map. The Planning Department file numbers are Z1500078COMP and Z1500084COMP; and Z1500085COMP.

**Z1500078COMP** is a proposal by Avista Corporation: The subject site includes 14 parcels bounded on the north by N. Crescent Ave, on the west by N. Center St., and on the south by Ross Ct., and is generally located NE of the existing Avista headquarters. The proposal is to change the land use of the properties from "Residential 15-30" to "Light Industrial" with a concurrent change in zoning from "Residential Multi Family" to "Light Industrial." The properties concerned total approximately 2.78 acres.

**Z1500084COMP** is a proposal by Morningside Investments LLC: The subject site is located north of W. Barnes Road and is generally bounded by W. Youngstown Lane, N. Concord Lane, W Jamestown Lane, and N Camden Lane. The location can also be described as: all parcels and tracts within the Windhaven First Addition PUD, except lots 1-8 Block 4, lots 1-13 Block 5, lots 1-5 Block 6. The area is comprised of 260 platted lots on approximately 45.5 acres. This proposal is to change the land use of a 45.5-acre area from "Residential, 4 to 10 units per acre" to "Residential 10-20 units per acre" and "Residential 15-30 units per acre." The proposed change to "Residential 10-20 units per acre" is for 3.87 acres. The balance of 41.63 acres is proposed to be changed to "Residential 15-30 units per acre." If approved, the zoning would also be changed from RSF (Residential Single Family) to RTF (Residential Two Family) or RMF (Residential Multi Family).

**Z1500085COMP** is a proposal by QueenB Radio Inc.: The subject site is one property located at 2651 E 49<sup>th</sup> Avenue, facing South Regal Street, southwest of the intersection of South Regal Street and the Palouse Highway (Parcel 34041.0038). The proposal is to change the land use of the property from "Open Space" to "Centers and Corridors Core" with a concurrent change in zoning from "Residential Single Family" to "CC2-District Center." The property is approximately 1.9 acres in size.

**SEPA**: Each of these proposals is for a non-project action and will be reviewed under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Section 17E.050. The Environmental Checklist is available for review at: <https://my.spokanecity.org/projects>

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

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

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

Planning & Development Department  
Attn: Tirrell Black, Associate Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3329  
Phone (509) 625-6185  
[compplancomments@spokanecity.org](mailto:compplancomments@spokanecity.org)

Publish July 6, 13, & 20

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**Notice of City of Spokane Franchise Ordinance  
(Proposed Ordinance No. C35401)**

Notice is given that final reading for Ordinance No. C35401 will be held before the City of Spokane City Council on **Monday, July 11, 2016, at 6:00 P.M.**, in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. This is for an ordinance granting a municipal franchise for the collection of solid waste to Waste Management of Washington, Inc. dba Waste Management of Spokane, for the recent annexation into the City of Spokane of an area known as the Spokane Housing Ventures Annexation Area.

State law requires that Cities that annex land from within a g-permit holder's territory grant a minimum of seven years franchise to the current g-permit holder. The City of Spokane has decided to grant eight years of franchise which has been our established prior practice. This franchise will expire on May 28, 2024 and at such time the g-permit holder will relinquish all accounts to the City of Spokane's Solid Waste Collection Department.

(First hearing on the ordinance was held June 6, 2016; final hearing will be held on July 11, 2016).

Publish June 15, 22, and 29, 2016 and July 6, 2016

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**Notice of Spokane Franchise Ordinance  
(Proposed Ordinance No. C35403)**

Notice is given that final reading for Ordinance C35403 will be held before the City of Spokane City Council on **Monday, July 11, 2016, at 6:00 P.M.**, in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. This is for an ordinance relating to a franchise to Mobilitie, a Nevada limited liability company, whose home office is 2220 University Drive, Newport Beach, California, to use the public right of way to provide noncable telecommunications service within its legal authority. Franchise term: 15 years. For more information, contact Rosi McCaskill at (213) 590-6592 or (877) 999-7070; email [legal@mobilitie.com](mailto:legal@mobilitie.com).

(First hearing on the ordinance was held June 13, 2016; final hearing will be held on July 11, 2016).

Publish June 15, 22, and 29, 2016 and July 6, 2016

# Ordinances

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

**ORDINANCE NO. C35387**

An ordinance relating to the Spokane Employees Retirement System amending Spokane Municipal Code sections 03.05.020, 03.05.030, 03.05.035, 03.05.040, 03.05.120 to read as follows:

-- Now, Therefore,

The City of Spokane does ordain:

Section 1. That SMC 03.05.020 is amended.

### **Section 03.05.020 Definitions**

- A. "Accumulated contributions" means the sum of all normal contributions deducted from the compensation of a member, and in-lieu payments of employees' contributions by the City, standing to the credit of the member's individual account, together with contribution interest (~~((at the actuarial assumption rate))~~) as established pursuant to SMC 4.14.070(D)(1) compounded quarterly.
- B. "Annuity" means payments derived from contributions made by a member as provided in SMC 3.05.190.
- C. "Beneficiary" means any person in receipt of a pension, annuity, retirement allowance, disability allowance, or any other benefit provided in this chapter and chapter 4.14 SMC.
- D. "Board" means "board of administration" as provided in chapter 4.14 SMC.
- E. "City" means the City of Spokane.
- F. "City service" means service by an employee rendered to the City for compensation and, for the purpose of this chapter and chapter 4.14 SMC, a member shall be considered as being in City service only while the member is receiving compensation for such service.
- G. "Compensation" means the compensation including base pay, shift differential, overtime, holiday pay, hazardous duty pay and out-of-classification pay, payable in cash, plus the monetary value, as determined by the board, of any allowance in lieu thereof. It shall not be reduced by salary reduction contributions to the City's cafeteria plan or Section 457 plan, or effective January 1, 2001, any qualified transportation fringe benefit plan under Internal Revenue Code section 132(f)(4). Compensation in excess of the limitations set forth in Internal Revenue Code section 401(a)(17) shall not be included in determining benefits, but this restriction does not apply to any individual who was a member prior to January 1, 1996.
- H. "Contribution interest," unless changed by the board as provided in SMC 4.14.070, means the interest rate on member contributions, which shall be set equal to the average daily interest rate for the 5-year US Treasury Note from July 1 of the previous year to June 30 of the current year, rounded to the nearest 0.25%. The new interest rate will be effective as of July 1 of the current year, beginning in 2016.
- ~~I. ((H-))~~ "Creditable service" means such City service as is evidenced by the record of normal contributions received from the employee plus prior City service if credit for same is still intact or not lost through withdrawal of accumulated contributions as provided in SMC 3.05.120. The maximum creditable service from all sources including military service is thirty (30) years under the formula in SMC 3.05.160 and thirty-five (35) years under the formulas in SMC 3.05.165 and SMC 3.05.166.
- ~~J. ((I-))~~ "Employee" means any regularly appointed employee or elected official of the City or of the Spokane public library.
- ~~K. ((J-))~~ "Final compensation" means the annual average of the member's compensation during the highest consecutive two-year period of service for which service credit is allowed for purposes of determining retirement benefits for members described in SMC 3.05.025(A) or (B). For members described in SMC 3.05.025(C) "final compensation" means the annual average of the member's compensation during the highest consecutive three-year period of service for which service credit is allowed. Final compensation shall not be reduced to reflect salary reduction contributions to the City's cafeteria plan or Section 457 plan, or effective January 1, 2001, any qualified transportation fringe benefit plan under Internal Revenue Code section 132(f)(4). Compensation in excess of the limitations set forth in Internal Revenue Code section 401(a)(17) shall not be included as final compensation when determining benefits, but this restriction does not apply to any individual who was a member prior to January 1, 1996.
- ~~L. ((K-))~~ "Fiscal year" means any year commencing with January 1st and ending with December 31st next following.
- ~~M. ((L-))~~ "Member" means any person included in the membership of the retirement system as provided in SMC 3.05.030.

