



Official Gazette

City of Spokane, Washington

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

Volume 107

JUNE 14, 2017

Issue 24



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

(USPS 403-480)

Published by Authority of City Charter Section 39

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

Official Gazette Archive:

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

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The Official Gazette

USPS 403-480

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Spokane, WA**POSTMASTER:****Send address changes to:**Official Gazette
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808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342**Subscription Rates:**

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made
payable to:**

City Treasurer

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

Minutes

NOTICE**Monday, June 5, 2017**

The minutes for the Monday, June 5, 2017, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, June 21, 2017, issue of the *Official Gazette*.

Planning & Economic Development**May 15, 2017**

Meeting Minutes: Meeting called to order at 10:32

Attendance

- P&ED Members Present: Council Members Mike Fagan, Breean Beggs, Candace Mumm, Karen Stratton Council President Ben Stuckart
- Council Members Not Present: Amber Waldref, Lori Kinnear
- Staff Present: Nathan Gwinn, Brian McClatchy, Lisa Key, Tirrell Black, Kevin Freibott, Adam McDaniel, Kandace Watkins, Kathleen Myers, Inga Note

Briefing Session:

April 17, 2017 Meeting minutes approved unanimously.

Discussion Items:**1. SAGA Quarterly Report**

Melissa Huggins and Jennifer Knickerbocker with the Spokane Arts presented the Spokane Arts Grant program to Council Members.

Action:

Council request the presentation be presented at a Council meeting so that the public has the opportunity to hear more about the program.

2. UD Revitalization Area Business Plan & Amendment #1 to Interlocal Agreement between the City and UDPDA

Lisa Key, Director of Planning Services presented the Amendment to the Interlocal Agreement between the City and University District Public Development Authority regarding the University District Revitalization Area funding.

Action:

Approval of Amendment No. 1 to the Interlocal agreement between the City and UDPDA will be placed on the Council Consent Agenda for June 5, 2017.

3. Plan Commission's Spokane Falls Boulevard Building Heights Working Group

Lisa Key, Director of Planning Services, provided an overview of the working group established by Plan Commission to discuss the Spokane Falls Boulevard Building Heights Working Group.

Action:

Work group will be meeting on May 16, June 6, June 13, and June 27 from 1:00p.m.-3:00p.m.

Administrative Reports:**1. Traffic Calming Update**

Kathleen Myers with Code Enforcement and Bob Turner with the Streets Department answered City Council's questions regarding the Traffic Calming budget.

Meeting Adjourned at 11:20 pm:

Next PED meeting is scheduled **June 5, 2017**

Hearing Notices

Notice of City Council Public Hearing**Proposed Ordinance No. C35508****Amending the City of Spokane SMC Title 17E, Chapter 17E.070 Wetlands Protection**

Notice is hereby given that there will be a public hearing before the City of Spokane City Council at their regularly scheduled meeting on June 19, 2017, beginning at 6:00 PM in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington. The specific action proposed is adoption by City Council to amend SMC Title 17E, Chapter 17E.070 Wetlands Protection, as recommended by the City of Spokane Plan Commission. This hearing or portions thereof may be continued at the discretion of the City Council. Public testimony for the Wetlands Ordinance Update will be taken at the Hearing on June 19, 2017.

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

City of Spokane Planning & Development, Attn: Jo Anne Wright, 808 West Spokane Falls Blvd, Spokane, WA 99201
509-625-6017 jwright@spokanecity.org.

Documents relating to the Wetlands Update and SEPA DNS are available for viewing at:

<https://my.spokanecity.org/shaping Spokane/wetlandsprotection>.

Location: The City of Spokane is located in Spokane County, Washington State. The Wetlands Update applies to all wetlands within the City's corporate boundary.

Description of Proposal: The proposal is to update the Critical Areas regulations for Wetland Protection Areas and associated buffers within the City of Spokane. Revisions were made to ensure consistency with State Department of Ecology regulations and standards, per WAC 173-22-035.

SEPA: This proposal has been reviewed under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Chapter 17E.050. A Determination of Non-Significance (DNS) was issued on February 21, 2017. The DNS is issued under 197-11-340(2).

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

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chambers in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email 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.

Publish: June 7 & 14, 2017

Notice of City Council Public Hearing**Proposed Ordinance No. C35509****2017 Periodic Update of the Comprehensive Plan**

Notice is hereby given that there will be a public hearing before the City of Spokane City Council at their regularly scheduled meeting on June 19, 2017, beginning at 6:00 PM in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington. This public hearing is for the 2017 City of Spokane Comprehensive Plan Update. The specific action proposed is the adoption by City Council of the updated Comprehensive Plan as recommended by the City of Spokane Plan Commission. Public testimony will be taken on the Comprehensive Plan Update at the Hearing on June 19, 2017. This hearing or portions thereof may be continued at the discretion of the City Council.

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

City of Spokane Planning & Development, Attn: Jo Anne Wright, 808 West Spokane Falls Blvd, Spokane, WA 99201 509-625-6017 jwright@spokanecity.org.

Documents relating to this proposal are available for viewing at: <https://my.spokanecity.org/shapingspokane>

Location: The City of Spokane is located in Spokane County, Washington State. The Comprehensive Plan Periodic Update applies to all property within the City's corporate boundary.

Description of Proposal: The City of Spokane updated the 2001 *Draft Comprehensive Plan* in 2006, and has again undertaken the required periodic update of the Comprehensive Plan as required under the Washington State Growth Management Act (GMA, RCW 36.70A and WAC 365-196-610).

