



Official Gazette

City of Spokane, Washington

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

Volume 107

MAY 10, 2017

Issue 19



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)

The Official Gazette

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Minutes

MINUTES OF SPOKANE CITY COUNCIL

Monday, May 1, 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 Pro Tem Waldref and Council Members Beggs, Fagan, Kinnear, and Stratton were present. Council President Stuckart and Council Member Mumm were absent.

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 May 8, 2017, Advance Agenda items.

Resolution 2017-0036

Upon review of Resolution 2017-0036, Council President Pro Tem Waldref requested a motion to defer Resolution 2017-0036 until the first Monday of June. The following action was taken subsequent to Council commentary:

Motion by Council Member Beggs, seconded by Council Member Kinnear, **to put** all of the requests for service outside the retail service area for final consideration on the first City Council meeting in June (June 5, 2017); **rejected 3-2 (Council Member Fagan and Council Member Stratton voting "no" and Council President Stuckart and Council Member Mumm absent).**

Special Considerations Item S1 (Plan Commission Work Program for 2017)

Council President Pro Tem Waldref questioned the title on the May 8 Advance Agenda for Special Considerations Item S1 which reads "Establishing the priority of Planning and Development projects for 2017" and requested the title be changed to "Establishing the Plan Commission Work Program for 2017."

Action to Approve May 8, 2017, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the May 8, 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 Beggs, **to approve** the Advance Agenda for Monday, May 8, 2017; **carried unanimously (Council President Stuckart and Council Member Mumm absent).**

ADMINISTRATIVE SESSION

Current Agenda Review

The City Council reviewed the May 1, 2017, Current Agenda for any changes.

Resolution 2017-0033

Council Member Beggs stated the resolution has the Finance and Technology Committee as the first Monday and there was discussion about changing the meeting to the second Monday so that Finance had time to get their end of month figures together. Council President Pro Tem Waldref indicated, if this is amendable to City Council, the resolution could be deferred for one week in order to make changes. In addition, making it clear that when staff attends (standing

committee) meetings for consent agenda items, they don't have to stick around after their item has been discussed. Subsequently, the following action was taken:

Motion by Council Member Beggs, seconded by Council Member Stratton, **to defer** (Resolution 2017-0033) for one week (to May 8, 2017); **carried unanimously (Council President Stuckart and Council Member Mumm absent).**

CONSENT AGENDA

Upon motion by Council Member Fagan, seconded by Council Member Beggs, the City Council (Council President Stuckart and Council Member Mumm absent) approved Staff Recommendations for the following:

Sale of property to the Department of Transportation located at 2726 East 3rd Avenue, described as Part of Lot 5 and all of Lot 6, Block 13, Union Park Addition—\$60,000 Revenue. (OPR 2017-0303)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through April 21, 2017, total \$4,551,977.33 (Check Nos. 536462-536721; ACH Payment Nos. 36817-37049), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,438,960.64. (CPR 2017-0002)
- b. Payroll claims of previously approved obligations through April 22, 2017: \$6,497,236.72 (Payroll Check Nos. 544321-544474). (CPR 2017-0003)

City Council Meeting Minutes: April 17, 2017 and April 20, 2017. (CPR 2017-0013)

Council Recess/Executive Session

The City Council (Council President Stuckart and Council Member Mumm absent and Council Member Beggs absent as he recused himself due to conflict) adjourned at 3:58 p.m. and immediately reconvened into an Executive Session to discuss pending litigation for ten minutes. Interim City Attorney Mike Piccolo and Assistant City Attorney Sam Faggiano 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 Pro Tem Waldref.

