



Official Gazette

City of Spokane, Washington

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

Volume 107

NOVEMBER 15, 2017

Issue 46



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

AMBER WALDREF (DISTRICT 1)

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INSIDE THIS ISSUE

| | |
|-----------------------|------|
| MINUTES | 1226 |
| HEARING NOTICES | 1245 |
| GENERAL NOTICES | 1246 |
| POLICIES & PROCEDURES | 1249 |
| NOTICES FOR BIDS | 1265 |

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Minutes

NOTICE**Monday, November 6, 2017**

The minutes for the Monday, November 6, 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, November 22, 2017, issue of the *Official Gazette*.

STANDING COMMITTEE MINUTES**City of Spokane****Public Works Committee****April 24, 2017****Attendance:****Committee Members Present:**

Council Member Amber Waldref, Committee Chair

Council Member Mike Fagan

Council Member Lori Kinnear

Council Member Candace Mumm

Council Member Karen Stratton

Committee Members Absent:

Council Member Breean Beggs

Council President Ben Stuckart

Staff Present:

Scott Simmons, Director, Public Works

Chris Averyt, Waste to Energy Operations Superintendent

Brandon Blankenagel, Senior Engineer, Integrated Capital Management

Boris Borisov, Economic Development Assistant

Eldon Brown, Principal Engineer, Engineering Services

Marcia Davis, Principal Engineer, Integrated Capital Management Department

Anna Everano, Legislative Assistant, City Council

Marlene Feist, Strategic Development Director

Raylene Gennett, Stormwater District Supervisor

Ken Gimpel, Business Services Director

Dan Kegley, Water Operations Director

Lisa Key, Planning Services Director, Planning & Development

Brian McClatchey, Policy Advisor, City Council

Katherine Miller, Director, Integrated Capital Management Department

Skyler Oberst, Legislative Assistant, City Council

Kevin Picanco, Associate Engineer, Integrated Capital Management Department

Thea Prince, Purchasing

Jim Sakamoto, Principal Engineer, Water Department

Elizabeth Schoedel, Assistant City Attorney

Mike Taylor, Program Manager NLT

Sally Stopher, Director of Grants and Financial Assistance

Kyle Twohig, Operations Manager, Engineering Services

Kandace Watkins, Legislative Assistant, City Council

Guests Present:

Kip Hill, Spokesman Review

Paul Kropp, Neighborhood Alliance

Council Member Waldref called the meeting to order at 1:30 p.m.

Review and Approval of Minutes:

Council Member Waldref asked for a motion to approve the minutes of the April 10, 2017 meeting.

- **Action Taken:**
- Council Member Fagan moved to approve the minutes of the April 10, 2017 meeting as presented; the motion was seconded by Council Member Kinnear. The minutes were approved unanimously.

Consent AgendaValue Blanket for Specialty Asphalt (Crack Sealing Material):

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Purchase of four Ford F-150s, one Ford F-250, and four Ford Escapes:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Traffic Calming, 5th Avenue Sidewalk and ADA Curb Ramps:

Discussion was had on the type of sidewalk and curb work for the Fifth Avenue, Haven to Fiske.

- **Action Taken:**
- None

Street Maintenance Curb Ramp Project:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Barnes Road Project:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

2017 Residential Chip Seal Project:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

I07 and CSO 34-1:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Amendment to Contract for QRO Examinations:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract for Inspection of Concrete Chimney:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract for Unit #2 Fabric Filter Change Out:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Council RequestsDistribution System Loss:

Dan Kegley discussed the goals for the water distribution system loss. The loss in 2012 was nearing 20% and since then the department has done extensive work to review water use and loss. The source wells were recalibrated or replaced and Black and Veatch were hired to perform an audit. The department reviewed meter testing practices, distribution pressure management, actively looking for leaks where they were more likely to occur. The distribution system loss for 2016 is at 11.68%. Discussion was had on metering for uses for fires and dust abatement. More distribution system loss strategies will be discussed at another Public Works meeting.

Zero Net Energy Update

Scott Simmons gave a brief overview of the 2015 Municipal Energy Balance report. The report and the media release were distributed to the Committee. The media release announced that the City had achieved net zero energy consumption across all facilities and services during 2015. Council Member Kinnear suggested challenging other cities and businesses to meet the same goals. Council Member Waldref suggested an annual sustainability report. Discussion was had on glass recycling.