SEPA: This proposal has been reviewed under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Title 17E, Chapter 17E.050. An EIS was issued for the 2001 Draft Comprehensive Plan, an integrated GMA and SEPA Document; and a SEPA checklist was prepared for the 2006 Comprehensive Plan Update.

This SEPA Addendum is an addendum to the March 23, 2001 Environmental Impact Statement, and was issued on February 21, 2017. The Addendum is available for review at the website listed above. No comment period is required for the Comprehensive Plan SEPA Addendum pursuant to WAC 197-11-625.

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

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chambers in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email 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.

Publish: June 7 & 14, 2017

SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA**June 21, 2017****City Council Briefing Center
808 W. Spokane Falls Blvd.**

I. Public Hearing: 3:00 P.M.

A. Spokane Register Nomination (per SMC 17D.040.090):

1. Determination of Eligibility – 2425 W. Bridge

- B. Certificate of Appropriateness (per SMC 17D.040.080):
 - 1. The Spokane-Continental Bakery Building – 821 W. Mallon
- C. Special Tax Valuation (per SMC 17D.040.310)
 - 1. 514 W. Park Place, Corbin Park Historic District

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General Notices

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NOTICE IS HEREBY GIVEN that the regular meeting of the SPOKANE CIVIL SERVICE COMMISSION will be conducted at 9:30 a.m., Tuesday, June 20, 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. Appointment of Fifth Commission Member
- IV. Classification Resolution
- V. Appeal of Classification Determination
- VI. 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. June 20, 2017, in the City Council Briefing Room.

Dated at Spokane, Washington, this 5th day of May, 2017.

CRAIG HULT GITA GEORGE-HATCHER
Chair 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, June 19, 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 Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email 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.

Spokane Police Advisory Committee (PAC)



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

**Thursday, June 15, 2017 at 5:30 pm
Northeast Community Center
4001 N. Cook Street**

Police Chief Craig Meidl and/or other members of the Spokane Police Department will be present to deliver updates and to answer community questions.

PAC Serves as a Bridge from the Chief to the Community...

PAC is a collection of community group representatives who serve as an advisory group to the Office of the Chief of Police regarding community needs and concerns, as well as community responses to proposed police programs and priorities. PAC is looking for additional community group leaders to join this committee. If you are interested, please send a request for an application to anapolitano@spokanepolice.org or call (509) 625-4063.

Ordinances

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

ORDINANCE C35500

An ordinance relating to entertainment facilities and amusement devices; repealing chapter 04.33 of the Spokane Municipal Code; and amending sections 08.02.0202, 08.12.070, 10.23A.030, 10.23A.050, 10.23A.070, and 10.23A.075 of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That chapter 04.33 of the Spokane Municipal Code is repealed in its entirety.

Section 2. That section 08.02.010 of the Spokane Municipal Code is amended to read as follows:

Section 08.02.010 General Provisions

A. The City, by its fees, attempts to further the following principles:

- ((A-)) 1. Fees charged in connection with programs regulatory of private activities in the exercise of the police power shall be reasonably related to the costs and expenses of administering and enforcing the program.
- ((B-)) 2. While regulatory programs under the police power promote the general welfare of the community as a whole, the costs should, so far as reasonably possible, be borne by the persons whose activities voluntarily undertaken create the need for regulations.
- ((C-)) 3. Charges for municipal utility services should be designed to enable the utility to be self-supporting so that it operates neither at a loss requiring subsidy by the general fund, nor at a profit inuring to the benefit of the general fund. Rates should be based upon reasonable differences, including cost of service; location of customers; cost of maintenance, operation, repair and replacement of the various parts of the system; character of service furnished; quantity and quality of service; time of use; and capital contributions made to the system by way of assessments or otherwise.
- ((D-)) 4. Some charge should be made whenever the City allows private use of public facilities or forbears collection of money owed in recognition of the premise that the City holds its moneys and property as a public trustee.
- ((E-)) 5. When a person undertakes a renovation project of a building in the central business district which involves a building at least fifty years old and that is eligible for inclusion on the Spokane Register as an historic building, and when a project seeks to preserve and restore the historic value and character of said building; when the City further finds that the project confers a benefit of reasonably general character to a significant part of the public, the City may waive all of the street obstruction permit fees for the project.
- ((F-)) 6. A person may appeal the City's determination of a denial of the permit waiver to the hearing examiner.
- ((G-)) 7. "Central business district", for purpose of this subsection, includes properties located east of Cedar Street, west of Pine Street, north of Third Avenue, and south of the Spokane River.)

B. Definitions.

- 1. "Amusement device" means a machine or device which provides recreation or entertainment, the outcome of which is determined to a material degree by the skill of the participant and for which a

charge is made for use or play, including, without limitation, pool and billiard tables, shuffleboards, music machines, video games, pinball games, and riding devices; provided, however, that it does not mean or include any machine or device used exclusively for the vending of merchandise.

2. "Central business district" means properties located east of Cedar Street, west of Pine Street, north of Third Avenue, and south of the Spokane River.
3. "Entertainment facility" means any place of public accommodation in which amusement devices are offered or available for use or play, or in which music, dancing, or entertainment are offered or available and including teen clubs and all-ages venues.