Roll Call

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

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

PROCLAMATIONS

May 2017

Spokane Lilac Festival Month

Mayor David Condon read a proclamation in recognition of Spokane Lilac Festival Month. The Spokane Lilac Festival honors our military, recognizes our youth and showcases our region. The Spokane Lilac Festival is a 79-year legacy event, originated from the celebration of the Association Garden Clubs operated entirely by volunteers, and holds the largest Armed Forces Torch Light Parade in the nation. The Spokane Lilac Festival and the Royal Court promote the Greater Spokane Community, serving as ambassadors to over 20 outlying parades and festivals each year while showcasing Spokane as one of the greatest tourist destinations in the inland Northwest. The Spokane Lilac Festival Association's theme this year is "Celebrating Our Heroes." All citizens of Spokane, Spokane County, and the greater Inland Northwest area are invited to participate in and enjoy the numerous activities throughout the festival and the 41st Annual Bloomsday Lilac Run on Sunday, May 7, and culminating with the Lilac Festival Armed Forces Torch Light Parade in Downtown Spokane on Saturday, May 20. Cindy Zapotocky and Karen Montague, Co-Presidents of the Spokane Lilac Festival Association, accepted the proclamation and spoke regarding the year-round effort by many volunteers to represent Spokane in the region. Ms. Montague introduced Spokane Lilac Queen August Corpetts and August introduced the 2017 Lilac Royalty Court and she commented on the Spokane Lilac Festival. City Council Members were then presented with the festival pin of the year.

May 2017

Older Americans Month

Council Member Fagan read the proclamation and presented it to Lynn Kimball, Aging and Long Term Care of Eastern Washington Executive Director. The proclamation recognizes older Americans. The community is committed to supporting older adults as they take charge of their health, explore more opportunities and activities and focus on independence. Opportunities are provided to enrich the lives of individuals of all ages by involving older adults in the redefinition of aging in our community, promoting home and community based services that support independent living, encourage older adults to speak up for themselves and others; and providing opportunities for older adults to share their experiences. The proclamation urges citizens of Spokane to take the time during this month to acknowledge older adults and the people who serve them as influential and vital parts of our community. Ms. Kimball thanked the City for its continued support of aging and long-term care and proclaiming May as Older Americans Month consistently every year, and she provided an overview and update of Aging and Long Term Care of Eastern Washington services and partners.

May 2017

C.O.P.S. Month

Mayor David Condon read the proclamation in recognition of Spokane C.O.P.S., which turns 25 years old today, May 1, 2017. The first C.O.P. Shop was C.O.P.S. West with a handful of volunteers and growing to now having 11 shops and almost 300 volunteers and has become both a nationally and internationally recognized model of community oriented policing. The proclamation recognizes Spokane C.O.P.S. volunteers who selflessly and tirelessly give of their time and talents to such programs as the Neighborhood Observation Patrol, Block Watch, latent fingerprinting, Operation Family ID, bicycle registration, taking crime reports, actively reporting and assisting the community with reports on code enforcement issues, supporting the community through victim call backs, engaging the community in education and outreach, facilitating crime free multi-housing training, assisting with crime prevention through environmental design, and assisting their neighborhood resource officers with a myriad of tasks and projects to assist the Spokane Police Department and encourage all citizens of Spokane to take part in crime prevention. Over the last 25 years, Spokane C.O.P.S. volunteers have logged over a million hours of volunteer service and made use of almost 1,200 individual volunteers. The proclamation urges the citizens of Spokane to honor all public safety volunteers and get involved. Patrick Striker, Spokane C.O.P.S. Executive Director, accepted the proclamation and commented on Spokane C.O.P.S. and its program.

Recognition of Kim Bailey (Spokane C.O.P.S. volunteer)

Council Member Stratton read a proclamation in recognition of Kim Bailey who has volunteered for 25 years, coinciding with the 25th anniversary of C.O.P.S. Serving one's community by giving time and talents to any organization for 25 years is incredibly generous, impressive, and very rare. Kim Bailey has given 10,241 hours over the past 25 years to improve the quality of life for members of the Spokane community by working to prevent crime. The proclamation salutes Kim Bailey, honoring and thanking her for the incredible amount of service she has given to this City. Ms. Bailey accepted the proclamation and provided remarks about the program.

COUNCIL SALUTATION

Citizen Hall of Fame

Council Member Kinnear read the proclamation and presented it to representatives of the Library, Sarah Bain and Rae-Lynn Barden. The Spokane Citizen Hall of Fame is an event to honor the great citizens of the City of Spokane for their contributions in Arts and Letters; Economic Development and Business; Education; Innovation and Leadership; Public Service and Philanthropy; and Science, Health and Medicine. The Spokane Citizen Hall of Fame is a partnership event between the City of Spokane, the Spokane Public Library, and the Spokane Public Library Foundation. The newest Citizen Hall of Fame inductees will be revealed at the May 2 Awards Breakfast. The City Council salutes the Spokane Citizen Hall of Fame and congratulates and thanks all of the nominees for all they do on behalf of the Spokane community. Ms. Bain provided remarks on the sold out event.

