



Official Gazette

City of Spokane, Washington

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

Volume 107

APRIL 26, 2017

Issue 17



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, April 17, 2017****BRIEFING SESSION**

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

Roll Call

On roll call, Council President Stuckart and Council Members Fagan, Kinnear, Mumm, and Stratton were present. Council Members Beggs and Waldref arrived to the meeting at 3:33 p.m.

City Administrator Theresa Sanders, City Council's Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

The City Council received an overview from staff on the April 24, 2017, Advance Agenda items.

Action to Approve April 24, 2017, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the April 24, 2017, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Waldref, **to approve** the Advance Agenda for Monday, April 24, 2017; **carried unanimously.**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed the April 17, 2017, Current Agenda for any changes.

CONSENT AGENDA

Upon motion by Council Member Fagan, seconded by Council Member Mumm, the City Council approved Staff Recommendations for the following:

Contract with Louis Allis (Warrior, AL) for additional repairs required on Ray Well Station #2 motor—not to exceed \$26,530.30 (incl. tax). Total Contract Amount: \$56,530.30. (OPR 2016-0853; BID 4272-16)

Contract with Nuvodia (Spokane, WA) for a project management contractor to assist the Innovation and Technology Services Division Project Management Office with supporting and managing priority projects for the City—2017: \$159,840. 2018: \$69,120. Total Cost: \$228,960. (OPR 2017-0267; RFP 4340-17)

Contract Amendment/Renewal with Occupational Medicine Associates (Spokane, WA) for professional medical services through April 30, 2018—\$120,000 (Last of four one-year renewal options). (OPR 2013-0295)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through April 7, 2017, total \$3,091,573.64 (Check Nos. 536013-536247; ACH Payment Nos. 36381-36549), with Parks

and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$2,966,477.62. (CPR 2017-0002)

- b. Payroll claims of previously approved obligations through April 8, 2017: \$6,422,761.11 (Payroll Check Nos. 544147-544319). (CPR 2017-0003)

City Council Meeting Minutes: March 30, 2017. (CPR 2017-0013)

Council Recess/Executive Session

The City Council adjourned at 3:57 p.m. and immediately adjourned into an Executive Session to discuss labor negotiations for 15 minutes. Interim City Attorney Mike Piccolo and Special Counsel Beth Kinnard were present during the Executive Session. The City Council reconvened again at 6:00 p.m. for the Regular Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

Roll Call

Council President Stuckart and Council Members Beggs, Fagan, Kinnear, Mumm, Stratton, and Waldref were present.

City Council's Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present.

PROCLAMATIONS

April 23 – April 29, 2017 *Days of Remembrance*

April 24, 2017 *Yom HaShoah*

Council Member Mumm read the proclamation. Pursuant to an Act of Congress in 1980, the United States Holocaust Memorial Council designates the Days of Remembrance for the victims of the Holocaust to be Sunday, April 23, through Saturday, April 29, 2017 and Monday, April 24, 2017, as the International Day of Remembrance known Yom HaShoah. The proclamation is in memory of all Holocaust victims and survivors and urges citizens to overcome intolerance and indifference through learning and remembrance. Hershel Zellman accepted the proclamation and noted that Yom HaShoah is Hebrew for the Day of the Holocaust and is a remembrance day created by the State of Israel in 1953 to honor the six million Jewish lives that were taken in the systematic genocide perpetrated by Adolf Hitler and his nasty collaborators during World War II. He also provided other comments and announced an upcoming observance to be held Sunday, April 23, at Temple Beth Shalom and invited all to attend.

Month of April 2017 *Autism Awareness Month*

Council Member Beggs read the proclamation and presented it to representatives from the Northwest Autism Center, Spokane's Autism Society of Washington, and The Isaac Foundation. The proclamation notes that autism is the fastest growing of all childhood disabilities and the prevalence rate far exceeds the prevalence rates of many other disorders and the real day to day challenges occur in our families, neighborhoods, schools, and communities; and the causes are undetermined. The proclamation encourages all citizens to recognize and join hands in improving the quality of life in people with autism spectrum disorders. Representatives of the Northwest Autism Center, Spokane's Autism Society of Washington, and the Isaac Foundation presented artwork (a picture) which is done by individuals with autism who live in Spokane and announced an upcoming event that is being hosted for the autism community.

April 26, 2017 *Vietnamese Heritage Day*

Council Member Fagan read the proclamation and presented it to Mary, a refugee who escaped from South Vietnam in 1975. The proclamation notes that after the Fall of Saigon in 1975 thousands of Vietnamese refugees fled their country in fear of the Vietnamese government campaign of retribution and political and religious persecution. The vast majority of Spokane's Vietnamese Americans remember their heritage by celebrating the history, culture, and the founding fathers of Vietnam on the 10th day of the third month of the lunar calendar. The proclamation encourages all citizens to celebrate the cultural diversity of the Vietnamese American Heritage and recognize that Vietnamese Heritage and Freedom Flag also honor the contributions and sacrifices of the thousands of veterans of the Vietnam War.

ADMINISTRATIVE REPORTS**Parks Report on Bluff Road (in Natural Area below High Drive)**

Parks Director Leroy Eadie, accompanied by Fianna Dickson of Parks and Josh DeLuciano of Avista, provided a presentation on the bluff road that was built this last week on Parks property and next steps. He noted the presentation is forward focused; it's really about what are we going to do now to repair the damage that has been done. The City and Avista are focused on mitigation and restoration; both short-term work to make sure there is no further degradation or erosion and long term to be able to identify mitigation. Mr. Eadie advised that Mr. DeLuciano and his team are going to take the lead on the process of long-term restoration of the site. He stated that one of the commitments that Avista has made, as well as First Tee and Parks and Recreation, is none are going to use the road in any way shape or form to access any future projects, rather their focus is on restoration.