Section 3. That section 08.02.0202 of the Spokane Municipal Code is amended to read as follows:

Section 08.02.0202 ((Amusement)) Entertainment Facilities

- A. The license fees for amusement devices, per year or part of a year, are:
 1. forty dollars for an amusement device owner's or operator's license; and
 2. twenty-five dollars for each amusement device license.
- B. The license fee for an amusement device which is part of a carnival or circus is ten dollars per device.
- C. The annual license fee for ((amusement)) entertainment facilities(~~((, per year from date of issue,))~~) is one hundred dollars(~~((:~~
 1. ~~one hundred dollars where music and entertainment only is permitted; or~~
 2. ~~three hundred dollars where dancing is permitted; or~~
 2. ~~three hundred dollars for teen clubs, or~~
 4. ~~three hundred dollars for all ages venue))~~.
- D. The permit fee for a circus, carnival, concert, or dance regulated by chapter 10.23A SMC is one hundred dollars for each event or each day, plus a fire department evaluation fee of twenty-five dollars per hour, with a twenty-five dollar minimum. The ((city manager)) City Administrator, upon the advice of the ((chief of police)) Chief of Police that the event should not involve extraordinary law enforcement costs, may waive any part of the fee in excess of one hundred dollars.

Section 4. That section 08.12.070 of the Spokane Municipal Code is amended to read as follows:

Section 08.12.070 Penalties and Interest

- A. Whenever any fee is not received by the due date (March 1st or the beginning of the calendar quarter in a case under SMC 8.12.040(B)), there is added a penalty of five percent of the total unpaid amount per month from January 1st. The minimum penalty is ten dollars.
- B. In addition to the penalty provided in subsection (A) of this section, interest is charged at the rate of one percent of the amount of the total unpaid fee for every calendar month of delinquency from due date to date of payment.
- C. Whenever a check or other instrument tendered for payment is dishonored or otherwise not negotiable, penalties and interest accrue since payment is not deemed made until the instrument is honored.
- D. The City ((treasurer)) may waive the penalties provided in this section, but not interest, in a particular case when the taxpayer's failure to comply was due to circumstances beyond the taxpayer's control.
- E. The penalties and interest provided for in this section are collected as part of the license fee. Collection of such penalties and interest, or discontinuance of use of any device, does not excuse noncompliance and is not a defense to prosecution.

Section 5. That section 10.23A.030 of the Spokane Municipal Code is amended to read as follows:

Section 10.23A.030 Special Regulations for ((Cabaret))Entertainment Facilities

- A. No person under the age of eighteen years may be in a premise licensed under this section between the hours of two a.m. and six a.m., nor shall any licensee permit such minor to be on the premises between those hours.
- B. No licensee may conduct any dancing activity between the hours of two a.m. and six a.m. without prior special permission of the license officer.
- C. No licensee or employee may do, or permit to be done:
1. soliciting of dancing partners or the purchase of refreshments on a commission basis; or
 2. dancing with patrons or customers on a commission or tip basis;
 - ~~((3. immoral or obscene dancing.))~~
- D. A licensee with a dance floor must maintain illumination at a minimum level of three foot-candles at a plane three feet above the dance floor.
- E. The operator of ~~((a cabaret))~~ an entertainment facility:
1. shall not permit music to emanate off the premises in violation of chapter 10.08D, SMC (noise control), except where outdoor entertainment venues are provided in approved outdoor patio areas;
 - ~~((2. shall not permit pre recorded music unless it is delivered and controlled by a live entertainer on the premises whose sole function in the cabaret is entertainment;))~~
 - ~~((3.))~~2. shall keep the portion of the premises devoted to the preparation of food entirely separate from the dance floor;
 - ~~((4.))~~3. f dancing is permitted, shall provide a dance floor of not less than one hundred fifty square feet with each side being at least ten feet long;
 - ~~((5.))~~4. if there is an elevated dance floor, shall provide a dance floor not higher than eighteen inches above the surrounding floor or closer than six feet from the nearest patron;
 - ~~((6.))~~5. shall ensure the subject premises comply with all applicable building, fire, and zoning codes; and
 - ~~((7. shall ensure all managing employees have no criminal records relating to their fitness to engage in the licensed activities.))~~
- F. Outdoor entertainment venues may be provided in approved outdoor patio areas pursuant to the following:
1. Sound levels shall be in compliance with ~~((existing noise ordinance))~~chapter 10.08D, SMC.
 2. Sound levels must be turned down or terminated in response to neighborhood complaints or as directed by a police officer.
 3. No outdoor entertainment allowed after ten p.m., provided that, at the time of the initial permit application, a venue may request and shall receive a permit allowing for extended hours to midnight on Friday and Saturday if the venue is located no closer than one hundred feet from a residential zone, which shall be measured from the property lines between the venue and the nearest residential property.
- G. A violation under this section is a class one civil infraction for each violation.

Section 6. That section 10.23A.050 of the Spokane Municipal Code is amended to read as follows:

Section 10.23A.050 Special Regulations for Circuses, Carnivals, Concerts, and Dances

- A. An applicant for a permit under this section must make application at least thirty days prior to the date of the proposed event.
- B. The applicant must demonstrate that no principal, manager, or person having a proprietary interest in the event has a criminal history related to such person's fitness to conduct the event, including specifically crimes of moral turpitude.
- C. If the event requires any special physical facilities, the applicant must furnish specific plans with the application.
- D. The applicant must show the character, number, and location of all potable water and other drinking, food, toilet, lavatory, waste collection, and emergency medical facilities available and to be provided.
- ~~((E. The applicant must demonstrate the adequacy of the vehicle parking plan which provides one off street parking space for every four persons expected to attend.))~~
- ~~((F.))~~ E. The applicant must show plans for traffic and crowd control by commissioned City police officers at the ratio of one traffic-control officer and one crowd-control officer for every two hundred persons expected to attend.
- ~~((G.))~~ F. The applicant must state the procedure to be used to limit further attendance in the event attendance exceeds the capacity of the approved physical, sanitation, or law enforcement facilities.
- ~~((H.))~~ G. Expiration and Transfer.