N.((M-)) "Normal contributions" means the contributions at the rate provided for in SMC 3.05.040(A) and (B).

O.((N-)) "Pension" means payments derived from contributions made by the City as provided for in SMC 3.05.190.

P.((O-)) "Regular interest," unless changed by the board as provided in SMC 4.14.070, means the actuarial assumption rate ~~((such rate))~~ of interest which compounded annually shall place the retirement fund on a sound actuarial basis.

Q.((P-)) "Retirement allowance" means any payments made to a member or successor upon retirement for service or disability.

R.((Q-)) "Retirement fund" means "employees' retirement fund" as created and established in SMC 3.05.070 and SMC 7.08.601.

T.((S-)) "Retirement system" means "Spokane Employees' Retirement System" (SERS), provided for in this chapter.

Section 2. That SMC 03.05.030 is amended.

### **Section 03.05.030 Membership**

A. Any new employee must become a member of the retirement system and make contributions required by SMC 3.05.040 on the date of hire, except:

1. temporary, seasonal, or new hire provisionals, as defined by the City Charter and the City civil service commission;
2. members of the police and fire departments who are entitled to benefits under state-enacted retirement programs;
3. participating employees hired under the Comprehensive Employment and Training Act (CETA) and United States Department of Labor (DOL). This proscription does not apply to permanent nonparticipant staff members of the City and Spokane City-County employment and training consortium or its successor. Furthermore, CETA participants whose membership was previously terminated and who received a refund of contributions may at such time as they become regular City employees redeposit refunded contributions in accordance with SMC 3.05.120;
4. other non-City-funded employees in temporary employment programs as determined by the board.

B. Any other employee who is an elected official may, at any time prior to the completion of five (5) years of continuous service, elect to deposit with the retirement system an amount equal to what would be or would have been the elected official's normal contributions if a member of the retirement system during this period of service, with ~~((appropriate))~~ regular interest as determined by the board. The City matches said funds and deposits the same in the retirement fund in a manner similar to that provided for the matching of the normal contributions under the provisions of this chapter, provided that no such elected official shall obtain any benefits of the provisions of the retirement system except contribution interest accruing at the rate provided for interest on employees' normal contributions. The return of any such funds so deposited shall be governed by the provisions as to the return of normal contributions. If and when any such elected official becomes a member the sums so deposited by this member shall be transferred to the credit of such member. Any elected official entering the retirement system under this provision shall become a member as of the date of such election and shall not be considered a member until the date of such election.

Section 3. That SMC 03.05.035 is amended.

### **Section 03.05.035 One-time Buy-back/Re-entry Provision**

A. Any current member of the system who had previously terminated City employment, withdrew their retirement accumulations and was subsequently rehired but did not opt to buy back previous service time when they were first rehired, will have a one-time window from October 1, 2009, through March 31, 2010, to repurchase all or part of that time. Such redeposit will use the current ~~((actuarial assumed))~~ regular interest rate as determined by the board.

B. Any current permanent employee who was once a member of the system, withdrew their retirement accumulations, but never rejoined the system, will have a one-time window from October 1, 2009, through March 31, 2010, to make an irrevocable election to re-enter SERS. They will also be allowed to repurchase all or part of their previous service time in SERS during this window. This group will have their pension calculated according to SMC 3.05.160. Such redeposit will use the current ~~((actuarial assumed))~~ regular interest rate as determined by the board.

- C. Any current permanent employee, who meets the SERS eligibility requirements, who was never a member of the system will have a one-time window from October 1, 2009, through March 31, 2010, to make an irrevocable election to join SERS. This group will have their pension calculated according to SMC 3.05.160.

Section 4. That SMC 03.05.040 is amended.

#### **Section 03.05.040 Contributions**

- A. The normal rates of contributions of members are those adopted by the board, subject to the approval of the city council. The rates so adopted remain in full force and effect until revised or changed by the board in the manner provided in chapter 4.14 SMC.
1. Contributions by Members.  
Prior to January 1, 2009, each member shall contribute six and seventy-two one-hundredths percent (6.72%) of the member's compensation. Effective January 1, 2009, the rate of contribution was prospectively increased to seven and seventy-five hundredths percent (7.75%). Effective September 1, 2014, the rate of contribution is prospectively increased to eight and twenty-five hundredths percent (8.25%). It is contemplated that said contribution by members will, when added to the City's contribution, be enough to properly fund the retirement benefits. Although designated as employee contributions that reduce the member's salary, the City government, as the employer, shall pay such contributions to the retirement fund pursuant to Internal Revenue Code section 414(h). The member will not have an option of choosing to receive the contributed amounts directly instead of having them paid by the City government to the retirement fund. The picked-up contributions will be included as Social Security wages up to the Social Security wage base, and will also be included in calculating the member's final compensation .
  2. Contribution by the City Government.  
The City government will match the in-lieu payment of the employees' contribution.
- B. Subject to the provisions of this chapter and chapter 4.14 SMC, the board certifies to the head of each office or department the normal rate of contribution for each member provided for in subsection (A) of this section. The head of the department applies such rate of contribution to the compensation of each and every payroll; and each of said in-lieu amounts are paid by the director of accounting into the retirement fund, hereinafter provided for, and are credited by the board, together with ((regular)) contribution interest, to an individual account of the member for whom the contribution was made. ((Regular)) contribution interest is credited to each individual account at such periods as the board may determine. The City government's in-lieu payment vests for the benefit of the employee immediately upon payment into the retirement fund.
- C. The director of accounting transfers to the retirement fund an amount equal to the aggregate normal contributions as soon as administratively practicable following each payroll period.