Mr. Eadie provided the background on the incident which took place on April 10 and 11 where a contractor built a road and removed trees along the bluff below the South Hill. He noted the road is on Parks conservation land and it is on an Avista Utility easement corridor and partially on private property. Mr. Eadie further remarked that City legal is continuing to investigate liability. He stated there is a related project, although the project is not absolutely connected to this access road, and that is that the Park Board was considering an agreement with First Tee of Inland Northwest for a six-acre three-hole youth golf course; and that consideration has been deferred to a later date. Mr. Eadie stated that Urban Forestry did issue a tree permit for only those six acres associated with the project and it was subject to the final approval by the Park Board and final approval by Parks and Recreation staff and that agreement would have come to the City Council because it was greater than a three-year agreement. Mr. Eadie provided further remarks and following the presentation Council commentary was held.

COUNCIL COMMITTEE REPORTS**Planning and Economic Development Committee**

Council Member Mumm reported on the Planning and Economic Development Committee meeting held earlier today (April 17, 2017). Minutes of the Planning and Economic Development Committee meeting are filed with the City Clerk's Office and are available for review following approval by the Planning and Economic Development Committee.

Public Safety Committee

Council Member Kinnear reported on the Public Safety Committee meeting held earlier today (April 17, 2017). Minutes of the Public Safety Committee meeting are filed with the City Clerk's Office and are available for review following approval by the Public Safety Committee.

There were no Boards and **Commissions Appointments**.

OPEN FORUM

Henry Valder remarked on addressing homelessness, Community Court, and veterans. In addition, he remarked on the apprenticeship program.

Ron Spilman commented on Community Court and his experiences with homelessness.

Bob Murphy spoke regarding the bluff's trails and was glad to hear the Parks input on the matter and understands the incident is still being looked into further. He noted the incident did impact lower trails. He stated he was glad to hear signage will be going up to explain what to do from this point on but stated his real concern is why that signage couldn't have been up to talk about the First Tee project to begin with.

Vicky Hart commented on homelessness and her recovery.

Tim Benn stated he is here for the Minnehaha Neighborhood Council. He read a resolution passed by the Neighborhood Council wherein safety concerns are expressed and that the neighborhood is resolved in having school safety lights installed in a manner which increases safety for the children, parents and staff at Cooper Elementary School.

Tara Williamson stated she is a local artist, full time business student, and is the community's lead organizer for the Earth Day Festival this year. She spoke regarding the planning and details of what has turned into a two-day celebration in Riverfront Park under the historic pavilion. She remarked on an event called Earth Night being hosted on Saturday evening, which is a concert event with three stages, and noted she has been communicating for a couple of months with Parks Department trying to get permission to go a little past the sound ordinance on that evening.

Gabriel Elliot remarked on the City and Federal government in relation to the American Indian Nations and United Nations and provided other remarks. He noted there is a meditation class on 29th and Bernard on Sundays and all are welcome to learn about the Maharaja and meditation.

Paul Salcido remarked on the damage on the bluff and the planned First Tee expansion, which he noted he disagrees with himself.

Travis Nichols noted we're wrapping up a high water level season on the Spokane River and stated the Spokane Valley just removed its closure of the river. He shared some concerns around the message that sets around river access - "open," "closed," "safe," "unsafe" - when it comes to the public's interest in waterways. He stated a stronger methodology when it comes to hazard mitigation is warning and forming, and remarked that the same threats that were there two weeks ago at 30,000 cfs are still present today at 20,900 cfs. He encouraged the City who led the closures to pull together some cohorts from other municipalities in the County and lead an effort to develop some policy around this that can move us past the misguided idea of "open," "closed," "safe," "unsafe," which he stated sends the wrong message because the hazards are still present today. He also commented on the CSO on the North Bank, and other areas and public awareness how great those efforts are to prevent effluents from heading into our waterways. He also commented on the proposed gateway project into the Park on the Bosch lot, but stated he has concerns about anything that was acquired under eminent domain being sold. He further commented on the road diet on Monroe and stated it is a great step forward for the City. He also stated he appreciates the City's responsiveness to the citizens concerns relating to the bluff and hopes there's an opportunity for bigger dialogue to close the gaps between how this happened and where we're at today so it's prevented in the future.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2017-0024

Subsequent to an overview of Resolution 2017-0024 by Parks Director Leroy Eadie and public testimony from one individual, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2017-0024** approving the appointment of Jennifer Papich as Recreation Director for the City of Spokane.

Resolution 2017-0025

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

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2017-0025** settlement of Darryl N. McLeod and Jaimelyn S. McLeod, et al., Spokane County Superior Court Cause No. 14-202477-5, arising from a June 21, 2012, incident-\$60,000.

Resolution 2017-0026

Subsequent to a brief introduction by Council President Stuckart, public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2017-0026** regarding the City Council's approval of the Spokane Human Rights Commission's 2017 Work Program.

There were no **Final Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

SECOND OPEN FORUM

Ashley Torres explained the reasons why she does not stand for the Pledge of Allegiance. She stated she rejects all of the notions that somehow the Pledge of Allegiance is connected to the sole definition of patriotism, and she noted she is not alone. She remarked that in Olympia the Pledge was removed for City Council in the '90s, and it was a choice that the mayor at that time, Bob Jacobs, who is a veteran made.

Cherrie Barnett remarked on Monroe Street and stated that she doesn't see any businesses with signs that say "yes, go for it; shut us down to three lanes." She noted she does see a lot of them that say "no, please don't do this." She warned the Monroe Street project will be a mistake as there is too much traffic and too much need for that street. She also remarked on homelessness and stated we should help them but teach responsibility with it and stated that taking drugs and drinking alcohol and not working are not going to help them.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:21 p.m.

CITY OF SPOKANE CIVIL SERVICE COMMISSION MEETING MINUTES March 21, 2017

Craig Hult, Chair, called the regular meeting to order at 9:30 a.m. Present were Craig Hult, Pam DeCounter and Judith Gilmore. Mark Lindsey had an excused absence.