The permit under this section is issued to a particular sponsor for a single event. The permit expires upon conclusion of the event and is not transferable. Unless otherwise determined by the license officer, the licensee must have the physical facilities provided for a circus, carnival, concert, or dance in place and ready for inspection by all interested officials five days prior to the event. A license issued under this section is not subject to the requirements listed elsewhere in this chapter.

Section 7. That section 10.23A.070 of the Spokane Municipal Code is amended to read as follows:

Section 10.23A.070 Application, Transfer, and Renewal

- A. An entertainment facility license issued under this chapter is not transferable as to person or place.
- B. Application for License.
 - 1. The application is filed and all applicable license fee(s) are paid to, the ~~((office of taxes and licenses))~~ Department of Taxes and Licenses.
 - 2. The ~~((chief of police))~~ Chief of Police, or designated license officer, does not approve the license until the application has been reviewed and approved by ~~((the))~~ a designated building official, fire marshal, and director of taxes and licenses as required.
- C. An entertainment facility shall be at all times during normal business hours available for access by any law enforcement.
- D. This chapter is subject to the administrative provisions of chapter 4.04 SMC.
 - 1. An entertainment facility license may be suspended, revoked, or denied if:
 - a. any datum furnished on the application is false or is not updated in a timely fashion;
 - b. the structure ceases to comply with all applicable building, fire, and zoning provisions;
 - c. any condition of the license, or voluntary consent agreement, or ~~((community advisory board mitigation agreement))~~ issued under this chapter has been violated; or
 - d. any provision of this chapter is violated.
 - 2. Any authorized City official may issue a warning order requiring licensee to correct any condition or practice that presents a threat to the public health or safety.

3. Authorized City departments may invoke their powers granted under the Spokane Municipal Code to immediately close an entertainment facility if the conditions present an imminent threat to public health and safety.
- E. Renewal of application:
1. Application for renewal shall be made no later than thirty days prior to expiration of license.
 2. The applicant shall pay all applicable fees.
 3. The applicant must obtain relevant confirmations from the fire department; the building services department; and the police department.
- ~~((4. In the event issues and/or complaints against a facility arise which involve the business activities that have occurred prior to or during the renewal period; the community advisory board should first review the issues pursuant to chapter 4.33 SMC. The decision of the community advisory board shall be taken into account in granting or denying a license renewal.~~
- ~~a. The business will be granted a temporary sixty day license extension for the limited purposes of allowing the business to process the complaints through the community advisory board.))~~
- F. All license fees are non refundable.
- G. Any person required to obtain a license under this chapter and who fails to do so in the time required by this code is subject to payment of interest on the outstanding balance at the rate of one percent per month or part of a month. In addition to the interest, penalties are assessed at the rate of:
1. Fifteen percent for the amount due for any amount past due more than thirty days; and
 2. Twenty percent for the amount past due more than sixty days.
- H. Penalties and interest provided for in this section are collected as part of the license fee. Collection of the penalties and interest, or discontinuance of the activity, does not excuse noncompliance and is not a defense to prosecution.

Passed by City Council June 5, 2017

Delivered to Mayor June 8, 2017

ORDINANCE NO. C35501

An ordinance relating to the disposition of surplus City real property; enacting a new section 12.05.040; and amending section 07.08.509 of the Spokane Municipal Code.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That there is enacted a new section 12.05.040 of the Spokane Municipal Code to read as follows:

Section 12.05.040 Disposition of Low-Value Personal Property or Equipment

- A. As authorized by, and pursuant to RCW 35.22.280(3), chapters 35.33 and 35.94, RCW, and chapter 12.10, SMC, as well as Article 8, Section 7 of the Washington State Constitution, which generally prohibits the City from gifting money or property to private individuals or corporations, the City Administrator, or her designee, is authorized to dispose of low-value City personal property or equipment, by any of the following methods:
1. Arms'-length sale on commercially reasonable terms;
 2. Donation to a non-profit organization; or
 3. Auction.

- B. Prior to conducting any disposition authorized by this section, the City Administrator, or her designee, shall provide a report to the City Council providing, in reasonably specific terms, the following:
1. a description of the City low-value personal property or equipment which is to be disposed of;
 2. the preferred method of disposition;
 3. the approximate date of the disposition;
 4. the estimated costs of the disposition, if any; and
 5. the estimated revenues, if any, to be derived from the disposition.
- C. For purpose of this section, "low-value personal property or equipment" means (i) any item of personal property or equipment having an estimated value of less than five hundred dollars (\$500.00), and (ii) any item of personal property or equipment which, in the determination of the City Administrator or her designee has not been in use by the City for a period of five years or longer.
- D. Funds derived from the sale of low-value personal property or equipment shall be deposited into the Asset Management Fund, pursuant to SMC 07.08.509(F).