Continuing Items:Rate Setting Principles Review:

Council Member Waldref began the discussion on the rate setting principles that were adopted by Council in August 2012. The four areas included in the adopted principles are Simplicity and Transparency, Stability, Sustainability, and Equity and Affordability. Discussion was had on the areas that the committee would like to explore during the rate setting in the next few months including, addressing higher water users for reductions, commercial volume use, stormwater, internal departments water usage, utility billing credit card transactions,

Annual Consideration of Request to expand the Water Retail Service Area:

This item was deferred to the next Public Works Committee meeting due to time constraints. Council Member Waldref suggested that the committee members review the materials and email any questions to her or Eldon. Council Member Mumm would like to know if any of these applicants had applied or attempted to drill a well. An interactive map was emailed and Eldon will provide the information on the other applicants by email before the next Public Works Committee.

Staff RequestsNorth Monroe Status Update:

Katherine Miller gave a brief update on the North Monroe Corridor Project. She gave an overview of the Advisory Board results and recommendations, public input project elements, survey results and decision matrix. The result of the decision matrix was 71.2 points for weighted yes. The committee discussed the potential increase to property values and façade improvement loans that could be facilitated through Neighborhood Services as well as the next steps for working through construction impacts. Discussion was had on the recommendations and the next steps. Integrated Capital Management staff will be moving this project to design with construction in 2018. Staff will update the information on the project webpage, and mail out to the mailing list of business operators, owners and residents with the current information and that the project is moving forward.

2018-2023 Six-year Comprehensive Street Program: Final project list and draft Program:

Brandon Blankenagel gave a brief overview of the reconciliation report of the Six-year Comprehensive Street Program that updates the new projects, re-programmed projects, and completed projects and removed projects.

Corrections to PUD Ordinance:

Scott Simmons discussed the need to review the PUD ordinance that was identified recently that had incorrect language included in the Spokane Municipal Code. This will be included with the upcoming water rates.

Administrative Reports and Standing UpdatesLink Spokane Update:

This item was deferred to the next Public Works Committee meeting due to time constraints.

Next Level of Treatment Update:

This item was deferred to the Public Works Committee at the end of May due to time constraints.

Other Updates/Reports:

None.

Executive Session:

None.

Adjournment

The meeting adjourned at 3:10 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Public Works Committee
April 10, 2017

Attendance:**Committee Members Present:**

Council Member Amber Waldref, Committee Chair
Council Member Breean Beggs
Council Member Mike Fagan
Council Member Lori Kinnear
Council Member Candace Mumm
Council Member Karen Stratton
Council President Ben Stuckart

Staff Present:

Scott Simmons, Director, Public Works
Hannahlee Allers, Legislative Assistant, City Council
Xue Bai, Integrated Capital Management
Eldon Brown, Principal Engineer, Engineering Services
Angela Cline, Division Accountant
Marcia Davis, Principal Engineer, Integrated Capital Management Department
Marlene Feist, Strategic Development Director
Raylene Gennett, Stormwater District Supervisor
Michelle Hughes, Accountant
Gary Kaesemeyer, Street Department
Brian McClatchey, Policy Advisor, City Council
Katherine Miller, Director, Integrated Capital Management Department
Cadie Olsen, Environmental and Sustainability Manager, Environmental Programs
David Paine, Waste to Energy Facility
Brandon Paschal, Accounting
Elizabeth Schoedel, Assistant City Attorney
Kyle Twohig, Operations Manager, Engineering Services
Kandace Watkins, Legislative Assistant, City Council
Scott Windsor, Director, Solid Waste Collection

Guests Present:

Kip Hill, Spokesman Review

Council Member Waldref called the meeting to order at 1:30 p.m.

Review and Approval of Minutes:

Council Member Waldref asked for a motion to approve the minutes of the March 27, 2017 meeting.

- **Action Taken:**

- Council Member Fagan moved to approve the minutes of the March 27, 2017 meeting as presented; the motion was seconded by Council Member Kinnear. The minutes were approved unanimously.