Agenda Change:

Addition of a Title Change to Agenda Item IV - Classification Resolution.

A motion to add this additional item to the agenda was put forth by Ms. Pam DeCounter and seconded by Ms. Judith Gilmore. The motion carries unanimously.

Agenda Item I.

Approval of Minutes:

Mr. Craig Hult introduced the minutes from the regular meeting of February 21, 2017. Ms. Gilmore noted that a change be made to the minutes on page 4, Agenda Item VII – Recruitment in the first sentence to replace the word "them" to "City Administration and Human Resources." The minutes were approved with the change.

Agenda Item II.

Commission Election of Fifth Member:

The Commission is down one member due to the loss of Ms. Kathy Sewell who was the fifth member appointed by the Commission. The Chief Examiner stated that there were three applications that had been received, two from prior applications for the earlier vacancy filled by Mayoral appointment and one submitted specifically for this vacancy. Both Ms. DeCounter and Ms. Gilmore expressed their view that an attempt to expand the candidate pool should be done by reaching out to members of the community that may have an interest in serving on the Commission. The appointment of the fifth member was tabled in order to widen the selection pool.

Agenda Item III.

Staff Activities:

The Chief Examiner, Ms. Gita George-Hatcher reported the following statistics for the months of February:

March:

Announcements issued:	8	Classifications revised:	4
Examinations:	61	Classifications new/deleted:	2/0
Requisitions received:	23	Requisitions certified:	22
Class Surveys completed:	4	Class Surveys in progress:	1
Requisitions pending:	1	Requisitions canceled:	2

Average days from department initiation of request to receipt in Civil Service:	3.9
Average days from requisition receipt to certification:	0.00
Percentage certified within 24 hours:	100%
Average days from department initiation to completion of hire	1.1

Ms. George-Hatcher stated that the draft version of the Annual report was distributed by email to Commissioners for their review and comment and that it will be placed on the April agenda for approval and adoption. The Chief Examiner reported that the City Council Chambers are to be remodeled this spring and that arrangements have been to relocate meetings to the Council Briefing Room during this time as may be necessary. She also reported that the Rule Review process has been completed, that a study session for the Commissioners would be scheduled shortly, and that this would be a public meeting.

Mr. Craig Hult and Ms. George-Hatcher recently met with the Mayor and both reported that they had a very constructive conversation regarding cooperation and communication between Civil Service and Human Resources. Ms. George-Hatcher distributed work flow charts that are in discussion between Civil Service and Human Resources as well as a summary of the areas of cooperation.

Agenda Item IV.

Classification Resolution:

Adopt:

SPN 134 - Information Systems Specialist I (new classification specifications)
SPN 135 - Information Systems Specialist II (new classification specifications)
SPN 237 - Bridge Engineer (new title and classification specifications)
SPN 688 - Urban Forestry Specialist (new title and classification specifications)

SPN Change:

SPN 138 to SPN 143 Computer Operations Manager

Title Change:

SPN 063 Enforcement Supervisor from the original title of Code Enforcement Supervisor

A motion to adopt these Classifications was put forth by Ms. Gilmore, seconded by Ms. DeCounter and was adopted unanimously.

Agenda Item V.

Reinstatement to Eligible List:

Mr. Eric Johnson, a former employee who left in good standing has requested to be placed at the bottom of the eligible list for Engineering Technician III.

A motion to approve this reinstatement was put forth by Ms. DeCounter and seconded by Ms. Gilmore. The motion carries unanimously.

Agenda Item VI.

Other Business:

None

Planning & Economic Development

April 17, 2017

Meeting Minutes: Meeting called to order at 10:32

Attendance

- P&ED Members Present: Council Members Mike Fagan, Breean Beggs, Lori Kinnear, Candace Mumm, Amber Waldref, Council President Ben Stuckart
- Council Members Not Present: Karen Stratton
- Staff Present: Jonathan Mallahan, Katie Meyer, Brian McClatchey, Tirrell Black, Julie Neff, Heather Trautman, Lisa Key, Shauna Harshman, Melissa Owen, Mike Piccolo, Teri Stripes, Jo Anne Wright, Rebecca Hollwedel, Andrew Worlock,

Briefing Session:

Minutes from the November 21, 2016 meeting were approved unanimously.

Discussion Items:**1. Historic Preservation: Grant Application**

Megan Duvall with Historic preservation provided council with an overview of a grant that could help

Action:**2. CHHS CoC Awards**

Rebecca Hollwedel with Community Housing and Human Services (CCHS) Briefed council on awards that were issued for the projects that met the Continuum of Care (CoC)

Action:**3. NEPDA Area Wide Plan**

Melissa Owen with Planning Services presented North East Public Development Authority (NEPDA) Area Wide Plan. Provided a brief overview of the neighborhoods priorities and accomplishments over the last year.

Action:

Proceeding to Plan Commission.

4. NEPDA Charter and Bylaws

Melissa Owen with Planning Services presented the North East Public Development Authorities Charter and Bylaws Changes to include two additional members on the board and an update to the bylaws.

Action:

Moving to Council Meeting for 1st reading.

5. Target Investment Area Annual Report

Andrew Worlock with planning services provided Council an Annual Report of the Target Investment Area Assessment, Investments and Outcomes.

Action:

Council requests adding data to get more specific information on employment and wages in the Target Investment Area.

6. Neighborhood Planning

Jo Anne Wright with Planning Services presented an update on the Neighborhood Planning process since funding was provided to the neighborhoods

Action:

Request that Council confirm the next two neighborhood's to start the planning processes.

7. MFTE 2017 Committee Briefing

Council President Ben Stuckart presented on the 2017 Multi-Family Tax Exemption (MFTE) Committee Updates.

Action:**Administrative Reports:****Traffic Calming Update**

Heather Trautman with Code Enforcement answered City Council's questions regarding the Traffic Calming budget.