Section 2. That section 07.08.509 of the Spokane Municipal Code is amended to read as follows:

Section 07.08.509 Asset Management Fund

- A. There is created a fund to be known as the "asset management fund" for the purpose of planning, designing, constructing/demolishing, procuring, managing and selling real property and infrastructure for City departments/funds.
- B. All moneys deposited in the fund shall be expended through the usual fiscal officers of the City as directed by the legislative authority of the City and in accordance with approved budgets for the design, construction/demolition, procurement or management of real property and for payments of debt related to property owned by the fund.
- C. All moneys deposited into the fund and not expended shall remain in the fund from year to year and shall not be transferred to any other fund or expended for any other purpose whatsoever, except by appropriate action of the City Council.
- D. The City fund that uses the property owned by the asset management fund for its operating activities is responsible for all expenses related to the maintenance and operation of the property.
- E. To the extent permitted by law, all moneys from the sale of real properties surplused by the city council shall be deposited into the fund.
- F. To the extent permitted by law, all proceeds from the sale of low-value personal property or equipment conducted as authorized under SMC 12.05.040 shall be deposited into the fund.

Passed by City Council June 5, 2017

Delivered to Mayor June 8, 2017

ORDINANCE NO C35502

An ordinance amending Ordinance No. C-35457, passed the City Council November 28, 2016, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2016, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2016, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2017 budget Ordinance No. C-35457, as above entitled, and which passed the City Council November 28, 2016, it is necessary to make changes in the appropriations of the Fire/EMS Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	1970-93532	Fire/EMS Fund	
	999990-33183	FEMA	<u>\$ 299,983</u>
TO:	1970-93532	Fire/EMS Fund	
	22200-53205	PPE	<u>\$ 237,515</u>
:	1970-93532	Fire/EMS Fund	
	22200-54902	Registration	<u>\$ 62,468</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to budget for the FEMA/Homeland Security Grant, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council June 5, 2017
Delivered to Mayor June 8, 2017

ORDINANCE NO C35507

An ordinance amending Ordinance No. C-35457, passed the City Council November 28, 2016, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2017, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2017, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2017 budget Ordinance No. C-35457, as above entitled, and which passed the City Council November 28, 2016, it is necessary to make changes in the appropriations of the Channel Five Equipment Reserve Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	1940-99999	Channel Five Equipment Reserve Fund	
	99999-	Unappropriated Reserves	<u>\$ 450,000</u>
TO:	1940-37310	Channel Five Equipment Reserve Fund	
	56000-56701	Reserve for Capital Outlay	<u>\$ 450,000</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to appropriate funds needed for audio/video upgrades needed in council chambers, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council June 5, 2017
Delivered to Mayor June 8, 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.

ACCOUNTING CLERK SPN 106 PROMOTIONAL

DATE OPEN: Monday, June 12, 2017 **DATE CLOSED:** Sunday, June 25, 2017 at 11:59 p.m.
SALARY: \$35,746.56 annual salary, payable bi-weekly, to a maximum of \$53,870.40

DESCRIPTION:

Performs varied and difficult entry-level accounting work for a variety of internal customer departments.

DUTIES:

This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:

- Processes accounts payable invoices or requests for reimbursement, including review for accuracy, completeness, and compliance with city policies and procedures. Ensures that contract payments comply with contract terms and the City's purchasing policies. Manages the timely replenishment of petty cash/imprest funds.
- Prepares and reviews accounts receivable invoices for accuracy, completeness, and sufficiency of supporting data for billing to internal and external customers.
- Maintains, requests, or prepares monthly reconciliations of accounts receivable data to its subsidiary ledger details. Performs timely review of accounts receivable data to ensure amounts due can be collected. Follows established City policy and procedure regarding the subsequent collection of any past due amounts.
- Prepares timely and accurate cash receipting, in compliance with city cash handling policies and procedures.
- Performs reconciliation of various accounts, to include bank reconciliations, daily cash receipts, and general ledger accounts.
- Enters accounting documents into the financial system (journal entries, payment documents, accounts receivable invoices) in a consistent and accurate method, adhering to any stated Departmental policies and procedures.
- Analyzes accounting data electronically, in order to identify data consistency and/or data anomalies. Such data may be used in complex calculations (e.g. determination of equipment or benefit rates) or to assist in the development of fiscal budgets, or to evaluate various scenarios.
- Maintains general and subsidiary records according to established account classifications and prepares periodic reports from these records.
- Prepares or reviews payrolls and time sheets for accuracy and completeness.
- Maintains a variety of files and records in accordance with the City's records retention policies.
- Prepares and maintains spreadsheets, subsidiary ledgers, and other data for cost accounting, grant draws, loans, and other analysis.
- Maintains familiarity with grantor requirements in order to ensure that any accounting transactions affecting grants are properly recorded and are in compliance with grant requirements. Follows the policies and procedures of the Office of Grants Management.
- Provides ad hoc financial reporting and assistance with accounting functions to the senior-level accounting staff.
- Performs periodic or annual inventories of city property, some of which may include traveling offsite to remote locations or working in extreme weather/site conditions.
- Performs related work and tasks as required.

MINIMUM QUALIFICATIONS:

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

Completion of at least one year with the City in a Clerk II or higher clerical level classification, AND completion of 10 quarter or 6 semester credit hours of college level accounting courses.

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

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room the week of June 29, 2017. The approximate duration of the test is 2 hours.