There were no **Administrative Reports**.

COUNCIL COMMITTEE REPORTS

Community, Housing and Environment Committee

Council Member Stratton reported on the Community Housing and Environment Committee meeting held earlier today (May 1, 2017). Minutes of the Community Housing and Environment Committee are filed with the City Clerk's Office and are available for review following approval by the Community Housing and Environment Committee.

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

OPEN FORUM

Tony Martin commented on the number of potholes in the City. He noted some areas where there are no potholes and the cracks are tarred. He stated there are hundreds of cracks in the City streets and suggested tarring the cracks to prevent potholes. Council President Pro Tem Waldref indicated she would find out how close the City is to its goals and completing all the streets and will bring the matter up at the next Public Works Committee meeting.

Ashley Tores stated she is here representing the Spokane Human Rights Commission and also as a concerned citizen. She spoke about the Spokane Police Department's use of force report which was recently released. She noted she, along with other commissioners, have some concerns regarding the report and have asked Chief Meidl, Jacqui MacConnell, Police - Director of Strategic Initiatives, and the Ombudsman attend the Human Rights Commission's next meeting to address some of these concerns. She stated there is a systemic racism issue in the community and referenced the incident of vandalism at the Community Building this last week. She also referenced an article she read in *The Inlander* regarding an altercation with a bus driver who used racial slurs during the incident, in addition the police officer responding to the incident is being investigated for use of force.

John Lemus, Human Rights Commission Chair, stated that since reading *The Inlander*, he has received several phone calls from citizens about this last use of force incident. He stated he is requesting that City Council have Chief Meidl brief the City Council and invite a few of the commissioners so they can ask some questions and be able to respond to some of the questions the Commission is receiving from the citizens. He noted the Commission is keeping as close of an eye on SPD as the City will allow it to, which he noted is very little. He stated August is absolutely unsatisfactory (as it pertains to the availability of the use of force investigation report).

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2017-0032

Subsequent to a brief overview by Council Member Kinnear, public testimony from one individual, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote (Council President Stuckart and Council Member Mumm absent), the City Council **adopted Resolution 2017-0032** supporting the increased planting of ponderosa pine trees along highways in the Greater Spokane region.

Resolution 2017-0034

Subsequent to a brief overview by Council President Pro Tem Waldref and the opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote (Council President Stuckart and Council Member Mumm absent), the City Council **adopted Resolution 2017-0034**—Joint Resolution with Spokane County in the matter of authorizing the Airport Board to acquire property identified as Spokane County Assessor Parcels 45063.2139 and 45063.2140 consisting of approximately 40,511 square feet of land which is adjacent to Felts Field Airport property.

Resolution 2017-0035

Subsequent to a brief overview by Council President Pro Tem Waldref and public testimony from two individuals, the following action was taken:

Upon Unanimous Roll Call Vote (Council President Stuckart and Council Member Mumm absent), the City Council **adopted Resolution 2017-0035** declaring Spokane Treatment and Recovery Services (STARS) a sole source provider for transportation of intoxicated individuals in the downtown corridor to the STARS sobering facility and authorizing a five-year contract—Estimated annual expenditure \$100,000 (including tax). (Not to exceed \$500,000 in a five-year span.)

For Council Action on Resolution 2017-0033, see section of minutes under 3:30 p.m. Administrative Session.

FINAL READING ORDINANCE

Final Reading Ordinance C35493

Subsequent to an overview of Ordinance C35493 by Melissa Owen from the City’s Planning and Development Department, the opportunity for public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote (Council President Stuckart and Council Member Mumm absent), the City Council **passed Final Reading Ordinance C35493**, relating to the Northeast Public Development Authority; amending Ordinance No. C34813.

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

No individuals spoke during the **Second Open Forum**.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:03 p.m.

Hearing Notices

**SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA
May 17, 2017
City Council Briefing Center
808 W. Spokane Falls Blvd.**

Public Hearing: 3:00 P.M.