Consent AgendaValue Blanket for Miscellaneous Stock Steel:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Value Blanket for Liquid Chlorine:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Renewal of Annual Blanket for Asphalt Mixes:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Value Blanket for Cold Mix Asphalt:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Value Blanket for Hot-Pour Rubberized Sealant:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract for Traffic Paint:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract for Sign Blanks:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract for Preform Thermo-Plastic Pavement Markings:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Council Requests

None.

Continuing Items:

Street Maintenance Update:

Gary Kaesemeyer discussed the planning for street maintenance during this season. The work is dependent on the weather. They are in the process of evaluating the planned work that need grind/overlay, patches, sealing. Then they will bring the information back to the Team Possible with estimates of costs, crew allocations, and equipment to evaluate the current conditions. The team will compile some recommendations for any changes to the current maintenance plan. Gary discussed the work on filling potholes; to date the department has spent \$25,000 on cold mix for repairs.

Snow Response Review:

Scott Simmons began the discussion by talking about the deployment of the survey to the community and the outreach at the Community Assembly. The survey is also available online. The surveys will be evaluated for the communities' priorities on snow removal including parking enforcement, clearing sidewalks, equipment deployment. Council Member Waldref requested that this item be discussed again at the May 8th Public Works Committee meeting.

Staff RequestsDecision Matrix for Construction Projects:

Katherine Miller discussed with the committee the decision matrix for projects in Centers and Corridors. Katherine reviewed the suggested changes that were incorporated into the matrix. The Committee discussed the weighting allocation and made suggestions on neighborhood and business owners input weight. Katherine discussed the scoping work that would include this matrix and would help to ensure that grants would not be held up. The matrix with the updated allocations will be at the next Council Meeting for approval. Discussion was had on the North Monroe Project, the survey of business owners and neighborhood.

Cochran Basin/Downriver Master Planning Update:

Marcia Davis gave an update on the planning for the Cochran Basin stormwater basin that was identified as one of the largest sources of stormwater and became a priority during the integrated planning process. Marcia discussed the MTCA grants application from a previous year that was not funded but may become available. The total cost of the project is estimated between \$30-35 million and the city has received \$2 million, applied for \$2.5 million and this next cycle will be allowed to apply for \$5 million.

Administrative Reports and Standing UpdatesOther Updates/Reports: Rate Setting Process

Scott Simmons reviewed a proposed rate setting timeline beginning with Solid Waste Collection and Disposal discussions on May 8th and continuing with Water and wastewater at the June and July Public Works Committee meetings, finalizing the rates near the end of July.

The Retail Water Service Area applications will be reviewed at the next Public Works Committee meeting through the annual review process.

Executive Session:

None.

Adjournment

The meeting adjourned at 3:05 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Public Works Committee
March 27, 2017

Attendance:**Committee Members Present:**

Council Member Amber Waldref, Committee Chair
Council Member Breean Beggs
Council Member Mike Fagan
Council Member Lori Kinnear
Council Member Candace Mumm

Committee Members Absent:

Council Member Karen Stratton
Council President Ben Stuckart

Staff Present:

Brandon Blankenagel, Senior Engineer, Integrated Capital Management
Ali Brast, Assistant Planner
Eldon Brown, Principal Engineer, Engineering Services
Marlene Feist, Strategic Development Director
Raylene Gennett, Stormwater District Supervisor
Ken Gimpel, Business Services Director
Gary Kaesemeyer, Street Department
Lisa Key, Planning Services Director, Planning & Development
Matt Lowmaster, Safety Coordinator
Louis Meuler, Planner, Planning Services Department
Katherine Miller, Director, Integrated Capital Management Department
David Paine, Waste to Energy Facility
Cadie Olsen, Environmental and Sustainability Manager, Environmental Programs

Jim Sakamoto, Principal Engineer, Water Department
Sally Stopher, Director of Grants and Financial Assistance
Kyle Twohig, Operations Manager, Engineering Services
Scott Windsor, Director, Solid Waste Collection

Guests Present:

Kip Hill, Spokesman Review

Council Member Waldref called the meeting to order at 1:30 p.m.

Review and Approval of Minutes:

Council Member Waldref asked for a motion to approve the minutes of the March 13, 2017 meeting.