Section 5. That SMC 03.05.120 is amended.

#### **Section 03.05.120 Refund of Contributions**

- A. Accumulated Contributions in Excess of One Thousand Dollars.  
Should the service of a member be discontinued, except by death or retirement, and the member has accumulated contributions in excess of one thousand dollars (\$1,000), the member may elect to withdraw the member's accumulated contributions. Such payment shall be made as soon as administratively practical after the board approves the member's election, which election shall be made not later than six (6) months after the day of discontinuance. The City shall receive credit for the full amount deposited by the City in the retirement fund for such member's benefit plus contribution interest. If a member's service is discontinued and the member leaves accumulated contributions in the retirement system, the board may, in its discretion, charge each such member reasonable administrative expenses for maintenance of the accumulated contributions.
- B. Accumulated Contributions of One Thousand Dollars or Less.  
Should the service of a member be discontinued, except by reason of death, and the member has accumulated contributions of one thousand dollars (\$1,000) or less, the member shall be paid, not later than six (6) months after the day of discontinuance, the member's entire accumulated contributions.
- C. Redeposit.  
Any member may redeposit in the retirement fund, within one (1) year of being rehired, an amount equal to that which the member previously withdrew therefrom, or a portion thereof, at the last termination of membership, such redeposit using the current ((actuarial assumed)) regular interest rate as determined by the board to be paid into the retirement



fund in accordance with rules established by the board. In the event such redeposit is made by a member, an amount equal to the accumulated contributions so redeposited shall again be held for the benefit of said member, and shall no longer be included in the amounts available to meet the obligations of the City on account of benefits that have been granted or liabilities that have been assumed on account of prior service of members, and the retirement system shall reinstate the prior service credit, or the portion thereof, for such member, who will rejoin the retirement system pursuant to SMC 3.05.025(B). Effective January 1, 2009, redeposit may also be made by a direct trustee-to-trustee transfer to the retirement fund from a plan qualified under Internal Revenue Code sections 457(b) or 403(b) or by a direct rollover to the retirement fund from an individual retirement account or annuity qualified under Internal Revenue Code section 408. The board may establish rules and procedures for acceptance of such deposits, transfers, or rollovers, including procedures to account for pre-tax transfers and rollovers and after-tax payments.

Section 6. That SMC 03.05.170 is amended.

#### **Section 03.05.170 Payment Upon Death of Member**

**A. Eligible to Retire.**

If a member who had not retired but had named the member's spouse as the sole primary beneficiary and who was eligible to retire pursuant to SMC 3.05.160, SMC 3.05.165 or SMC 3.05.166 whichever applies, or who had at least thirty (30) years of creditable service dies, then the member's surviving spouse may elect to receive:

1. death benefits provided for in this section, or
2. a retirement allowance payable only for the remainder of the surviving spouse's life and equal to that which would have been received had the deceased member retired on the date of death under the provisions of Option E as provided in SMC 3.05.210, or
3. in lieu of either of the above, a lump sum cash payment not to exceed one-half of the deceased member's accumulated contributions and a retirement allowance in accordance with Option E as provided in SMC 3.05.210, but reduced proportionately by the amount of cash withdrawn from this selection.

**B. Not Eligible to Retire.**

**1. Repayment of Contributions.**

Upon the death of any member not eligible to retire, there shall be paid to the member's estate, or to such persons as the member shall have nominated by written designation duly executed and filed with the retirement system, the member's accumulated contribution with contribution interest, less payments made therefrom to the member, if any. Effective January 1, 2009, a non-spouse designated beneficiary shall be permitted to elect a direct trustee to trustee transfer of such distribution to an individual retirement account established for the purposes of receiving the distribution on behalf of an individual who is a designated beneficiary and who is not the surviving spouse of the participant, which shall be treated as an inherited individual retirement account within the meaning of Internal Revenue Code section 408(d)(3)(C).

**2. Death of Active Married Member.**

Alternatively, upon the death of any active member who is eligible to vest in the retirement system, who is married at the time of death, and whose surviving spouse has been properly nominated as sole primary beneficiary, the surviving spouse may elect to leave the accumulated contributions in the retirement system and, on such date as the member would have been eligible, apply for and receive such retirement allowance as is allowed under retirement Option E as provided in SMC 3.05.210 as established in this chapter. Such retirement will be calculated as if the member had been eligible to retire at the time of death, and will be based upon the age of the surviving spouse at the time when the member would have been eligible to retire. Any retirement allowance calculated under this section will be based on the accumulations and earnings of the member as of the date of retirement.

Section 7. That SMC 03.05.275 is amended.

#### **Section 03.05.275 Portability of Benefits**

- A.** The board is authorized to contract with the board of administration of the Tacoma employees' retirement system and/or board of administration of the Seattle employees' retirement system (each called a "participating system") for the portability of retirement benefits of employees who are also members of the retirement systems of the cities of Tacoma and Seattle, respectively. The following terms and conditions shall apply in addition to such other requirements as may be established by rule of the board or the agreement with participating systems:

1. The member must be in the active service of a participating system on or after the effective date of the board's agreement for portability; a member retired from any of the three systems on the effective date of the ordinance codified in this chapter is not eligible.
2. Creditable service may accrue in only one participating system at a time. A member who leaves City employment to enter military service may only receive creditable service for his military service in one of the participating systems according to its rules.
3. A member may combine service credit in two or more participating systems for the sole purpose of determining the member's eligibility to receive a service retirement allowance, but the member may not aggregate service credit in two or more retirement systems for the purpose of determining the percentage factor to be used in calculating a service retirement allowance.
4. A member of two or more participating systems who is eligible to retire under any system may elect to retire from all the member's systems and to receive a service retirement allowance. Each participating system shall calculate the allowance using its own criteria except that the member shall be allowed to use the member's base salary from any participating system as the compensation used in calculating the allowance. "Base salary" means the salary or wages used by the participating system during a payroll period for making contributions to the system by its members generally. It includes salary or wages paid for personal services and wages and salary deferred under the provisions of the Internal Revenue Code. It excludes overtime payments (except as to service for the City of Spokane), non-money maintenance compensation and lump-sum payments for deferred annual leave, unused accumulated vacation, unused accumulated annual leave, any form of severance pay, any bonus for voluntary retirement, any other form of leave, or any similar lump-sum payment.
5. The retirement allowances shall be paid separately by each participating system. Post-retirement adjustments, if any, shall be based upon the payments made by each participating system to the member.
6. The total retirement allowances provided through portability of benefits shall not be less than the benefits payable by each participating system were there no portability.
7. A participating system may pay a member of two or more systems a lump sum in lieu of a monthly benefit if the initial monthly benefit would be less than fifty dollars.
8. If a member of two or more participating systems dies in service in any system, the surviving spouse shall receive the same benefit from each system that would have been received if the member were active in the system at the time of his death based upon service actually established in that system.
9. The terms and conditions of the board's agreement with the board of a participating system both establishes and limits the portability of benefits provided. The board's agreements may be amended from time to time or supplemented by an agreement with the State of Washington for portability with state retirement systems. If the board amends its agreement with the board of a participating system or makes modifications to provide portability with state systems, the rights, terms and conditions for portability are subject to amendment or abolition at any time before a member retires.
10. A member who:
  - a. earned retirement credit for service in a participating system,
  - b. withdrew his contributions from that system,
  - c. lost service credit by making the withdrawal, and
  - d. is now an active member of another participating system may restore his or her prior service credit in the participating system of his or her former municipal employer by redepositing an amount determined by the system board within one year after January 1, 1991. Any individual hired after January 1, 1992, shall be provided with a one-year period under portability to repay contributions. This does not extend the time period for those individuals in the system who have not taken advantage of the one-year "windowed" period from January 1, 1991, to December 31, 1991. The amount shall be measured by the accumulated contributions withdrawn, plus compound regular interest which would have accumulated on the withdrawn contributions from the date of withdrawal until the date of his redeposit.



- B. As authorized by RCW 41.54.061 the City irrevocably elects to participate in the portability of public retirement systems as contemplated by chapter 41.54 RCW, and to pay for the additional cost it may incur as a result of the benefits provided. The eligibility of members for the portability of public retirement systems, the benefits available thereunder, the limitations (including RCW 41.54.080), and the procedures shall be as set out in chapter 41.54 RCW.
- C. The benefit formula in SMC 3.05.165 shall also apply prospectively to any member who was covered by the benefit formula in SMC 3.05.160, takes a withdrawal of his accumulated contributions after termination pursuant to SMC 3.05.120(A) or (B), and is rehired on or after January 1, 2009, regardless of whether the member restores his prior service under the prior benefit formula pursuant to portability rights under this SMC 3.05.275. Additionally, the benefit formula in SMC 3.05.166 shall also apply prospectively to any member who was covered by the benefit formula in SMC 3.05.160 or SMC 3.05.165, takes a withdrawal of his accumulated contributions after termination pursuant to SMC 3.05.120(A) or (B), and is rehired on or after January 1, 2015, regardless of whether the member restores his prior service under the prior benefit formula pursuant to portability rights under this SMC 3.05.275.

**Passed by City Council June 27, 2016**

**Delivered to Mayor June 30, 2016**

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**ORDINANCE NO. C35407**

An ordinance approving an easement between the Park Board and Avista Corporation.

WHEREAS, the Park Board has approved a utility easement agreement with Avista for easements on and across Riverfront Park as needed to further re-development of the Park;

Now, Therefore

The City of Spokane does ordain: That the Easement attached hereto is hereby approved and the Mayor is authorized to execute the same together with any incidental documentation necessary and appropriate for consummating the easement.

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

**Passed by City Council June 27, 2016**

**Delivered to Mayor June 29, 2016**

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**ORDINANCE NO. C35408**

An ordinance relating to the establishment of new exempt positions; amending section 03.07.330 of the Spokane Municipal Code.

**WHEREAS**, pursuant to section 26 of the City Charter, "city officers, assistants, and employees shall receive such salary or compensation as the city council shall fix by ordinance"; and

**WHEREAS**, the City Council intends, by this ordinance, to help accomplish the purposes of the Spokane City Charter in the area of the establishment of new positions which are exempt from civil service rules.

NOW, THEREFORE, The City of Spokane does ordain:

Section 1. That section 03.07.330 of the Spokane Municipal Code is amended to read as follows:

**Section 03.07.330 Establishment of New Exempt Positions**

Prior to the City Council taking legislative action to create or fund new exempt positions, the City's Human Resources department shall provide both the Civil Service Commission and the City Council with: (i) an organizational chart for the respective department identifying where the new exempt position fits in the department organization, (ii) a written description of the reporting structure for each position within the respective department, and (iii) the reasoning for exempting the position from Civil Service classification. The Human Resources department shall also provide the City Council with the justification or survey demonstrating the requested salary range and the job description questionnaire.

**Passed by City Council June 27, 2016**

**Delivered to Mayor June 29, 2016**

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**ORDINANCE NO. ORD C35409**

An ordinance relating to Executive and Administration Organization; amending section 03.01A.205 of the Spokane Municipal Code; adopting a new section 03.01A.195 of the Spokane Municipal Code.

**WHEREAS**, under section 24 of the Spokane City Charter, the City Council approves the Mayor's appointment of the administrative heads of each department, the City Clerk, and the City Attorney; and

**WHEREAS**, in order to ensure that the City's use of its resources is most efficient, it is necessary to codify a requirement that "single-employee" departments are not to be permitted, and that a department consists of three employees, at a minimum, so that the City can arrest the proliferation of departments created solely to increase the number of employees who are exempt from civil service requirements; and

**WHEREAS**, recently, administrative heads of departments have been hired, have relocated to Spokane, and have been added to the City payroll before the City Council has approved appointment as is mandated by section 24 of the City Charter; and

**WHEREAS**, failing to obtain mandatory prior City Council approval for these appointments not only violates section 24 of the City Charter, but is also an unwise use of the City's financial resources and may subject the City to liability in the event that the City Council does not approve of the appointment.

**NOW, THEREFORE**, the City of Spokane does ordain:

Section 1. That section 03.01A.205 of the Spokane Municipal Code is amended to read as follows:

**Section 03.01A.205 Departments – Rights, Powers and Duties**

Except as otherwise provided, the departments and offices listed in this chapter shall have all the rights and powers granted and duties imposed by authority of the laws of the state and the charter and ordinances of the City now existing or subsequently adopted, subject to the general supervision and control of the mayor. For purposes of this chapter, "department" means an organizational unit having a minimum of three (3) employees, no more than two of whom may be exempt from civil service.