- A. Spokane Register Nomination (per SMC 17D.040.090):**
 - 1. Spokane-Continental Bakery Building – 821 W Mallon Avenue
- B. Certificate of Appropriateness (per SMC 17D.040.080):**
 - 1. The Bickett Hotel – 225 W Riverside Avenue

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or jjackson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

General Notices

NOTICE

NOTICE

NOTICE

NOTICE IS HEREBY GIVEN that the regular meeting of the SPOKANE CIVIL SERVICE COMMISSION will be conducted at 9:30 a.m., Tuesday, May 16, 2017 in the City Council Briefing Room on the Lower Level, City Hall.

Items on the Agenda are as follows:

- I. Approval of Minutes
- II. Staff Activities
- III. Appeal of Termination
- IV. Other Business

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

A Commission briefing will be held at 9:00 a.m. May 16, 2017, in the City Council Briefing Room.

Dated at Spokane, Washington, this 3rd day of May, 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

TO HUMAN RESOURCES STAFF AND ALL EMPLOYEE REPRESENTATIVES:

There will be a pre-Commission/Project Evaluation Committee meeting in the Civil Service Conference Room (4B) at 11:00 a.m. on Monday, May 15, 2017.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or jjackson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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. C35493

An ordinance relating to the Northeast Public Development Authority; amending Ordinance No. C-34813.

WHEREAS, on December 12, 2011, the City Council approved Ordinance No. C-34813 creating the Northeast Public Development Authority (NEPDA), which authorized a charter and bylaws for the NEPDA; and

WHEREAS, Article VIII of the NEPDA Charter provides that the Bylaws may be amended consistent with the NEPDA Charter, State law and the Spokane Municipal Code; and

WHEREAS, Article IX Section 9 of the NEPDA Charter provides that amendments to the Charter and Bylaws must be adopted by the NEPDA Board of Directors and subsequently submitted to the City Council for approval by ordinance; and

WHEREAS, on February 10, 2017, the NEPDA Board of Directors approved the Charter amendments set forth in this ordinance; and

WHEREAS, on March 10, 2017, The NEPDA Board of Directors approved amendments to the NEPDA Bylaws;
-- Now, Therefore,

The City of Spokane does ordain:

Section 1. That Article VI of the Charter for the Northeast Public Development Authority located as an attachment in Ordinance No. C-34813 is amended to read as follows:

ARTICLE VI

Board of Directors

Section 6.1 Board Composition. Management and control of all Authority affairs shall reside in the Board. The Board shall be composed of ~~((either five (5) or seven (7)))~~ no more than nine (9) members. ~~((who))~~ Seven members shall be ((approved)) appointed by the Mayor and confirmed by the City Council. Two (2) members shall be the Mayor or his or her designee and one council member or their designee selected by City Council. ~~((No Directors shall be the Mayor of the City of Spokane nor member of the City Council. The Mayor or a City Council member selected by the City Council will act as a non-voting ex-officio member of the Board.))~~ Board members may include members who are non-city residents.

Section 6.2 Terms of Office.

~~((A. The terms of office of the initially appointed members of the Board shall commence on the effective date of this charter and shall be staggered as follows:~~

~~Group I. One member for a one-year term;~~

~~Group II. Two members for two-year terms; and~~

~~Group III. Two members for three-year terms.~~

~~B. In making the appointments of the initial board members, the Mayor shall designate which members are assigned to the three groups identified in subsection A above for purposes of determining the length of terms of such initial board members.~~

~~C. Except for the initial members of the Board,))~~

A. ((e))Each member shall be appointed to serve for a three-year term. Each member shall continue to serve until his or her successor has been appointed and qualified. Members may serve consecutive terms. Appointments to fill a vacancy created during an unexpired term shall be for the remainder of the unexpired term.

~~((D. Terms shall expire at the end of the day prior to the anniversary of the effective date of the Charter of the year in which the respective group is scheduled to terminate. New appointees or reappointees shall be processed in the manner provided herein.~~

~~E. Terms for newly created board positions appointed pursuant to Section 6.1 may be staggered as recommended by the Mayor and approved by the City Council in order to maintain an even distribution of terms between the board members.))~~

B. The appointment of the Mayor or his or her designee is a standing appointment and shall continue for the term of the Mayor. The appointment of a council member or their designee is a standing appointment and shall be appointed or reappointed on no less than an annual basis.