Meeting Adjourned at 11:30 pm:

Next PED meeting is scheduled **March 20, 2017**

Public Safety Committee, February 20th, 2017

Meeting minutes: meeting called to order at 1:33pm

Attendance:

PSC Members Present: PSC Chair CM Kinnear, CP Stuckart, CM Waldref, CM Fagan, CM Stratton, CM Beggs

Staff/Others Present: Chief Meidl, Interim Chief Schaefer, Assistant Chief Lundgren, Deputy Chief John, Div. Ch. Atwood, Div. Ch. Stockdill, Major Olsen, Jacqui MacConnell, Sgt. Kip Hollenbeck, Det. Harlan Harden, Matt Folsom, Bill Schreier, Julie Albright, Brian McClatchey, Bart Logue, Angie Napolitano, Sue Raymon,

Approval of minutes: CM Beggs made a motion to approve the meeting minutes from January 30th, 2017; M/S by CP Stuckart; passed unanimously.

Consent Agenda:

Photo Red – Briefing Paper Only

Sit and Lie – Briefing Paper Not Provided

Council Requests

Internal Affairs Summaries & Reports Not Submitted – CM Beggs

CM Beggs gave a summary over correspondence he had with Lieutenant Meidl regarding what investigation summaries are posted on SPD's website, citing sparse details in the summaries. Asst. Chief Lundgren: There is desire not to have summaries posted with individual's names for privacy reasons and there is limited staff for redactions as well as the posting of summaries. Further discussion ensued regarding what names can and cannot be redacted. CM Beggs: questioned what the protocols were for developing summaries. Asst. Chief Lundgren: SPD is copying Seattle's model. CM Kinnear: will increased detail in summaries lead to a reduction in public records requests? Asst. Chief Lundgren: did not see a connection. CP Stuckart: what had changed that is not allowing these to be posted? Asst. Chief Lundgren: SPD had not lost staffing for this specifically but that those staff members are being given additional responsibilities. Chief Meidl: reiterated that point and stated they had lost some support staff under Chief Straub. CP Stuckart: Who will SPD's staffing study would be evaluating? Chief Meidl: It would evaluate patrol and not evaluate support staff. CM Kinnear: Council needs to know SPD's needs to budget for 2018 and beyond. Asst. Chief Lundgren: After Patrol staffing study finishes SPD plans to study Detectives. CM Beggs: Are there any legal issues in having what the public can order through a public records request on the web? Asst. Chief Lundgren: Cited permanence of documents posted on the web. CM Beggs: Had received reports that the Ombudsman office did not receive the summaries. SPD: Explained the chain of command review process. Ombudsman will review any citizen involved case. Ombudsman Logue: Never lacked access to discussed cases. Cited concerns over lack of redaction on previous reports. Asst. Chief Lundgren: Elaborated on the differences between the use of Blue Team and IA Pro.

Vehicle Trespassing Ordinance – CM Kinnear

Brian McClatchey: Explained the intent of the ordinance and current definition of vehicle prowling. Chief Meidl: Had heard of a recent court ruling that vehicle prowlers can also be charged with trespassing. Brian McClatchey: Division three of the Court of Appeals expanded the premise definition to include a vehicle. CM Beggs: Commented on the relationship of this to the lack of supervision on property crime. CM Meidl: Provided insight on the difficulty of catching vehicle prowlers.

Spokane Fire Department

Mission Statement & Strategic Positioning – Chief Schaeffer

SFD's mission statement an organizational chart has been aligned to reflect the current and future organization. Chief Schaeffer discussed a forthcoming strategic positioning document, which will be shared at the next PSC meeting.

Ride-to-Care – Chief Schaeffer

Chief Schaeffer provided Council with an overview of the Ride-to-Care program (attached). No questions or discussion followed.

Annual Report Summary – Chief Schaeffer

Chief Schaeffer provided Council with the annual report summary (attached). No questions or discussion followed.

SAFER Grant Hiring – Chief Schaeffer

Chief Schaeffer provided EEO data regarding the firefighter SAFER Grant recruitment (attached). No questions or discussion followed.

Behavioral-Related EMS Incidents – Chief Schaeffer

Chief Schaeffer provided an update to mental health incidents, showing a significant increase over the past three years (attached). No questions or discussion followed.

Spokane Police Department**Police Quarterly Performance Data Report - Chief Meidl**

Chief Meidl explained that the Performance Data Report is done with the Mayor every quarter. Chief Meidl highlighted that SPD is going to keep a close eye on vehicle thefts. He also stated that they have added new elements on Use of Force to capture more information by adding the types of uses of force; the State is looking for a uniform Use of Force policy. Questions/discussion followed.

Asset Forfeiture Ordinance Proposal Discussion - Asst. Chief Lundgren

Matt Folsom passed out Asset Forfeiture documents and presented a PowerPoint. He stated that he deeply values what the ordinance is trying to accomplish and stated that Asset forfeiture is heavily regulated. He shared what he believes is missing from the proposed ordinance. Questions/discussion followed.

CP Stuckart stated that Council still has to approve what the assets are spent on and explained that the point of the ordinance is transparency to the public and part of the process is to bring what is being spent. CP Stuckart suggested that it could be done on a report at the PSC meeting as a Consent Agenda item, like Photo Red and Sit and Lie; the report would be the expenditure of asset forfeiture funds. CM Kinnear suggested CM Beggs meet with the police chiefs.

Human Trafficking Update - Det. Harlan Harden

Det. Harlan Harden and Sgt. Kip Hollenbeck explained the nexus of the Safe Streets Task Force (SSTF) and Human Trafficking Task Force - most human trafficking suspects are gang members. Now as part of the SSTF, task force officers can take suspects federally, which can add more time to sentences. He stated that there are two types of cases: 1) Reactive – 99% of the time the juvenile will not tell who is doing it to them; 2) Proactive – set up online accounts and make arrests that way. Questions/discussion followed. Det. Harden will forward his paper to Council members.