Section 2. That there is adopted a new section 03.01A.195 of the Spokane Municipal Code to read as follows:

**Section 03.01A.195 Department Head Approval Process**

- A. The City Attorney, the City Clerk, and the administrative head of each department shall not perform the duties of the position or be compensated directly or indirectly by the City of Spokane until approved by the City Council.
- B. The appointment of the head of the Parks and Recreation department shall not perform the duties of the position or be compensated directly or indirectly by the City of Spokane until the appointment has been concurred with by the Park Board and approved by the City Council.
- C. The appointment of the head of the Retirement Department shall not perform the duties of the position or be compensated directly or indirectly by the City of Spokane until the appointment has been concurred with by the Retirement Board and approved by the City Council.
- D. Pursuant to section 24 of the Charter, each department may have no more than two employees who are exempt from civil service: the department director and an assistant department director.

**Passed by City Council June 27, 2016**  
**Delivered to Mayor June 29, 2016**

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**ORDINANCE NO C35411**

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:	0560-91202	General Fund – Municipal Court	<u>\$ 200,000</u>
	99999-33316	Department of Justice	
TO:	0560-91202	General Fund – Municipal Court	
	12500-00580	Community Programs Coordinator	\$ 47,106
		(from 0 to 1 position)	
	12500-52110	FICA	3,604
	12500-52210	Retirement	3,887
	12500-52310	Medical	18,394
	12500-52320	Dental	1,380
	12500-52330	Life	291
	12500-52400	Industrial Insurance	70
	12500-51640	Deferred Comp	1,800
	12500-59951	Reserve for Budget Adjustment	<u>123,468</u>
			<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 budget for the Center for Court Innovation Grant to fund the Community Court Grant Program, 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 June 27, 2016**

**Delivered to Mayor June 29, 2016**

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### ORDINANCE NO C35412

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 Utilities 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 Utilities Fund, and the budget annexed thereto with reference to the Utilities Fund, the following changes be made:

FROM:	0500-33200	Legal	
	15300-08500	Project Employee	<u>\$ 40,945</u>
TO:	5200-30210	Utilities Fund	
	38141-00270	Attorney Assistant	26,362
		(from 0 to 1 position)	

38141-52110	FICA	2,017
38141-52210	Retirement	2,043
38141-52310	Medical	9,000
38141-52320	Dental	600
38141-52330	Life Insurance	157
38141-52340	LTD	0
38141-52400	Industrial Insurance	34
38141-51640	Deferred Comp	720
38141-54602	Retiree's Ins/PP	12

\$ 40,945

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 create a Legal Assistant position, 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 June 27, 2016**

**Delivered to Mayor June 29, 2016**

### **ORDINANCE NO. C35413**

An ordinance relating to the downtown parking and business improvement area; amending sections 04.31.030, 04.31.070, 04.31.080, 04.31.090, and 04.31.140 of the Spokane Municipal Code.

**WHEREAS**, the Downtown Parking and Business Improvement Area (the "downtown BID") has resulted in significant work to help revitalize the downtown core, keep the area clean and attractive, and help keep downtown Spokane safe; and

**WHEREAS**, the City of Spokane is committed to the downtown BID and supports its work to promote downtown Spokane as the regional center for commerce, entertainment, recreation, and housing choices; and

**WHEREAS**, the City anticipates and expects that the BID program manager will consider and evaluate all possible proposals for the expansion of the area of the BID, in an effort to help foster the growth and livability of our downtown.

**NOW THEREFORE**, the City of Spokane does ordain:

Section 1. That section 04.31.030 of the Spokane Municipal Code is amended to read as follows:

#### **Section 04.31.030 BID Programs**

A. The revenues from the special assessments authorized by RCW 35.87A.010 and levied under ((in)) SMC 4.31.040 shall be used for the following purposes:

1. Security Ambassador Program.

The City shall use, or cause to be used, BID assessment revenues to fund a uniformed security patrol (the "security ambassadors") in the BID for the purpose of assisting and providing information to citizens, local employees, visitors and the City police department. BID assessment revenues shall be used to provide the security ambassadors with customer service training designed to help ((citizens))local community members and visitors access social services, ((local employees and visitors)) and locate businesses, attractions, and governmental services and to support individuals in accessing appropriate social services.

2. Marketing and Promotional Programs.

The City shall use, or cause to be used, BID assessment revenues to fund marketing and promotional programs that:

- a. seek to improve the overall image of the City's downtown business district;
- b. recruit new businesses;
- c. retain presently established businesses;
- d. promote the BID as a place to visit, shop and enjoy goods, services and activities; and/or

- e. support safe, convenient and efficient use of public transportation in the BID, including but not limited to support of commuter trip reduction programs and programs designed to improve air quality.

Such marketing and promotional programs may include collaborative promotional strategies, market research and media contact.

3. Parking and Transportation Programs.

The City shall use, or cause to be used, BID assessment revenues to fund parking and transportation programs that:

- a. promote retail trade;
- b. provide or encourage a parking validation program (including free or discounted parking);
- c. provide or encourage maintenance, development and construction of parking facilities that support business and multifamily residential projects within the BID;
- d. provide or encourage parking alternatives that facilitate retail activities (such as a free or reduced-price ride program); and/or
- e. advocate the interests of BID businesses and multifamily residential projects for regional transportation solutions ((-)); and/or
- f. reduce the negative impacts of poverty, homelessness and mental health issues within the BID.

4. Maintenance Services.

The City shall use, or cause to be used, BID assessment revenues to fund maintenance services, including but not limited to sidewalk cleaning and sweeping, trash and debris removal from the sidewalk and trash receptacles, and removal of graffiti from public places and private improvements open to the public. Any maintenance program so implemented shall have the goal of maintaining the appearance of the common areas within the BID as clean and inviting places to visit and conduct business.

5. Special Events.

The City shall use, or cause to be used, BID assessment revenues to fund the sponsorship and promotion of special events within the BID that attract residents and visitors to BID.

6. Economic Development Support.

The BID may use or make available information derived from its assessment records to support efforts to attract jobs and investment in the BID as follows:

- a. Statistical, aggregated information that does not identify any ratepayer; and
- b. Any other business or property information only with the permission of the ratepayer(s) to whom it pertains.

- B. The security ambassador program and common area maintenance services described above shall be supplemental to existing street maintenance, refuse and police services, and are not intended to displace any services regularly provided by the City. Special assessment revenues may also be used for additional purposes consistent with RCW 35.87A.010 as determined by the city council.