Section 2. That Article IX of the Charter for the Northeast Public Development Authority located as an attachment in Ordinance No. C-34813 is amended to read as follows:

ARTICLE IX

Amendments to Charter and Bylaws

Section 9.2 Vote Required for Amendments to Charter or Bylaws. Resolutions of the Board approving proposed amendments to the Charter or Bylaws require an affirmative vote of a simple majority of the confirmed Board members voting on the issue ~~((, provided that such majority equals not less than three (3) votes of a five (5) member board or four (4) votes of a seven (7) member board.))~~

**Passed by City Council May 1, 2017.
Delivered to Mayor May 8, 2017**

Policies and Procedures

NOTICE

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURES

Pursuant to Administrative Policy and Procedure ADMIN 0325-15-01, Section 5.4.1., notice of adoption of the following Department Policy and Procedure(s) is published. All adopted City policy and procedures are available for review in the Office of the City Clerk and at the City Web site <https://my.spokanecity.org/opendata/documents/policies/>.

CITY OF SPOKANE PARKS AND RECREATION DIVISION

Minor Contract Authorization

Effective: April 1, 2017

DEPT 1400-17-04 / LGL 2012-0051

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.

AMENDMENT

AMENDMENT

AMENDMENT

ENFORCEMENT SUPERVISOR

SPN 063

(Announcement of 4/10/2017)

The above titled announcement is hereby amended to read:

CLOSE DATE: This posting is closed as of May 14, 2017.

PUBLIC DEFENDER I SPN 095

OPEN ENTRY

DATE OPEN: Monday, May 8, 2017 **DATE CLOSED:** Sunday, May 21, 2017 at 11:59 p.m.

SALARY: \$42,407.28 annual salary, payable bi-weekly, to a maximum of \$63,537.84

DESCRIPTION:

Performs entry-level professional legal work in defending indigent clients referred by the Municipal Probation Department or Municipal Court against misdemeanor and gross misdemeanor charges before the Municipal Court and occasionally before Spokane County District and Superior Courts.

DUTIES:

Prepares and conducts legal defense before the Court.

Gathers evidence and conducts legal research to formulate defense against charges.

Interviews clients and witnesses and may work with an investigator to ascertain case facts, and handles other details in preparation for trial.

Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of the case.

Negotiates resolution with prosecutors on non-trial cases.

Represents client in court, examining and cross-examining witnesses. Summarizes case to jury.

Confers with colleagues with specialty in area of law to establish and verify basis for legal proceedings.

Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Education and Experience: Graduation from an accredited law school and membership in good standing in the Washington State Bar Association.

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.
- 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 evaluation (T&E) with scoring weight assigned as follows: T&E: 100%

T&E EVALUATION DETAILS

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

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

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of May 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**BUSINESS SYSTEMS ANALYST II SPN 161
PROMOTIONAL**

DATE OPEN: Monday, May 8, 2017 **DATE CLOSED:** Sunday, June 4, 2017 at 11:59 p.m.
SALARY: \$62,640.00 annual salary, payable bi-weekly, to a maximum of \$77,047.20

DESCRIPTION:

Under limited supervision, performs information technology support work and administrative coordination, emphasizing the maintenance and general administration of specialized computer programs and business systems within a City

department. Supports departmental functions by coordinating the procurement, installation, modification, and maintenance of departmental hardware, software, and peripheral systems; troubleshoots and researches technical system and application problems and coordinates their resolution; serves as a departmental liaison to hardware and software vendors; prepares documentation of methods and instructions; and provides technical and process improvement support for department staff pertaining to assigned programs and systems.

DUTIES:

- Serves as the primary liaison for assigned specialized computer technology activities of their department;
- Coordinates and supports the technical aspects of departmental information systems planning, development and maintenance.
- Provides primary support and administration for one or more specialized departmental systems and/or applications; adds and removes users; sets up and changes passwords; monitors system resources and availability; monitors and oversees system security measures.
- Assists with the identification of business needs, desired outcomes and process adjustments; communicates with staff regarding system deficiencies and/or enhancement goals; communicates with vendors regarding the feasibility and cost of such modifications; coordinates the implementation of approved changes.
- Works closely with departments to enhance operational effectiveness, providing training on the Lean Business Improvement Process and facilitating ongoing progress.
- Monitors and reports on performance measurement related to identifying trends and root causes of performance gaps. Participates on complex applications development, enhancement and integration projects by coordinating assigned technical activities such as installation and testing processes; makes system modifications as authorized; communicates with department staff to ensure that needs are being met and to relay any concerns or problems to the appropriate parties.
- Installs hardware and software; ensures timely and appropriate installation of system upgrades.
- Performs application and system backups; plans, recommends and implements disaster recovery procedures.
- Troubleshoots, researches and resolves computer application and system performance, integrity, security, access and other issues/problems within technical parameters; coordinates complex system problems with outside vendors and/or Information Technology Department staff.
- Reads and interprets computer printouts, reports and screen information; compiles and processes statistical and Ad Hoc data for departments, vendors and others; ensures that data is complete and accurate.
- Provides applications-related training to end-users, employing a variety of software and methodologies to create instructional presentations; identifies repetitive user issues and either personally provides training or coordinates with vendors to provide more comprehensive training.
- Recommends and develops system access policies and procedures; develops and maintains system documentation and user instructions; creates and maintains system service records and resource contacts.
- Performs professional technical administrative support work involving data compilation, technical reporting and other areas; sets up databases, spreadsheets, presentations, graphics and other documents; develops complex forms and templates.
- May provide user support and coordination pertaining to phone, video, and other technology systems.
- May serve as a lead worker over subordinate clerical or technical administrative staff.
- Attends meetings, trainings and seminars; serves on committees and task forces.
- Continuously communicates with supervisor regarding the status of assignments and projects.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Two years of experience with the City in the classification of Business Systems Analyst I (SPN 160) or Information Systems Analyst I (SPN 164). NOTE: Current City employees with two years of experience in the former classification of Applications Analyst (SPN 164) may also 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. – if applicable.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The 2-part examination process will consist of a Training and Experience (T&E) Evaluation and a written test. Additionally, a promotional evaluation will factor in to your overall score. Weights are assigned as follows:

- T&E Evaluation: 40%
- Written Test: 40%
- Promotional Evaluation 20%

Upon request, at time of application, the City will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

T&E Evaluation Details (Weighted 40%)

The T&E Evaluation is part 1 of the Civil Service examination process for this position. **Qualified applicants must submit their T&E by Sunday, June 4, 2017 in order to receive an invitation to the written test.**

- 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.
- Resumés will not be accepted in lieu of completing each question. "See Resumé " or "See Application" are not qualifying responses and will not be considered in the rating process.

Written Test Details (Weighted 40%)

The written test is part 2 of the examination process for this position and will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Tuesday, June 13, 2017 at 9:00 a.m. and 1:00 p.m.** The approximate duration of the test is 2 hours.

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

The written test may include such subjects as: Continuous Improvement Processes; Business Analysis Processes; Business Analysis Tools & Methods; Project Management; Basic Programming (SQL and VBA); and Research Methods.

Promotional Evaluation Details (Weighted 20%)

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

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

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit the T&E form by 11:59 p.m. on the filing cut-off date.

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 4th day of May 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

BUSINESS SYSTEMS ANALYST II SPN 161 OPEN ENTRY

DATE OPEN: Monday, May 8, 2017 DATE CLOSED: Sunday, June 4, 2017 at 11:59 p.m.
SALARY: \$62,640.00 annual salary, payable bi-weekly, to a maximum of \$77,047.20

DESCRIPTION:

Under limited supervision, performs information technology support work and administrative coordination, emphasizing the maintenance and general administration of specialized computer programs and business systems within a City department. Supports departmental functions by coordinating the procurement, installation, modification, and maintenance of departmental hardware, software, and peripheral systems; troubleshoots and researches technical system and application problems and coordinates their resolution; serves as a departmental liaison to hardware and software vendors; prepares documentation of methods and instructions; and provides technical and process improvement support for department staff pertaining to assigned programs and systems.