Strategic Initiatives Update – Dir. Jacqui MacConnell

Dir. Jacqui MacConnell provided Council with the Strategic Initiatives monthly update (attached) and highlighted the following: SPD received five complaints in January; Implicit Bias training is coming up at In-service; good outreach to refugee communities; Native Project/Police forum is coming up on March 16th; officers who are on probation will be required to attend YPI. Questions and discussion followed.

Staff Requests**OPO Committee Report – Ombudsman Logue**

Ombudsman Logue: Gave a briefing on the number of contacts and complaints received by OPO as well as the number of reports reviewed. Intent behind a letter sent to the SPD was explained as well as what issues fall under OPO's purview. CP Stuckart: Is there a disagreement as to who the ordinance applies to internally? Logue: The disagreement is in regards to what should be certified and what should not. CM Beggs: Language will be clarified in the ordinance.

Amending SMC 10.07.020 and 16A.44.100 –Mary Muramatsu & Justin Bingham

Jane Phillips: Gave an explanation on the changes to the SMC relating to commercial vehicles. The change will require drivers of commercial vehicles to take rests and allow offers to issue a citation if that is not being observed.

Mary Muramatsu: Explained that the changes in SMC will make the City's law consistent with that of the State's. It addresses what happens when individuals refuse to surrender a weapon when court ordered. CM Fagan: Have you seen any of these orders? Mary Muramatsu: No, it is a brand new law. CM Fagan: Expressed concerns over second amendment rights. Mary Muramatsu: Elaborated on the requirements to bar certain individuals from possessing a fire arm for a certain period of time. CM Beggs: For all state law misdemeanors is there a law in our city code? Mary Muramatsu: Yes. Elaborated further on Municipal laws being adopted to allow state laws to be tried in municipal court. CM Fagan: What is the change being made to the first part of the ordinance related to material false statements made to a public official? Mary Muramatsu: A second crime was stuck into a sub-one category, false reporting in the same ordinance as a false statement. The ordinance separates those two things. Justin Bingham: Further elaborated on the small changes to the code so it matches with the State. CM Beggs: Proposed doing a more organized review of the code.

Veteran's Court Grant – Tim Sigler

Tim Sigler: Gave an overview of the grant application process.

Action Items: N/A.

Adjournment: The meeting was adjourned at 2:50pm

Attachments are on file in the office of the City Clerk.

Public Safety Committee, March 20th, 2017

Meeting minutes: meeting called to order at 1:30pm

Attendance:

PSC Members Present: PSC Chair CM Kinnear, CP Stuckart, CM Mumm, CM Fagan, CM Beggs

Staff/Others Present: Chief Meidl, Interim Chief Schaefer, Sgt. John Griffin, Jacqui MacConnell, Ofc. Craig Bulkley, Bart Logue, Angie Napolitano, Sue Raymon

Approval of minutes: The approval of the minutes from February 20th, 2017 was postponed until the following meeting.

Consent Agenda:

Photo Red – Briefing Paper Only

Sit and Lie – Briefing Paper Only

Council Requests**Current Traffic enforcement practices - Sgt. John Griffin and Ofc. Craig Bulkley**

Sgt. Griffin gave some background on the Traffic Unit and explained how there seems to be a correlation between the number of fatalities and how many officers are on the street. He stated that any enforcement without education isn't effective and that the Traffic school has received 99% positive feedback. Questions and discussion followed.

Spokane Fire Department**Annual Report – Chief Schaeffer**

Chief Schaeffer provided the Council with SFD's 2016 Annual Report (attached). Council Member Mumm asked if the 48 SAFER Grant positions will help improve response times in 2017. Chief Schaeffer explained it would take a year before the impact of new hires would be realized in terms of improving outcomes. Due to the lack of qualified and acceptable applicants, only thirty-nine of the forty-eight positions were filled, and there will be an additional fifteen vacancies in 2017 due to retirements.

Council Member Mumm wants to have an ongoing discussion regarding mutual aid on the Five Mile Prairie between the City and Fire District 9.

Council Member Mumm also inquired about diversity recruitment. Chief Schaeffer stated that the SFD's Recruiter (Darci Fraser) and HR have already made plans to provide outreach to Washington regional colleges, NCAA Athletic Associations, Native American job fairs, and many other opportunities in the future.

Council Member Kinnear asked if the two-year SAFER Grant could be extended until the positions are filled. Chief Schaeffer replied each position is a separate 24 months, so they will be staggered. Since the SAFER Grant is a Federal Grant, Council President Stuckart wondered if it was included in the President's new budget. Chief Schaeffer said it would be up to Congress whether or not to support it. CP Stuckart then asked both Fire and Police to create a list of federal grants that might be affected, so Council can start responding to the Legislators.

Strategic Positioning Document – Chief Schaeffer

Chief Schaeffer provided the Council with the Strategic Positioning Document (attached), which identifies SFD's targeted value proposition related to the necessary result and focuses resources accordingly. There were no questions or discussion.

AMR/CCC Project – Chief Schaeffer

As one of the final pieces to the list of suggested modifications to the EMS System Modifications from the Mayor's Fire Task Team, the Department has completed recommendation E-12: "Work with private ambulance company to place one of their dispatchers within the CCC for coordination and the improvement of call transfer times and consider adding requirement to future ambulance bid specifications." There were no questions.

Ride-to-Care – Chief Schaeffer

Chief Schaeffer provided Council with an updated review of the Ride-to-Care program. No questions.

Fire Benefits Charge Update

The consultant has provided the Department with a draft report. Everything has been done except for salaries and cost of recommendations. The Mayor's office is working on applying Kent Regional Fire Authority's formula to existing tax rules to determine the cost per address.