Section 2. That section 04.31.070 of the Spokane Municipal Code is amended to read as follows:

**Section 04.31.070 Administration**

The mayor, through the city administrator or his designee, shall administer the BID for the City with authority to:

- A. direct the collection of special assessments;
- B. direct any refund of special assessments when overpaid or paid for the same area by more than one ratepayer;
- C. extend the deadline for payment and/or waive delinquency charges and interest whenever the delinquency is a result of a failure by the City to provide a statement of the amount due or nonpayment results from extenuating circumstances beyond the ratepayer's control, such as a casualty loss causing premature closure of the business or bankruptcy;

- D. determine and apply the interest rate for late payments contemplated by SMC 4.31.050; and
- ~~((E. execute a contract for the management of BID programs with a business association as described in RCW 35.87A.110 (the "program manager");))~~
- ~~((F.))~~ E. after consultation and with the advice of the ratepayer advisory board through the program manager, take such other actions as necessary and appropriate to carry out the program approved by the City Council with special assessments~~((; and))~~.
- ~~((G. upon city council approval, adopt, publish and enforce rules consistent with this chapter, for carrying out its provisions.))~~

Section 3. That section 04.31.080 of the Spokane Municipal Code is amended to read as follows:

#### **Section 04.31.080 Ratepayer Advisory Board**

- A. Pursuant to RCW 35.87A.110, there is hereby created a seventeen-member BID advisory board, to be known as the "Ratepayer Advisory Board." The ratepayer advisory board shall not exceed a membership of seventeen persons, who, if they are ratepayers, are in good standing either residing ((in an owner-occupied residence)) within the BID, owning property, or operating a "business" or "multifamily residential or mixed-use" projects in the BID. "Persons in good standing" are those ratepayers who are not more than sixty days delinquent on any BID assessment unless the ratepayer has appealed the BID assessment and is in the appeal process, in which case the ratepayer retains his or her "in good standing" status through completion of the appeal process.
- B. Board positions are designated by geography, business, and property type to ensure that the BID's interests are well represented and served. To the extent individuals are willing to serve, Ratepayer Advisory Board positions consist of:
1. one individual each from zones one through five, respectively (five positions);
  2. one individual from a retail business within the BID occupying more than twenty thousand square feet;
  3. one individual from a retail business located within the BID occupying less than twenty thousand square feet; .
  4. ~~((two property owners or managers of real property))~~ the Superintendent of School District 81 of her designee;
  5. three individuals representing professional service businesses located within the BID, including one attorney, one accountant, and one architect;
  6. one individual from a ~~((financial institution))~~ non-profit organization which is either located within, or provides services inside, the BID;
  7. one individual from a small business located within the BID with up to twenty-five employees;
  8. one individual from a business located within the BID with more than twenty-five employees;
  9. ~~((one individual))~~ two individuals who ~~((resides))~~ reside ~~((in an owner-occupied residence))~~ within the BID area; and
  10. one appointee from the ~~((mayor))~~ City Council.
- ~~((One representative of the program manager shall be a nonvoting, ex officio member of the ratepayer advisory board.))~~ The program manager shall provide administrative staff to the ratepayer advisory board.
- C. Each member of the ratepayer advisory board will be elected by businesses and property owners within the BID for a term of two years from the date of election (unless such member is appointed by the ratepayer advisory board to fulfill the remaining unexpired term of a prior member).
1. A subcommittee of ratepayer advisory board members will receive nomination applications and will select a slate of candidates for open ratepayer advisory board positions to be presented at the annual meeting.
  2. New ratepayer advisory board members will be elected by a majority vote of ratepayers in good standing who attend the annual meeting.

3. The initial ratepayer advisory board shall consist of the ratepayer advisory board for the City's previous PBIA that was created pursuant to Ordinance C32438. All subsequent Board elections shall be pursuant to the ratepayer advisory board's bylaws.
  4. The city council hereby approves through the adoption of this chapter the revised "Bylaws of the Downtown Spokane Business Improvement District" which are attached to the ordinance codified in this section as Appendix C.
- D. The ratepayer advisory board shall:
1. establish and maintain a database which includes a list and classification of all ratepayers;
  2. represent the interests of ratepayers by developing projects, programs, and budgets; proposing assessments; monitoring service delivery; and planning for the future of the BID; and
  3. ~~((provide recommendations to the mayor))~~ make determinations regarding ratepayer disputes as provided in SMC 04.31.120, ((which include)) including, as appropriate, the adjustment of assessment rates, methods, classification, special benefits, and all matters reasonably related thereto. For the purpose of considering ratepayer disputes, the ratepayer advisory board may act through a committee comprised of ratepayer advisory board members.
  4. ~~((The ratepayer advisory board shall))~~ make recommendations to the program manager on matters relating to the BID budget, expenditures, and programs for the purpose of monitoring the contract to administer the BID. ~~((For the purpose of considering ratepayer disputes, the ratepayer advisory board may act through a committee comprised of ratepayer advisory board members.))~~

Section 4. That section 04.31.090 of the Spokane Municipal Code is amended to read as follows:

#### **Section 04.31.090 Contract for Program Management**

Pursuant to RCW 35.87A.110, the City Council ~~((shall))~~ may solicit for and enter into an agreement with an appropriate business association for the purpose of administering and operating the annual BID programs through a contract with the City of Spokane as "program manager." The program manager will not be terminated unless:

- ~~((A. — a suitable successor organization is recommended by a majority of the votes of the ratepayers at their annual meeting weighted by the dollar amount of their BID assessments;))~~
- ~~((B.))~~ A. a petition is presented to the city council signed by ratepayers paying a majority of the BID assessments requests termination and after a public hearing the city council votes to terminate the contract;
- ~~((C.))~~ B. the city council fails to impose special assessments;
- ~~((D.))~~ C. pursuant to the program manager contract; or
- ~~((E.))~~ D. the BID is disestablished in accordance with RCW 35.87A.180.

Section 5. That section 04.31.140 of the Spokane Municipal Code is amended to read as follows:

#### **Section 04.31.140 Renewal – Termination**

- A. To promote continuity in services being provided by the PBIA, and to enhance the special benefits supporting the special assessments in the PBIA, the City will not terminate the PBIA or repeal chapter 4.31 SMC before December 31, ~~((2016))~~ 2021.
- B. No later than July 1, ~~((2016))~~ 2021, the city council shall either extend the date upon which the PBIA can be terminated or commence proceedings to terminate the PBIA.

**Passed by City Council June 27, 2016**  
**Delivered to Mayor June 29, 2016**

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# Job Opportunities

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

## **PUBLIC INFORMATION ASSISTANT SPN 060 OPEN ENTRY**

**DATE OPEN:** Monday, July 4, 2016      **DATE CLOSED:** Sunday, July 17, 2016 at 11:59 p.m.  
**SALARY:** \$47,105.28 annual salary, payable bi-weekly, to a maximum of \$57,440.88

### **DUTIES:**

Performs professional work assisting in the development, coordination, and implementation of programs and projects for public relations, community involvement and internal communications.