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

The written test may include such subjects as:

- Math
- Error Detection
- Microsoft Excel
- Journal Entries
- Office Procedures and Vocabulary
- Voucher Analysis
- Chart Reading

PROMOTIONAL EVALUATION DETAILS

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

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

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

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 8th day of June 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**ACCOUNTING CLERK SPN 106
OPEN ENTRY**

DATE OPEN: Monday, June 12, 2017 **DATE CLOSED:** Sunday, June 25, 2017 at 11:59 p.m.
SALARY: \$35,746.56 annual salary, payable bi-weekly, to a maximum of \$53,870.40

DESCRIPTION:

Performs varied and difficult entry-level accounting work for a variety of internal customer departments.

DUTIES:

This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:

- Processes accounts payable invoices or requests for reimbursement, including review for accuracy, completeness, and compliance with city policies and procedures. Ensures that contract payments follow contract terms and the City's purchasing policies. Manages the timely replenishment of petty cash/imprest funds.
- Prepares and reviews accounts receivable invoices for accuracy, completeness, and sufficiency of supporting data for billing to internal and external customers.
- Maintains, requests, or prepares monthly reconciliations of accounts receivable data to its subsidiary ledger details. Performs timely review of accounts receivable data to ensure amounts due can be collected. Follows established City policy and procedure regarding the subsequent collection of any past due amounts.
- Prepares timely and accurate cash receipting, in compliance with city cash handling policies and procedures.
- Performs reconciliation of various accounts, to include bank reconciliations, daily cash receipts, and general ledger accounts.
- Enters accounting documents into the financial system (journal entries, payment documents, accounts receivable invoices) in a consistent and accurate method, adhering to any stated Departmental policies and procedures.
- Analyzes accounting data electronically, in order to identify data consistency and/or data anomalies. Such data may be used in complex calculations (e.g. determination of equipment or benefit rates) or to assist in the development of fiscal budgets, or to evaluate various scenarios.
- Maintains general and subsidiary records according to established account classifications and prepares periodic reports from these records.
- Prepares or reviews payrolls and time sheets for accuracy and completeness.
- Maintains a variety of files and records in accordance with the City's records retention policies.
- Prepares and maintains spreadsheets, subsidiary ledgers, and other data for cost accounting, grant draws, loans, and other analysis.
- Maintains familiarity with grantor requirements in order to ensure that any accounting transactions affecting grants are properly recorded and are in compliance with grant requirements. Follows the policies and procedures of the Office of Grants Management.
- Provides ad hoc financial reporting and assistance with accounting functions to the senior-level accounting staff.
- Performs periodic or annual inventories of city property, some of which may include traveling offsite to remote locations or working in extreme weather/site conditions.
- Performs related work and tasks as required.

MINIMUM QUALIFICATIONS:

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

Education and Experience:

Completion of a two-year (AA) college degree in accounting.

OR

One year of work experience as an accounting clerk or full-charge bookkeeper, AND completion of all accounting courses required for a two-year college degree in accounting.

*College transcripts are to be attached to application for education verification. (Unofficial copies may be provided)

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:

You need to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test, weighted at 100%.

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

Written Test Details:

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall) on June 29, 2017 at 9:00 a.m. You should plan approximately 2 hours for testing.

Self-schedule written test date and time: Upon passing the minimum qualification review, you will receive an e-mail with complete instructions to self-schedule your test session. Multiple sessions may be made available depending on the number of applicants and are filled on a first come, first served basis.

The written test may include the following subjects:

- Math
- Error Detection
- Microsoft Excel
- Journal Entries
- Office Procedures and Vocabulary
- Voucher Analysis
- Chart Reading

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 7th day of June 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**WASTEWATER COLLECTIONS AND MAINTENANCE SUPERINTENDENT SPN 545
PROMOTIONAL**

DATE OPEN: Monday, June 12, 2017 **DATE CLOSED:** Sunday, June 25, 2017 at 11:59 p.m.
SALARY: \$84,522.24 annual salary, payable bi-weekly, to a maximum of \$104,337.36

DESCRIPTION:

Performs responsible supervisory and administrative work as head of a division within the Wastewater Management Department.

DUTIES:

- Supervises, trains, and disciplines subordinate personnel and evaluates their work.
- Plans, and oversees through subordinate supervisors, the work of specialized crews engaged in stormwater- and wastewater-related repair, maintenance, cleaning, and building projects.
- Coordinates and engages staff in annual budgeting process. Monitors and oversees budget expenditures.
- Directs the inspection program for side sewer connections and installation.
- Prepares organization's budget estimates; supervises necessary office administration; keeps records and prepares reports; prepares annual production schedule.
- Coordinates and administers contracts with multiple vendors and contractors.
- Maintains liaison and coordinates maintenance and building activities with other City departments, private utility companies, government agencies, and private contractors.
- Works with other City departments to review plans for sanitary sewer and storm water applications.
- Responds to difficult and complex citizen complaints and inquiries; determines action necessary.
- Evaluates new equipment and coordinates the department's vehicle equipment replacement program.
- Assists in reviewing City Standard Specifications.
- Operates automotive vehicles to various work locations throughout the City.
- Performs related work as required.

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

Four years experience with the City in the classification of Wastewater Supervisor.

Applicants must possess 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 this position to be eligible for hire. The examination will consist of a Supplemental Questionnaire, Training and Experience (T&E) Evaluation, Structured Interview, and Promotional Evaluation, with weights assigned as follows:

- Supplemental Questionnaire and T&E Evaluation 40%
- Structured interview 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.