- **Action Taken:**
- Council Member Fagan moved to approve the minutes of the March 13, 2017 meeting as presented; the motion was seconded by Council Member Mumm. The minutes were approved unanimously.

Consent Agenda

Contract for Public Works Safety Program with Delta Business Training:

Council Member Waldref requested an overview of past practices for safety training. Ken Gimpel gave a summary previous safety efforts and provided details of this Public Works division-wide safety program provided by Delta Business. Council Member Kinnear asked for a future review of the impacts that overtime has on safety due to fatigue and other factors. Ken said he is working on conditions and standard operating procedures for training. Delta Business was the only bidder and they helped build the original program.

Council Member Waldref asked about safety goals and performance measures. Matt Lowmaster spoke about the rate of injuries and the evaluation for identifying improvements for training to reduce the rate. Council Member Mumm encouraged staff to reach out to STA to model their safety program for their positive incentives and employee recognition.

- **Action Taken:**
- None

Value Blanket for New Metal Refuse and Recycling Front/Rear Load Containers:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract for Mechanical Repairs:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

First Renewal of Purchase of Goodyear Conveyor Belt:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Purchase of Fabric Filter Bags:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Extension of Contract for Electrical Technical Maintenance Services:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract to Provide Chemical Management and Water Treatment Services:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Sole Source Contract for Turbine Overhaul Service:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Council RequestsUpdate on Spokane River Flooding Response:

Ken Gimpel gave an update on the peak of the Spokane River and its current levels. He shared comparison pictures from Sunday and at the peak of various areas along Upriver Drive and Peaceful Valley. Police and Fire assisted in coordination and the Water, Sewer and Street departments provided sandbags and pumps. Council Member Kinnear asked whether the streets would need to be evaluated before they reopen. Gary Kaesemeyer said yes, the streets department will evaluate the impact to the infrastructure including pavement conditions. Council Member Mumm inquired if the City will be eligible for funds. Ken said that they filed with FEMA for the first incident but unfortunately the roads were not eligible. Sally Stopher also updated that hey roads were not eligible because the funding was only available for rural roads.

Continuing Items:Snow Response Review – Next Steps:

Gary Kaesemeyer reviewed the draft of the survey form. This will be distributed on Friday during a summit with the Mayor, Hospitals, STA, School Districts and downtown business owners. Key items that are being focused on are the length of time to clear during events, available equipment, and personnel allocations. Staff is meeting with other area municipalities including the Airport to discuss process, equipment and best practices. The survey will also be available online and staff will be at the Community Assembly meeting.

Staff RequestsDecision Matrix for Construction Projects:

Katherine Miller discussed with the committee the decision matrix for projects in Centers and Corridors. The matrix would take into consideration the feedback in the final scoping as well as input from the neighborhood plans, consistency review and Comprehensive Plan. Katherine reviewed an example project and discussed the weighting of each component. The Committee discussed the weighting allocation and made suggestions on neighborhood and business owners input weight. Katherine will receive more input for adjustments to the matrix.

Bridge Grant Applications for Rehabilitation:

Brandon Blankenagel reviewed the grant applications for bride rehabilitations. The briefing paper outlined the eight bridges as candidates for the open call for federal bridge rehabilitation grants.

Update on Construction Projects Starting:

Kyle Twohig gave a brief update on the upcoming projects that will be starting in the next few weeks, including East Sprague Avenue, CSO 26, CSO 12, 37th Avenue and Division Street. Timing will take into consideration events and schools in the areas. Five Mile Road and Sharp Avenue were moved to 2018, however, Barnes Road will start in June. Mission Avenue Grind/Overlay will be designed mid-summer. Kyle discussed the bids that are being received, capacity for design and implementation of construction. Marlene Feist discussed the Construction Ombudsman project position that is out on advertisement and to be hired soon.

Street Vacation for Altamont Street and Main Avenue:

Eldon Brown reviewed the information provided in the briefing paper for the request From Scafco/Playfair to vacate right of way at Altamont Street and Main Avenue.

Amend Ordinance C20010 to Remove Easement Reservation for WWP Company:

Eldon Brown reviewed the information provided in the briefing paper to remove the easement reservation on Market Street and Courtland/Bridgeport that wasn't released from the 1960's.