DUTIES:

- Serves as the primary liaison for assigned specialized computer technology activities of their department;
- Coordinates and supports the technical aspects of departmental information systems planning, development and maintenance.
- Provides primary support and administration for one or more specialized departmental systems and/or applications; adds and removes users; sets up and changes passwords; monitors system resources and availability; monitors and oversees system security measures.
- Assists with the identification of business needs, desired outcomes and process adjustments; communicates with staff regarding system deficiencies and/or enhancement goals; communicates with vendors regarding the feasibility and cost of such modifications; coordinates the implementation of approved changes.
- Works closely with departments to enhance operational effectiveness, providing training on the Lean Business Improvement Process and facilitating ongoing progress.
- Monitors and reports on performance measurement related to identifying trends and root causes of performance gaps. Participates on complex applications development, enhancement and integration projects by coordinating assigned technical activities such as installation and testing processes; makes system modifications as authorized; communicates with department staff to ensure that needs are being met and to relay any concerns or problems to the appropriate parties.
- Installs hardware and software; ensures timely and appropriate installation of system upgrades.
- Performs application and system backups; plans, recommends and implements disaster recovery procedures.
- Troubleshoots, researches and resolves computer application and system performance, integrity, security, access and other issues/problems within technical parameters; coordinates complex system problems with outside vendors and/or Information Technology Department staff.
- Reads and interprets computer printouts, reports and screen information; compiles and processes statistical and Ad Hoc data for departments, vendors and others; ensures that data is complete and accurate.
- Provides applications-related training to end-users, employing a variety of software and methodologies to create instructional presentations; identifies repetitive user issues and either personally provides training or coordinates with vendors to provide more comprehensive training.
- Recommends and develops system access policies and procedures; develops and maintains system documentation and user instructions; creates and maintains system service records and resource contacts.
- Performs professional technical administrative support work involving data compilation, technical reporting and other areas; sets up databases, spreadsheets, presentations, graphics and other documents; develops complex forms and templates.
- May provide user support and coordination pertaining to phone, video, and other technology systems.
- May serve as a lead worker over subordinate clerical or technical administrative staff.
- Attends meetings, trainings and seminars; serves on committees and task forces.
- Continuously communicates with supervisor regarding the status of assignments and projects.
- Performs other related duties as assigned.

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

A Bachelor's degree from an accredited four-year college or university in business or public administration, accounting, information systems, or a closely related field; AND two years of progressively responsible professional experience in information technology support and business analysis or process improvement. An equivalent combination of education, training and experience may also be qualifying.

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.
- 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 2-part examination process will consist of a Training and Experience (T&E) Evaluation and a written test, with weights assigned as follows:

- T&E Evaluation: 50%
- Written Test: 50%

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 50%)

The T&E Evaluation is part 1 of the Civil Service examination process for this position. **Qualified applicants must submit their T&E by Sunday, June 4, 2017 in order to receive an invitation to the written test.**

- 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.
- Resumés will not be accepted in lieu of completing each question. "See Resumé " or "See Application" are not qualifying responses and will not be considered in the rating process.

Written Test Details (Weighted 50%)

The written test is part 2 of the examination process for this position and will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Tuesday, June 13, 2017 at 9:00 a.m. and 1:00 p.m.** The approximate duration of the test is 2 hours.

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

The written test may include such subjects as: Continuous Improvement Processes; Business Analysis Processes; Business Analysis Tools & Methods; Project Management; Basic Programming (SQL and VBA); and Research Methods.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit the T&E form by 11:59 p.m. on the filing cut-off date.

TO APPLY:

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

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

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

107c & CSO 34-1 Control Facilities Engineering Services File No. 2014096 & 2012088

This project consists of the construction of two CSO related tanks, including:

- 200,000 gallon combined sewer storage facility underground concrete tank with mechanical, odor control and electrical facilities;
- about ±4,000 vertical square feet of shoring/cofferdam with anticipated dewatering, and approximately 13,000 cubic yards of excavation,
- an integral 3 hip duplex submersible lift station and flow control
- 1,500,000 gallon combined sewer storage facility underground concrete tank with mechanical, odor control and electrical facilities;
- about ±7,500 vertical square feet of shoring, and approximately 60,000 cubic yards of excavation,
- an integral 10 hip duplex submersible lift station and flow control
- ±1,700 linear feet of 8" to 72" combined sanitary/storm sewer,
- ±1,400 linear feet of 6" to 12" water line, nine drainage structures,
- ±1,700 linear feet of sidewalk,
- ±10,000 square yards of 3" to 5" thick pavement,
- sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., **May 22, 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.

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.