### **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 journalism, English, communications, mass media, marketing, public relations, or a closely related field. All applicants must possess a valid driver's license or evidence of equivalent mobility.

**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 pass the examination for this classification to be eligible for hire by the City of Spokane. This exam will consist of a written, multiple-choice test and a writing sample, both to be completed during the scheduled test time. Weights of both assessment parts are assigned as follows:

Written test: 30%  
Writing sample: 70%

Written tests and writing samples will be conducted in the Civil Service Test Room on Wednesday, July 25, 2016 at 1:00 p.m. The approximate duration of the test is 2 hours.

**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: Vocabulary, Writing Conventions, Reading Comprehension, Human and Public Relations, and Industry Knowledge.

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 4th day of July 2016.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**PROGRAM SPECIALIST (COMMUNITY, HOUSING, AND HUMAN SERVICES) SPN 070  
OPEN ENTRY**

**DATE OPEN:** Monday, July 4, 2016      **DATE CLOSED:** Sunday, July 17, 2016 at 11:59 p.m.  
**SALARY:** \$51,740.54 annual salary, payable bi-weekly, to a maximum of \$63,308.16

**DUTIES:**

Performs specialized, technical work assisting professional-level staff in the administration of various governmental and financial assistance programs and the monitoring of related program contracts, grants, budget and regulation compliance.

**MINIMUM QUALIFICATIONS:**

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

- Completion of two years of study (60 semester or 90 quarter credit hours) at an accredited college or university
- Three years of experience in the administration of government-grant supported programs, such as HOME, CDBG or similar programs.

**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:**

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 100% of the final score. Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire by the City of Spokane.

**T&E EVALUATION DETAILS**

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

**IMPORTANT:** The T&E is the Civil Service examination for this position. It is presented as a Supplemental Questionnaire, which must be completed online at the time of application. The questions may be viewed online in the tab marked "QUESTIONS" on the job announcement.

**NOTE:**

- 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.
- It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire as you complete your application for submission.

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 4th day of July 2016.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**LABORER II SPN 502  
OPEN ENTRY**

**DATE OPEN:** Monday, July 4, 2016      **DATE CLOSED:** Sunday, July 17, 2016 at 11:59 p.m.  
**SALARY:** \$34,869.60 annual salary, payable bi-weekly, to a maximum of \$50,091.12

**DUTIES:**

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job. Duties are very heavy in nature requiring considerable physical activity and are performed under hazardous or adverse weather conditions.

**MINIMUM QUALIFICATIONS:**

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

- **Education:** High School diploma or equivalent
- **Experience:** Two years of laboring experience.
- **Licenses:** All applicants must possess a Class "B" Commercial Driver's License (CDL) with air brake endorsement.

**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 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 at 100%.

Written tests will be conducted in the Civil Service Test Room during the week of Monday, July 25th, 2016. The approximate duration of the test is 2 hours 15 minutes. Test sessions will be added based upon the number of applications accepted.

**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 & First Aid  
Labor & Tools  
Vehicle Operation & Driving  
Calculations & Mechanical Reasoning  
Supervision & Human Relations

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 4th day of July 2016.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**LABORER II SPN 502  
PROMOTIONAL EXAMINATION**

**DATE OPEN:** Monday, July 4, 2016      **DATE CLOSED:** Sunday, July 17, 2016 at 11:59 p.m.  
**SALARY:** \$34,869.60 annual salary, payable bi-weekly, to a maximum of \$50,091.12

**DUTIES:**

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job. Duties are very heavy in nature requiring considerable physical activity and are performed under hazardous or adverse weather conditions.

**MINIMUM QUALIFICATIONS:**

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

**Experience:** Six months of work experience with the City in a lower laboring type classification. Specialized experience within a department may be required for assignment to certain positions.

**Licenses:** All applicants must possess a valid driver's license. Must obtain a Class "B" Commercial Driver's License (CDL) with air brake endorsement, within six months of appointment.

**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 pass the examination for this classification to be eligible for hire 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 during the week of Monday, July 25th, 2016. The approximate duration of the test is 2 hours 15 minutes. Test sessions will be added based upon the number of applications accepted.

**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 & First Aid  
Labor & Tools  
Vehicle Operation & Driving  
Calculations & Mechanical Reasoning  
Supervision & Human Relations

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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
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By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 4th day of July 2016.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**WTE OPERATIONS SUPERINTENDENT SPN 575  
OPEN ENTRY**

**DATE OPEN:** Monday, July 4, 2016      **DATE CLOSED:** Sunday, July 10, 2016 at 11:59 p.m.  
**SALARY:** \$88,823.52 annual salary, payable bi-weekly, to a maximum of \$109,703.52

**DUTIES:**

Performs responsible supervisory and administrative work related to the safe, proper, and efficient operation and maintenance of the waste to energy plant, in accordance with City policies and standards.

**MINIMUM QUALIFICATIONS:**

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

- **Education:** Completion of the education and experience requirements to possess a Provisional Certification under the ASME QRO Certification for Operators of Resource Recovery Facilities program.
- **Experience:** Four years of additional experience in the operation of a solid waste combustion facility or in occupations concerned with the design, start-up, operation, or maintenance of engines, boilers, turbines, air compressors or related machinery which supply power, heating, or cooling service to an industrial, maritime, or commercial process or facility. At least one year of the additional experience must be supervisory at the level of shift supervisor or higher.

**Licenses and Certifications**

- All applicants must obtain a valid Operator Certification under the ASME QRO Certification for Operators of Resource Recovery Facilities program, as well as required local, state, and federal licenses, within the probationary period.

**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:**

**Applications are reviewed continuously with results merged into one eligible list according to final ratings (Civil Service Rule IV, Section 13).**

Your application should highlight all relevant education, training, and experience, and *clearly* indicate how you meet the minimum qualifications for the position. A résumé may be included with your application; however, it will not substitute for the information requested on the application.

**EXAMINATION PROCESS**

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 100%. Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire by the City of Spokane.

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 (Weighted 100%)**

- The Supplemental Questionnaire is the Civil Service examination for this position and must be completed online at the time of application. 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.
- Responses should be consistent with the information on your application and are subject to verification. Changes or corrections to your responses cannot be made once your application packet has been submitted.
- 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 question, even if the information is duplicated elsewhere.
- Résumés will not be accepted in lieu of completing each question. "See Résumé " or "See Application" are not qualifying responses and will not be considered in the rating process.