Multi-Family Tax Exemption: 918 W. Mansfield:

Ali Brast discussed the request for a multi-family tax exemption for 918 W. Mansfield for affordable housing and proposing tax exemption for 12 years.

Pothole Evaluation Update:

Gary Kaesemeyer gave an update on the four types of repairs that were evaluated. They are looking at pull behind trailers that would be in addition to the two trucks that are dedicated to pothole equipment. Gary discussed the test areas and the performance so far for the different types. The next steps will be to compare the cost estimates including time/labor.

Administrative Reports and Standing Updates

None.

Other Updates/Reports:Retail Water Service Area Update

Marlene Feist gave a brief update that staff are gathering any applications through March 31st and then will return to the Committee for review.

Executive Session:

None.

Adjournment

The meeting adjourned at 3:10 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Public Works Committee
March 13, 2017

Attendance:**Committee Members Present:**

Council Member Amber Waldref, Committee Chair
Council Member Breean Beggs
Council Member Mike Fagan
Council Member Lori Kinnear
Council Member Candace Mumm
Council Member Karen Stratton

Committee Members Absent:

Council President Ben Stuckart

Staff Present:

Hannahlee Allers, Legislative Assistant, City Council
Chris Averyt, Waste to Energy Operations Superintendent
Brandon Blankenagel, Senior Engineer, Integrated Capital Management
Eldon Brown, Principal Engineer, Engineering Services
Angela Cline, Division Accountant
Anna Everano, Legislative Assistant, City Council
Marlene Feist, Strategic Development Director
Raylene Gennett, Stormwater District Supervisor
Gita George-Hatcher, Director, Civil Service
Ken Gimpel, Business Services Director
Lars Hendron, Principal Engineer, Wastewater Management
Gary Kaesemeyer, Street Department
Dan Kegley, Water Operations Director
Emile Khoury, Legal Department
Kaitlin Larson, Legislative Assistant, City Council
Brian McClatchey, Policy Advisor, City Council
John McCoy, Accounting
Katherine Miller, Director, Integrated Capital Management Department
David Paine, Waste to Energy Facility
Thea Prince, Purchasing
Skyler Oberst, Legislative Assistant, City Council
Cadie Olsen, Environmental and Sustainability Manager, Environmental Programs
Steve Riggs, Director, Fleet Services
Elizabeth Schoedel, Assistant City Attorney
Jim Sakamoto, Principal Engineer, Water Department

Scott Simmons, Director of Public Works
Mike Taylor, Program Manager NLT
Kyle Twohig, Operations Manager, Engineering Services
Kandace Watkins, Legislative Assistant, City Council
Scott Windsor, Director, Solid Waste Collection

Guests Present:

Stacy Bjordahl
Suzy Dix

Council Member Waldref called the meeting to order at 1:30 p.m.

Review and Approval of Minutes:

Council Member Waldref asked for a motion to approve the minutes of the February 27, 2017 meeting.

- **Action Taken:**
- Council Member Fagan moved to approve the minutes of the February 27, 2017 meeting as presented; the motion was seconded by Council Member Kinnear. The minutes were approved unanimously.

Consent AgendaContract for Boilermaker Services for Waste to Energy:

David Paine discussed the boilermaker services contract with Heilfrich Brothers Boiler Works. He reviewed the bid process for last year and this year. The requirement was to quote a number of tasks per shifts as is typical in the water to energy field. Discussion was had on the man power allocation as estimated and the specific standard repairs.

- **Action Taken:**
- None

I03 Tank Northwest Boulevard and TJ Meenach:

Dan Buller reviewed the placement of the I03 tank at Northwest Boulevard on Park property. He spoke about the landscaping as dryland grass, low maintenance and the trail access would also provide access for tank maintenance.

- **Action Taken:**
- None

Division Gateway – 3rd Avenue to Spokane Falls Boulevard:

Council Member Fagan inquired if there was consideration for a crosswalk at Pacific and Division Street when WSDOT replaces the road markings. Dan Buller said it was discussed and there may have been concerns about the sight distancing by the Street Department. Dan will forward an email with the information about the discussion for that specific location. Scott Simmons discussed the coordination work that the Traffic Engineers did on Browne Street to stripe the lanes so there was earlier lane changes for traffic before the crosswalk. Scott suggested that the Traffic Engineers could evaluate the Pacific and Browne intersection in a similar manner.