SUPPLEMENTAL QUESTIONNAIRE DETAILS

The Supplemental Questionnaire is designed to elicit sufficient job-related information and will be used to evaluate the amount and quality of the applicant's previous job-related experience. The Supplemental Questionnaire is a portion of the Civil Service examination for this position and must be completed online at the time of application. Responses should be consistent with the information on your application and are subject to verification.

T&E EVALUATION DETAILS

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

- Upon acceptance of an application, Civil Service will send the applicant an e-mail containing the T&E and further instructions.
- The T&E will be due at the time of the interview on 07/12/2017, at the latest, but can be turned in to Civil Service prior to that date.

STRUCTURED INTERVIEW DETAILS

The structured interviews will be held on 07/12/2017 at the City of Spokane Civil Service office, 808 W Spokane Falls Blvd, Fourth floor. The interview appointment times will be sent to applicants in an email along with the T&E after acceptance of an application.

PROMOTIONAL EVALUATION DETAILS

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

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 8th day of June 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**ASPHALT RAKER SPN 560
PROMOTIONAL**

DATE OPEN: Monday, June 12, 2017 **DATE CLOSED:** Sunday, June 25, 2017 at 11:59 p.m.
SALARY: \$37,396.08 annual salary, payable bi-weekly, to a maximum of \$56,334.24

DESCRIPTION:

Performs semi-skilled manual work on a specialized street maintenance crew raking asphalt to an even grade.

DUTIES:

- Directs trucks, dumping and spreading asphalt on streets, to maintain a proper grade. Distributes asphalt to an even grade by tamping and raking, and rakes asphalt so as to allow for proper compaction by the roller. Responsible for all phases of asphalt patching.
- Makes joints to previously laid asphalt, and sets forms.
- Estimates the amount of asphalt required for a patching job by the size and depth of the cut.
- Acts as the lead worker on a crew in the absence of the Foreperson.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Current service in the Street Department and completion of six months of experience in the classification of Laborer II. Applicants must possess a valid driver's license and must obtain a Class "B" Commercial Driver's License (CDL) with a tank vehicle endorsement, without air brake restriction within the probationary period.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test, weighted at 80%, and a promotional evaluation, weighted at 20%.

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

WRITTEN TEST DETAILS

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Thursday, June 29, 2017, at 1 p.m.** The approximate duration of the test is 2 hours.

Upon acceptance of your application, you will receive an e-mail with instructions to appear for the written test session.

Additional test sessions will be added only if necessary to accommodate the number of applicants. Sessions will be filled on a first-come, first-serve basis.

The written test may include such subjects as: Equipment Operation; Tools and Techniques; Street Construction, Paving, and Repair; Asphalt and Concrete; Supervision and Standard Procedures.

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 7th day of June 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**STATIONARY ENGINEER SPN 604
PROMOTIONAL**

DATE OPEN: Monday, June 12, 2017 **DATE CLOSED:** Sunday, July 2, 2017 at 11:59 p.m.
SALARY: \$46,332.72 annual salary, payable bi-weekly, to a maximum of \$73,163.52

DESCRIPTION:

Performs lead and skilled work in the operation and maintenance of high pressure stationary steam and refrigeration equipment.

DUTIES:

- Plans, assigns and supervises the operating and maintenance schedules for high pressure boilers, refrigeration systems, compressors, air conditioning, odor control, biofilters, methane systems and auxiliary equipment.
- Performs more difficult or dangerous work such as locating and repairing pressure or methane gas leaks.
- Makes periodic inspections of machinery and equipment, diagnoses trouble, directs or effects repair, checks work performed. Supervises overhaul of boilers, refrigerants, compressors, cooling tower, pumps and motors.
- Maintains facility in good condition which includes various building repairs and pump station HVAC.
- Analyzes records on energy consumption. Suggests equipment usages or changes that may reduce energy consumption. Performs regulated combustion analysis and monitoring on boilers.
- Analyzes water chemistry for boilers, cooling towers, condensate and closed loop system.
- Performs research for development ideas related to facility operations and safety improvement.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Current classified employees who meet the open entry requirements may apply on a promotional basis.

Open Entry Requirements:

Education and Experience: Completion of two years experience in the operation and maintenance of large high pressure heating plants with some experience or training on refrigerating plants or HVAC equipment. Course work at an accredited college in air conditioning, refrigeration and heating or related field may be substituted on a year-for-year basis for up to one year of the required experience. (45 quarter or 30 semester credit hours equal one year of education.)

Licenses and Certifications:

Applicants are required to possess a first class boiler operator's license as issued by the City of Spokane.

Applicants are required to possess a valid driver's license.

NOTE: If using college application credit as a substitution, a copy of your college transcripts must be submitted at the time of application.

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

- Written test 80%
- Promotional Evaluation 20%

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Thursday, July 13 at 9:00 a.m.** The approximate duration of the test is 2 hours. Upon acceptance of your application, you will receive an e-mail with confirmation of your test date.

The written test may include such subjects as:

- Technical Knowledge
- Leadership and Human Relations
- Safety

Calculators will be furnished for the test. Applicants may visit Civil Service during office hours if they wish to familiarize themselves with the calculators.

PROMOTIONAL EVALUATION DETAILS:

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

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 8th day of June 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

**STATIONARY ENGINEER SPN 604
OPEN ENTRY**

DATE OPEN: Monday, June 12, 2017 **DATE CLOSED:** Sunday, July 2, 2017 at 11:59 p.m.
SALARY: \$46,332.72 annual salary, payable bi-weekly, to a maximum of \$73,163.52

DESCRIPTION:

Performs lead and skilled work in the operation and maintenance of high pressure stationary steam and refrigeration equipment.