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 4th day of July 2016.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**WTE OPERATIONS SUPERINTENDENT SPN 575  
PROMOTIONAL EXAMINATION**

**DATE OPEN:** Monday, July 4, 2016      **DATE CLOSED:** Sunday, July 10, 2016 at 11:59 p.m.  
**SALARY:** \$88,823.52 annual salary, payable bi-weekly, to a maximum of \$109,703.52

**DUTIES:**

Performs responsible supervisory and administrative work related to the safe, proper, and efficient operation and maintenance of the waste to energy plant, in accordance with City policies and standards.

**MINIMUM QUALIFICATIONS:**

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

**Experience:** Current City employees with one year of experience as a WTEP Shift Supervisor and who possess a valid Operator Certification under the ASME QRO Certification for Operators of Resource Recovery Facilities program.

**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:**

**Applications are reviewed continuously with results merged into one eligible list according to final ratings (Civil Service Rule IV, Section 13).**

Your application should highlight all relevant education, training, and experience, and *clearly* indicate how you meet the minimum qualifications for the position. A résumé may be included with your application; however, it will not substitute for the information requested on the application.

**EXAMINATION PROCESS**

The examination will consist of a Training and Experience (T&E) Evaluation weighted at 80% and a performance evaluation weighted at 20%. Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire by the City of Spokane.

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 (Weighted 80%)**

- The Supplemental Questionnaire is the Civil Service examination for this position and must be completed online at the time of application. 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.
- Responses should be consistent with the information on your application and are subject to verification. Changes or corrections to your responses cannot be made once your application packet has been submitted.
- 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 question, even if the information is duplicated elsewhere.
- Résumés will not be accepted in lieu of completing each question. "See Résumé " or "See Application" are not qualifying responses and will not be considered in the rating process.

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 4th day of July 2016.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

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**WASTEWATER TREATMENT PLANT ASSISTANT PLANT MANAGER SPN 659  
PROMOTIONAL EXAMINATION**

**DATE OPEN:** Monday, July 4, 2016      **DATE CLOSED:** Sunday, July 17, 2016 at 11:59 p.m.  
**SALARY:** \$88,823.52 annual salary, payable bi-weekly, to a maximum of \$109,703.52

**DUTIES:**

Performs responsible administrative and supervisory duties assisting the WWTP Plant Manager in directing the activities of an advanced wastewater treatment plant and satellite secondary plants, pumping stations, associated laboratory, and pretreatment activities, related to environmental regulatory compliance.

**MINIMUM QUALIFICATIONS:**

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

**Education:** Graduation from an accredited four-year college or university with a degree in public or business administration, civil or environmental engineering, or related sciences, AND

**Experience:** Five years of progressively responsible, professional experience in the field of sanitation, including two years of responsible supervisory experience.

**Substitution:** A Master's Degree in the environmental field, with emphasis on Waste Water Treatment and Administration, may substitute for one year of non-supervisory experience.

**License/Certification:** Applicants must possess a valid Class IV Certificate, as issued by the State of Washington Board of Certification for Waste Water Operators.

Present City employees who meet the above requirements may apply on a promotional basis.

**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 40%
- Supplemental Questionnaire 40%
- Performance 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, and experience.
- The T&E Evaluation is administered using the "Education", "Work Experience", and "Certificates and Licenses" 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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 4th day of July 2016.

CRAIG HULT  
Chair

GITA GEORGE-HATCHER  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

**CALL FOR BIDS**

**2015 Traffic Calming  
Engineering Services File No. 2015088, 2015089, 2015090**

This project consists of the construction of approximately 153 cubic yards of excavation and embankment, 10 drainage structures, 2700 square yards linear feet of sidewalk, 486 square yards of 2.5-inch thick 64-28 pavement, 428 square yards of 3-inch thick 64-28 pavement, 370 square yards of 70-28 6-inch thick pavement, sundry utility adjustments, 1500

shrubs, concrete pavers, traffic circles, trees, irrigation systems, bio-infiltration swale construction, signing, crosswalks 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., July 25<sup>th</sup>, 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](http://www.cityofspokaneplans.com).** The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: [www.spokaneengineering.org/bid-information](http://www.spokaneengineering.org/bid-information).

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

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

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

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

**Note regarding new specifications:** The City of Spokane is using WSDOT's 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.

Publish July 6, 13 and 20, 2016

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS

STATE LEGISLATIVE AND LOBBYING SERVICES

City of Spokane City Council Office

RFP #4251-16

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, AUGUST 8, 2016**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, **for STATE LEGISLATIVE AND LOBBYING SERVICES** for the City of Spokane City Council Office.

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

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, August 8, 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 evaluated.**

**Submit one (1) paper original, four (4) paper copies, and one (1) reproducible digital copy (CD or thumb drive) of the Proposal to:**

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

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

All response packages are to be clearly marked with:

**“RFP #4251-16, STATE LEGISLATIVE AND LOBBYING SERVICES, DUE 8/8/2016”**

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

Publish: July 6 & 13, 2016

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## REQUEST FOR PROPOSALS

### CHEMICAL AND/OR BACTERIOLOGICAL ANALYSIS OF WATER SAMPLES

#### City of Spokane Environmental Programs

#### RFP #4259-16

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JULY 18, 2016**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **CHEMICAL AND/OR BACTERIOLOGICAL ANALYSIS OF WATER SAMPLES** for City of Spokane Environmental Programs.

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

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, July 18, 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 evaluated.**

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

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

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

All response packages are to be clearly marked with:

**“RFP #4259-16, CHEMICAL AND/OR BACTERIOLOGICAL ANALYSIS OF WATER SAMPLES, DUE 7/18/16”**

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

Publish: June 29 & July 6, 2016

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**FORD POLICE INTERCEPTORS  
Fleet Services Department**

**BID #4274-16**

Sealed bids will be opened at 1:15 p.m., **MONDAY, JULY 18, 2016**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **FORD POLICE INTERCEPTORS** for the City of Spokane Fleet Services Department.

Sales tax will NOT be considered in the award of these vehicles.

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

**Submittal Instructions:**

Bid proposal forms may be submitted to the Purchasing Division **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  
4<sup>th</sup> Floor – City Hall  
808 W. Spokane Falls Blvd.  
Spokane WA 99201**

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

Envelopes containing proposals are to be marked:

**“FORD POLICE INTERCEPTORS, BID #4274-16, DUE JULY 18, 2016”.**

Thea Prince  
Purchasing Division

Publish: July 6 & 13, 2016

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