Spokane Police Department**WATPA grant application FY2017-2019 – Chief Meidl**

Chief Meidl provided Council members with the WATPA grant application briefing paper (attached) which is used to prevent vehicle thefts. The current WATPA grant expires on 06/30/2017 and SPD would like to Council's approval to apply for new funding for the July 1, 2017 – June 30, 2019 biennium.

No discussion or questions followed.

Strategic Initiatives Update – Dir. Jacqui MacConnell

Dir. Jacqui MacConnell provided Council with the Strategic Initiatives monthly update (attached) and highlighted the following: clarification on the number of complaints; community outreach at the Native Project – went very well; YPI starts next week; seven recruits in the Academy presently; working with Mr. Logue on the audit for 2015-2016; and Dir. MacConnell has gone to many meetings including the Mental Health Steering Committee which was very educational and made a contact with Excelsior from that meeting. No questions or discussion followed.

CM Mumm asked for updates on the staffing study and culture audit at the April Public Safety Committee meeting.

Staff Requests**OPO Committee Report – Ombudsman Logue**

Ombudsman Logue gave an update on the activity of the Ombudsman's office. It was noted that the average citizen contact rate for this year is down from last year, while citizen interviews have increased. Ombudsman Logue further outlined the number of contacts and reports. CP Stuckart: Why are there 12 skewed clients to certify this month? Logue: Clarified that these cases were from 2016 and 2015. He then went into details on the individual cases and their outcomes. 17 cases were gone over last month. They will be attending SPD's upcoming CIT training.

Action Items: N/A.

Adjournment: The meeting was adjourned at 2:50pm

Attachments are on file in the office of the City Clerk.

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0410-17-1 / LGL 0410-17-1

EFFECTIVE DATE: April 27, 2017

REVISION EFFECTIVE DATE: N / A

TITLE: ACCEPTANCE OF FACSIMILE SIGNATURES ON MINOR CONTRACTS

1.0 GENERAL

1.1 PURPOSE

The intent of this policy is to allow for the acceptance of faxed, emailed, and scanned signatures on certain contracts by means that are practical, secure, and balance risk and cost. It is not the intent of this policy to eliminate all risk but rather to provide a process that gives parties assurance that appropriate analysis was completed prior to the acceptance of faxed, emailed, and scanned signatures, and that the level of user authentication used is reasonable for the type of transaction conducted.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

Except as otherwise provided, this policy shall apply to all City departments and divisions; provided, this policy does not require any department to use faxed, emailed, and scanned signatures and each department retains the discretion to require submission of an original/wet signature.

3.0 REFERENCES

Administrative Policy and Procedure: ADMIN 0500-16-01

4.0 DEFINITIONS

"Facsimile signature" is defined as a signature that is copied or scanned from a document bearing an authorized original signature. Under Washington law, a document bearing a facsimile signature is equivalent to the original copy in most situations unless an original signature is required by law. A facsimile signature can be created when a document is copied on a copy machine, when it is scanned, or when it is transmitted via email or a facsimile (fax) machine.

"Minor contract" is defined in Spokane Municipal Code Section 07.06.060 and ADMIN 0500-16-1 (as amended annually).

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to accept use of a facsimile signature in lieu of an original (wet) signature from parties to minor contracts.
- 5.2 Each department has discretion to decide whether to permit use of facsimile signatures. Each department that opts to use facsimile signatures should follow the procedures set forth in Section 6.0 below.
- 5.3 The following contracts/documents are excluded from this policy: (i) Interlocal Agreements entered pursuant to chapter 39.34 RCW; (ii) real estate agreements/contracts; and (iii) any contract where an original (wet) signature is required by law.

6.0 PROCEDURE

- 6.1 The City may accept facsimile signatures on minor contracts, except when an actual original signature is required by state or federal law; when the facsimile signature cannot be verified; or when the other party desires original signatures.
- 6.2 In order to accept facsimile signatures in lieu of an original written signature, the authenticity of the facsimile signature must be verified by the receiving party. Such means of verification include:
 - A. The receipt of a faxed signature from a facsimile number verified as belonging to or traceable to the party that did so sign and transmit the document.
 - B. The receipt of a scanned or emailed signature from an email address verified as belonging to the party that did so sign and transmit the document.

7.0 RESPONSIBILITIES

See Sections 5.0 and 6.0 above. Departments are required to file contracts with the Office of the City Clerk pursuant to the procedures set forth under ADMIN 0500-16-01, as referenced in Section 3.0 above.

8.0 APPENDICES

Not Applicable.

APPROVED BY:

Hunt Whaley
Assistant City Attorney

March 31, 2017

Timothy Dunivant
Finance and Technology Division Director

March 31, 2017

Theresa Sanders
City Administrator

April 12, 2017

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0500-17-01 / LGL 2005-0007

EFFECTIVE DATE: September 1997

REVISION EFFECTIVE DATE: January 1, 2017

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(A) of the Spokane Municipal Code (SMC), the council “directs and authorizes the mayor 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 under Executive Order 2017-0002. SMC 7.06.260(A) further states, “The mayor may, upon his/her own volition, place any specific contract on the agenda for individual council authorization as he/she may see fit.” The City Charter gives the Director of Parks and Recreation contract signatory authority for Park Fund expenditures.