DUTIES:

- Plans, assigns and supervises the operating and maintenance schedules for high pressure boilers, refrigeration systems, compressors, air conditioning, odor control, biofilters, methane systems and auxiliary equipment.
- Performs more difficult or dangerous work such as locating and repairing pressure or methane gas leaks.
- Makes periodic inspections of machinery and equipment, diagnoses trouble, directs or effects repair, checks work performed. Supervises overhaul of boilers, refrigerants, compressors, cooling tower, pumps and motors.
- Maintains facility in good condition which includes various building repairs and pump station HVAC.
- Analyzes records on energy consumption. Suggests equipment usages or changes that may reduce energy consumption. Performs regulated combustion analysis and monitoring on boilers.
- Analyzes water chemistry for boilers, cooling towers, condensate and closed loop system.
- Performs research for development ideas related to facility operations and safety improvement.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Education and Experience: Completion of two years experience in the operation and maintenance of large high pressure heating plants with some experience or training on refrigerating plants or HVAC equipment. Course work at an accredited college in air conditioning, refrigeration and heating or related field may be substituted on a year-for-year basis for up to one year of the required experience. (45 quarter or 30 semester credit hours equal one year of education.)

Licenses and Certifications:

Applicants are required to possess a first class boiler operator's license as issued by the City of Spokane. Applicants are required to possess a valid driver's license.

NOTE: If using college application credit as a substitution, a copy of your college transcripts must be submitted at the time of application.

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

- Written test 100%

Written Test Details:

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Thursday, July 13 at 9:00 a.m.** The approximate duration of the test is 2 hours. Upon acceptance of your application, you will receive an e-mail with confirmation of your test date.

The written test may include such subjects as:

- Technical Knowledge
- Leadership and Human Relations
- Safety

Calculators will be furnished for the test. Applicants may visit Civil Service during office hours if they wish to familiarize themselves with the calculators.

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 8th day of June 2017.

CRAIG HULT
Chair

GITA GEORGE-HATCHER
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

**Lincoln Gateway
Engineering Services File No. 2016156**

NOTE: THIS PROJECT HAS A TWO WEEK BID PERIOD

This project consists of the construction of approximately 45 square yards of pavement repair excavation and HMA, 175 linear feet of concrete barrier, 85 linear feet of 24" wide traffic island, landscape and irrigation improvements, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., June 26, 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.

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

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

Publish June 14 and 21, 2017

CALL FOR BIDS

2017 RESIDENTIAL GRIND AND OVERLAY PROJECTS Engineering Services File No. 2017044

This project consists of the construction of approximately **1,400** cubic yards of excavation and embankment, **28,470** square yards of 2-inch thick HMA pavement, **4,000** square yards of 6-inch thick HMA pavement, **1,300** square yards of pavement repair, **12,400** square yards of grinding **600** linear feet of storm sewer, **12** drainage structures, **600** square yards of sidewalk, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., June 19, 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.

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

Publish May 31, June 7 and June 14, 2017

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR BIDS

POLICE PROPERTY FACILITY RE-ROOFING

City of Spokane Asset Management Department

BID #4363-17

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, JULY 10, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **POLICE PROPERTY FACILITY RE-ROOFING** for the City of Spokane Asset Management Department.

PRE-BID CONFERENCE. A pre-bid conference will be held on **Thursday, June 22**, at 9:00 a.m. The location will be at **4010 East Alki**, Spokane, WA 99202.

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, July 10, 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 #4363-17, POLICE PROPERTY FACILITY RE-ROOFING, DUE: MONDAY, JULY 10, 2017.”

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

Publish: June 14 & 21, 2017

AIR BRAKE PARTS (RE-BID)

Fleet Services Department

BID #4367-17

Sealed bids will be opened at 1:15 p.m., **MONDAY, JUNE 19, 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 #4367-17, DUE 6/19/17”.

Thea Prince
Purchasing Department

Publish: June 7 & 14, 2017

PROVIDE & INSTALL WTEF BRIDGE CRANES**City of Spokane Solid Waste Disposal Department – Waste to Energy Facility****RFP #4368-17**

Sealed bids will be opened at 1:15 p.m., **MONDAY, JULY 3, 2017** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **Provide and Install WTEF** Cranes 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 MANDATORY pre-proposal conference will be held on Friday, June 23, 2017 at 9:00 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 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: **“PROVIDE & INSTALL WTEF BRIDGE CRANES, RFP #4368-17, DUE 6/3/17”**.

Thea Prince
Purchasing Department

June 14 & 21, 2017

BYRNE PARK RESTROOM HISTORIC RESTORATION (RE-BID)**Parks & Recreation Department****BID #4369-17**

Sealed bids will be opened at 1:15 p.m., **MONDAY, JULY 10, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for the City of Spokane Parks & Recreation Department.

A pre-bid conference will be held on Thursday, June 22nd at 11:00 a.m. (local time). The location will be in the Conference Room 5A, 5th Floor, Spokane City Hall, W 808 Spokane Falls Blvd., Spokane WA

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

Submittal Instructions:

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

Submit one (1) original copy of response to:

**Division of Purchasing
City of Spokane
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:

“BYRNE PARK RESTROOM HISTORIC RESTORATION (RE-BID), BID #4369-17, DUE 7/10/17”.

Thea Prince
Purchasing Division

Publish: June 14 & 21, 2017