A pre-bid conference will be held at the basement level of Spokane City Hall (W. 808 Spokane Falls Blvd. Spokane, WA 99201) in the Council Briefing Center at 1:00p.m. on Wednesday, **May 10, 2017**. Attendance is highly encouraged.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix C. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

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

******It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to this contract or any subcontract.**

"The Successful bidder will be required to conform to the wage requirements prescribed by the federal Davis-Bacon and Relate Acts which requires that all laborers and mechanics employed by contractors and subcontractors performing on contracts funded in whole or in part by SRF appropriations in excess of \$2000 pay their laborers and mechanics not less than the prevailing wage rates and fringe benefits, and determined by the Secretary of Labor, for corresponding classes of laborers and mechanics employed on similar projects in the area."

Publish: May 3, 10 and 17, 2017

Notice for Bids

Supplies, Equipment, Maintenance, etc.

INVITATION FOR BIDS

**League of Women for Community Action, Inc. dba Southeast Day Care Center
Capital Improvements- Window Replacement ("Project")**

Sealed bids for the Southeast Day Care Center Window Replacement Project will be opened on **Wednesday, May 31st, 2017 at 11:00 AM** in City Hall, Conference Room 6A, 808 W. Spokane Falls Blvd., Spokane, Washington 99201.

This project consists of installation of new double-insulated, energy-efficient window systems for the Southeast Day Care Center in Spokane, WA, as per the specifications available in the Invitation to Bid.

A pre-bid conference and walk-through will be held on **Tuesday, May 23rd, 2017 at 10:00 AM** at the Southeast Day Care Center at 2227 E. Hartson Ave., Spokane, Washington 99202.

The Invitation to Bid is available by contacting Nikki Graham-Brown, City of Spokane CDBG Program Specialist, at ngrahambrown@spokanecity.org or (509) 625-6346.

Project bids should be submitted to the address below no later than **10:00 AM on Wednesday, May 31st, 2017**. Bids must be sent sufficiently ahead of time to be received by the required date and time. Southeast Day Care Center is not responsible for Bids delivered late. Only firm Bids with signatures will be evaluated.

Submit one (1) paper original, one (1) paper copy of the Bid to:

**City of Spokane, CHHS Dept.
Attn: Nikki Graham-Brown
Southeast Day Care Center Bid
808 W. Spokane Falls Blvd.
Spokane, WA 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 Bidder when considering this contract. Evidence of supplementary bidder responsibility criteria will be required of the apparent lowest Bidder as referenced under Section 18.B. in the Invitation to Bid.

All response packages are to be clearly marked with:

SEALED BID - IMPORTANT
SOUTHEAST DAY CARE CENTER WINDOW REPLACEMENT
MAY 31st, 2017, 11:00 AM
[COMPANY NAME]

Small, minority- and women-owned businesses are encouraged to submit bids. All work performed on the project will be subject to the higher of state or federal Davis-Bacon wage rates. This project is funded by a federal grant from the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program.

Publish: May 10 and 17, 2017

REQUEST FOR PROPOSALS

EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA IMPLEMENTATION City of Spokane Business and Development Department

RFP #4342-17

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 5, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA IMPLEMENTATION** for the City of Spokane Business and Development Department.

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, June 5, 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 #4342-17, EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA IMPLEMENTATION, DUE 6/5/2017”

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

Publish: May 10 & 17, 2017

PRINTING AND MAILING OF PARKS ACTIVITY GUIDE

City of Spokane Parks & Recreation Department

BID #4359-17

Sealed bids will be opened at 1:15 p.m., **MONDAY, MAY 22, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **PRINTING AND MAILING OF PARKS ACTIVITY GUIDE** for the City of Spokane Parks and Recreation Department.

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

Submittal Instructions:

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

Submit one (1) paper original of the Bid 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:

“PRINTING AND MAILING OF PARKS ACTIVITY GUIDE - BID #4359-17, DUE 5/22/17”.

Thea Prince
Purchasing Department

Publish: May 10 & 17, 2017

REQUEST FOR PROPOSALS

SALE OF HDPE SCRAP PLASTIC FROM SOLID WASTE COLLECTION CARTS
City of Spokane Solid Waste Collection Department

RFP #4361-17

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 5, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **SALE OF HDPE SCRAP PLASTIC FROM SOLID WASTE COLLECTION CARTS** for the City of Spokane Solid Waste Collection Department.

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, June 5, 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 #4361-17, SALE OF HDPE SCRAP PLASTIC FROM SOLID WASTE COLLECTION CARTS, DUE 6/5/2017”

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

Publish: May 10 & 17, 2017