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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 2017-02
Executive Order 2011-01
Administrative Policy and Procedure ADMIN 0410-17-1

4.0 DEFINITIONS

- 4.1 "Minor Contract" involves a net revenue or expense (excluding sales tax and state filing fees) of \$49,000 for the 2017 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 \$128,200 (for the 2017 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 \$49,000 compensation each year, it would need to be approved by City Council since the total expense of \$128,200 over the whole term or life of the contract exceeds the \$128,200 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"):
- a. contracts of \$49,000 or less (\$128,200 for term or life of the contract)
 - b. renewal contracts of \$49,000 or less (\$128,200 for term or life of the contract)
 - c. extensions of contracts
 - i. contract including extension is \$49,000 or less (\$128,200 for term or life of the contract)
 - ii. extension cost is within ten percent (10%) of original contract amount if contract is greater than \$49,000
 - iii. no-cost extensions
 - d. name changes
 - e. assignments
 - f. change in payee address
 - g. increase in encumbrance for unit price contracts up to \$49,000
 - h. minor amendments in wording
 - i. contracts of \$49,000 or less - increase in contract price up to \$49,000 (so long as City competitive procurement policies which were followed, continues to be in adherence throughout any contract price increases)
 - j. contracts greater than \$49,000- 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 (GMFA).
- 5.6 A matrix summary of the signature delegation authority for Minor Contracts follows:

2017 CONTRACT MATRIX

IF	AND	USE FORM	CONTRACT SIGNATURE		
			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 - \$49,000	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 - \$49,000	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 - \$49,000	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 \$49,000 or less OR on contracts greater than \$49,000 – 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		X	
	Deeds, easements, etc...	To Legal	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" for the City.

6.1.2 Follow instructions within 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 Certificate Of Insurance (COI), 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 final processing.

6.3 Audit Overview

6.3.1 The Finance and Administration 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 Finance and Administration Division Director, is responsible for administering this policy.

8.0 APPENDICES

Minor Contract Summary Form
Minor Contract Summary Form Instructions

APPROVED BY:

Mike Piccolo
City Attorney

April 10, 2017

Crystal Marchand for Tim Dunivant
Finance and Administration Division Director

April 10, 2017

Hunt Whaley
Assistant City Attorney

April 3, 2017

Theresa Sanders
City Administrator

April 12, 2017

Job Opportunities

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.

FIRE BATTALION CHIEF SPN 940 PROMOTIONAL

DATE OPEN: Monday, April 24, 2017 **DATE CLOSED:** Sunday, May 7, 2017 at 11:59 p.m.
SALARY: \$119,581.95 annual salary, payable bi-weekly, to a maximum of \$135,883.05

DESCRIPTION:

Performs responsible command and administrative duties in directing the activities of all companies within a designated battalion on an assigned shift.

DUTIES:

- Responds to emergency and non-emergency situations. Assumes command and directs all incident operations unless relieved. Coordinates with other response agencies at the scene. Supervises post incident operations. Acts as Safety Officer or assigns that function at incidents. Follows recognized NIMS (National Incident Management System) procedures. Conducts or assists in the investigation of accidents, injuries and fires, to determine cause and origin.
- Assists in planning, organizing, and administering the activities of the Operations Division. Prepares work schedules. Recommends modification to existing and establishment of new policy/procedures.
- Evaluates reports and initiates changes; provides technical assistance and interprets policy matters. Responsible for on-going review and evaluation of subordinates. Researches and provides data essential to staffing, budgeting and operating their battalion or specialty area.
- Makes regular inspections of assigned stations, personnel, and equipment, maintains records of conditions noted. Instructs company officers, maintains and administers discipline, enforces departmental regulations, and performs numerous related administrative duties, including liaison with other agencies.
- Pre-plans the response tactics of hazardous target areas within their district, and coordinates pre-planning suggested by station officers. Plans, organizes, and coordinates company response districts to insure complete coverage of incidents in normal and unusual situations. Maintains and updates department maps, keeping current all streets, closures, and routes.
- Manages assigned specialized functions within the operations division including but not limited to: Haz Mat, Tech Rescue, Water Rescue, SCBA maintenance, Fire Safety House, etc.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements: All of the listed promotional requirements must be met by the first examination date (May 15, 2017).

PLEASE NOTE: The below listed requirements are in accordance with the May 12, 2015, memorandum of understanding between the City of Spokane and SAFO.

- **Higher Education:** Completion of 30 quarter or 20 semester credit hours from a nationally accredited college or university in subjects with a demonstrated relationship to the knowledge, skills and abilities required in the Battalion Chief classification. (These include but are not limited to Fire Command, Fire Administration, Para-Medicine and/or Business/Public Administration.)
- **Fire-Specific Education:** Completion of a 6-10 day National Fire Academy Command and Control course (CCIO, CCMA, CCTH, CCHO). Completion of the Hazmat IC course. Completion of L380 or L381 courses. Completion of ICS 300. Completion of ICS 400.

- **Captain Experience:** Completion of two years of service with the City in the classification of Fire Captain (SPN 938).
- **Mentoring Assignment:** Completion of a three-month mentoring assignment.
- **Licenses:** Possession of a valid driver's license.

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. – if applicable.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for these positions to be eligible for hire. The examination will consist of a multiple-choice test, assessment center, and promotional evaluation, with weights assigned as follows:

Multiple-choice test 15%

Assessment center 70%

Promotional Evaluation 15%

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.

MULTIPLE-CHOICE TEST DETAILS:

The multiple-choice test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Monday, May 15, 2017, at 9:00 a.m.** The approximate duration of the test is 2 hours.

The test will include subjects as outlined in the 2017 Bibliography.

ASSESSMENT CENTER DETAILS:

The assessment center will consist of the following four exercises and weights:

- Incident Command: 25%
- Writing Exercise: 20%
- Roleplay: 15%
- Oral Board: 10%

WRITING EXERCISE

The writing exercise will be conducted in the City Hall Training Room on the 6th floor immediately following the multiple-choice test on May 15.

OTHER EXERCISES

All other assessment center exercises will be conducted at the Fire Training Center. These exercises will be held on **Wednesday, May 17, 2017**, unless more than 6 candidates apply. Candidates will be notified when and where to appear.