- **Action Taken:**
- None

Sole Source and Purchase of Parts for Turbine Overhaul for Waste to Energy:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Council Requests

None

Staff RequestsTransportation Improvement Board (TIB) Complete Streets Award:

Brandon Blankenagel discussed the award that the City received recognizing the City's efforts in implementing multi-modal transportation systems. The award funds are to be used to continue that effort and staff have identified four projects based on need including: Sharp Avenue, 1st Avenue at Maple Street, Main Avenue – Cedar to Monroe, and University District Gateway Bridge and Plaza.

Application to Expand Retail Water Service Area:

Dan Kegley reviewed the process to determine the current coordinated water system boundaries. Eldon Brown reviewed maps of the requested parcels outlining the UGA and the current Retail Water System Area. Discussion was had on the annexation covenant and criteria for serving the parcels. Staff is recommending serving the parcels because it meets the criteria required of the water department as the water purveyor. After discussion the Committee suggested that this request should be reviewed with the annual review of the Water System Plan.

Administrative Reports and Standing UpdatesNext Level of Treatment:

Mike Taylor reviewed the projects that are underway at the treatment facility. He showed a powerpoint with photos of the work on the receiving pit and work around existing facilities.

Other Updates/Reports:

Scott Simmons spoke about upcoming Public Works Committee meetings to schedule the review of Utility rates in mid-summer. Council Member Waldref would like an update on the NEPDA in April and an ongoing construction update.

Executive Session:

None.

Adjournment

The meeting adjourned at 2:35 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Public Works Committee
February 27, 2017

Attendance:**Committee Members Present:**

Council Member Amber Waldref, Committee Chair
Council Member Breean Beggs
Council Member Mike Fagan
Council Member Lori Kinnear
Council Member Candace Mumm
Council Member Karen Stratton

Committee Members Absent:

Council President Ben Stuckart

Staff Present:

Hannahlee Allers, Legislative Assistant, City Council
Dan Buller, Principal Engineer, Engineering Services
Mike Cannon, Laboratory Supervisor, Riverside Park Water Reclamation Facility
Grifynn Clay, Legislative Assistant, City Council
Anna Everano, Legislative Assistant, City Council
Marlene Feist, Strategic Development Director
Raylene Gennett, Stormwater District Supervisor
Ken Gimpel, Business Services Director
Michelle Hughes, Accountant
Gary Kaesemeyer, Street Department
Dan Kegley, Water Operations Director
Brian McClatchey, Policy Advisor, City Council
Katherine Miller, Director, Integrated Capital Management Department
David Paine, Waste to Energy Facility
Cadie Olsen, Environmental and Sustainability Manager, Environmental Programs
Steve Riggs, Director, Fleet Services
Elizabeth Schoedel, Assistant City Attorney
Andy Schenk, Street Department
Scott Simmons, Director of Public Works
Sally Stopher, Director of Grants and Financial Assistance
Kyle Twohig, Operations Manager, Engineering Services

Guests Present:

Paul Kropp, Neighborhood Alliance

Kip Hill, Spokesman Review

Shawn Vestal, Spokesman Review

Daniel Walters, Inlander

Council Member Waldref called the meeting to order at 1:30 p.m.

Review and Approval of Minutes:

Council Member Waldref asked for a motion to approve the minutes of the February 13, 2017 meeting.

- **Action Taken:**

- Council Member Mumm moved to approve the minutes of the February 13, 2017 meeting as presented; the motion was seconded by Council Member Kinnear. The minutes were approved unanimously.

Consent Agenda**Purchase Two Replacement Ford Escapes for the Building Services Department:**

Council Member Mumm inquired about the consideration for fuel efficiency and if there was a policy. Steve Riggs briefed the committee on the purchase and replied that there is not a policy but it is taken into consideration and the replacement vehicles are more fuel efficient. Discussion was had on electric vehicles and Council Member Mumm requested that the topic of fuel efficiency policy be discussed at a future Public Works Committee meeting.