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 19th day of April 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

BARNES ROAD – PHOEBE STREET TO STRONG ROAD Engineering Services File No. 2013146

This project consists of the construction of approximately 4,330 cubic yards of excavation and embankment, 3,640 cubic yards of common borrow, 7,910 cubic yards of gravel borrow, 3,640 cubic yards of common borrow, 212 linear feet of 8-inch diameter water main, 2,233 linear feet of 12-inch diameter water main, 2,220 linear feet of 12-inch storm sewer, 40 drainage structures, 7,714 square yards of cement treated base installation, 464 cubic yards of top course, 1,176 cubic yards of base course, 5,004 linear feet of curb and gutter, 2,900 square yards of sidewalk, 7,930 square yards of 2-inch thick pavement, 6,715 square yards of 3-inch thick pavement, 9,500 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., May 15, 2017 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.

*******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: April 26, May 3 and 10, 2017

CALL FOR BIDS**2017 ADA Curb Ramps
2015 Traffic Calming Phase II
5th Avenue Sidewalk****Engineering Services File Numbers 2016118, 2016163, 2016164, 2016045**

This project consists of the construction of approximately 1700 square yards of sidewalk, 9 drainage structures, 596 square yards of 3-inch thick 64-28 pavement, 31 square yards of 70-28 6-inch thick pavement, sundry utility adjustments, 1500 shrubs, concrete pavers, 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., May 8th, 2017 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.

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: April 19, 26 and May 3

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR BIDS

CITY COUNCIL CHAMBERS REMODEL – PHASE 1

City of Spokane Asset Management Department

BID #4322-17

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, MAY 8, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **CITY COUNCIL CHAMBERS REMODEL – PHASE 1** for the City of Spokane Asset Management Department.

PRE-BID CONFERENCE. A pre-bid conference will be held on **Thursday, April 27, at 9:00 a.m.** The location will be at City of Spokane City Hall on the Lower Level Floor in the City Council Chambers, 808 W. Spokane Falls Blvd., Spokane, WA 99201.

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, May 8, 2017**. 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 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 #4322-17, CITY COUNCIL CHAMBERS REMODEL – PHASE 1, DUE: MONDAY, MAY 8, 2017.”

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

Publish: April 19 & 26, 2017

REQUEST FOR PROPOSALS

EMPLOYEE BENEFITS BROKER / CONSULTANT SERVICES

City of Spokane Human Resources Department

RFP #4338-17

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, MAY 8, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **EMPLOYEE BENEFITS BROKER / CONSULTANT SERVICES** for the City of Spokane Human Resources Department.

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

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, May 8, 2017**. 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 electronic copy (CD or thumb drive) of the Proposal to:

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

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

All response packages are to be clearly marked with:

“RFP #4338-17, EMPLOYEE BENEFITS BROKER / CONSULTANT SERVICES, DUE MAY 8, 2017 – 1:00 P.M.”

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

Publish: April 19 & 26, 2017

REQUEST FOR PROPOSALS

RECREATIONAL MANAGEMENT SYSTEM

City of Spokane Innovation and Technology Services Division

RFP #4351-17

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, MAY 22, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for a **RECREATIONAL MANAGEMENT SYSTEM** for the City of Spokane Innovation and Technology Services Division.

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

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, May 22, 2017**. 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
4th Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201**

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

All response packages are to be clearly marked with:

“RFP #4351-17, RECREATIONAL MANAGEMENT SYSTEM, DUE 5/22/2017”

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

Publish: April 26 & May 3, 2017

REQUEST FOR PROPOSALS**FIRE DEPARTMENT FACILITIES JANITORIAL SERVICES****City of Spokane Fire Department****RFP #4354-17**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, MAY 1, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **FIRE DEPARTMENT FACILITIES JANITORIAL SERVICES** for the City of Spokane Fire Department.

The Request for Proposals document is available by contacting Thea Prince, City of Spokane Purchasing, 4th Floor, City Hall, 808 West Spokane Falls Blvd, Spokane WA 99201, Phone: (509) 625-6403 or purchasinghelp@spokanecity.org

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, May 1, 2017**. 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) original and one (1) digital copy (thumb drive or cd) of the Proposal to:

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

The right is reserved to reject any and all Proposals and to waive any informalities in the Proposals.

All response packages are to be clearly marked with:

“RFP #4354-17, FIRE DEPARTMENT FACILITIES JANITORIAL SERVICES, DUE 5/1/17”.

Thea Prince
City of Spokane Purchasing

Publish: April 19 & 26, 2017

BULK ELECTRICAL SYSTEM EQUIPMENT MAINTENANCE AND TESTING**City of Spokane Solid Waste Disposal Department – Waste to Energy Facility****RFP #4355-17**

Sealed bids will be opened at 1:15 p.m., **MONDAY, MAY 8, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **Bulk Electrical System Equipment Maintenance and Testing** for the City of Spokane Solid Waste Disposal Department – Waste to Energy Facility.

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

A pre-proposal conference will be held on Thursday, April 27, 2017 at 10:00 am at the Waste to Energy Facility, 2900 S Geiger Blvd – Meet at the Administration Bldg.

Submittal Instructions:

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

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

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

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

Envelopes containing proposals are to be marked:

“BULK ELECTRICAL SYSTEM EQUIPMENT MAINTENANCE AND TESTING, RFP #4355-17, DUE 5/8/17”.

Thea Prince
Purchasing Department

Publish: April 19 & 26, 2017

6” FIRE HYDRANTS

Water Department

BID #4356-17

Sealed bids will be opened at 1:15 p.m., **MONDAY, MAY 8, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **6” FIRE HYDRANTS** for the City of Spokane Water 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:

“6” FIRE HYDRANTS, BID #4356-17, DUE 5/8/17”.

Thea Prince
Purchasing Department

Publish: April 26 & May 3, 2017

AIR BRAKE PARTS**Fleet Services Department****BID #4357-17**

Sealed bids will be opened at 1:15 p.m., **MONDAY, MAY 8, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **AIR BRAKE PARTS** for the City of Spokane Fleet 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:
“AIR BRAKE PARTS, BID #4357-17, DUE 5/8/17”.

Thea Prince
Purchasing Department

Publish: April 26 & May 3, 2017