- **Action Taken:**

- None

Value Blanket for Goodyear Tires:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**

- None

Contract for Scaffolding Services at Waste to Energy:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**

- None

Contract for Fire Suppression System and Hydrant Repair at Waste to Energy:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**

- None

Sole Source and Value Blanket for Automated Meter Reading Equipment:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**

- None

Contract Extension to purchase Dry and Liquid Polymer for RPWRF:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**

- None

Contract Extension to purchase Bioxide for RPWRF:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**

- None

Contract Extension to purchase Liquid Aluminum Sulfate:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Increase the funding for Liquid Deicer:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Sprague Avenue Reconstruction – Helena Street to Stone Street:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Council Requests

Discussion on Potholes:

Council Member Waldref began with an overview of the communication that was given to the media on Friday, February 24th to outline the coordination to address potholes. Gary Kaesemeyer spoke about the ideas and solutions that the team in the Streets department were working on including different techniques and materials. They are evaluating a new machine that uses gap repair material. The asphalt hot plant will come online next week. The Water and Wastewater departments are lending manpower and are working on pothole filling crews. Discussion was had on the conditions and materials that are being used. Scott Simmons spoke about the work to evaluate the street levy projects with current maintenance conditions. An update on this work will be given at a future Public Works Committee meeting.

- **Action Taken:**
- None

Snow Response Resolution:

Council Member Waldref discussed the draft resolution to establish a joint partnership to identify resources and utilize best practices to remove snow and ensure mobility during winter weather events. Discussion was had on the strategy for full city plow and equipment sharing or purchasing. Council Member Beggs would like to include joint planning with Code Enforcement and Neighborhood Services. Council Member Fagan would like a nexus between the annual snow removal and the budgeting for pothole repair. Scott Simmons discussed the opportunity to review a number of areas and some of the best ideas are coming from the employees. They are reviewing practices and simplifying communication, levels of investment and services, utilizing resources and coordinating with other entities, parking and sidewalk level of enforcement, overall review of operational plans. Council Member Waldref will update the resolution and will submit for the agenda to be adopted on March 6th.

- **Action Taken:**
- None

Staff Requests

Special Budget Ordinance – Bridge Engineer:

Scott Simmons discussed the proposed budget ordinance for the Bridge Engineer position. Kyle Twohig spoke about the areas that the position would bring positive value such as the University District Pedestrian Bridge, Post Street Bridge and the Mid Channel Blue Bridge in Riverfront Park, partnering with Parks Department over the next three years. The position would be able to function as an in-house expertise and act as an owner representative. Discussion was had on the experience of Mark Serbousek and the expertise he could bring to the role. The Civil Service Commission will review the position on March 21st.

Administrative Reports and Standing Updates

Other Updates/Reports:

None.

Executive Session:

None.

Adjournment

The meeting adjourned at 2:35 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Public Works Committee
February 13, 2017

Attendance:**Committee Members Present:**

Council Member Amber Waldref, Committee Chair
Council Member Breean Beggs
Council Member Mike Fagan
Council Member Lori Kinnear
Council Member Candace Mumm

Committee Members Absent:

Council Member Karen Stratton
Council President Ben Stuckart

Staff Present:

Hannahlee Allers, Legislative Assistant, City Council
Brandon Blankenagel, Senior Engineer, Integrated Capital Management
Eldon Brown, Principal Engineer, Engineering Services
Dan Buller, Principal Engineer, Engineering Services
Anna Everano, Legislative Assistant, City Council
Marlene Feist, Strategic Development Director
Ken Gimpel, Business Services Director
Gary Kaesemeyer, Superintendent, Wastewater
Brian McClatchey, Policy Advisor, City Council
Katherine Miller, Director, Integrated Capital Management Department
David Paine, Waste to Energy Facility
Skyler Oberst, Legislative Assistant, City Council
Cadie Olsen, Environmental and Sustainability Manager, Environmental Programs
Elizabeth Schoedel, Assistant City Attorney
Loren Searl, Water Department
Scott Simmons, Director of Public Works
Dave Steele, Asset Management Group
Kyle Twohig, Operations Manager, Engineering Services
Kandace Watkins, Legislative Assistant, City Council

Guests Present:

Paul Kropp, Neighborhood Alliance

Council Member Waldref called the meeting to order at 1:30 p.m.

Review and Approval of Minutes:

Council Member Waldref asked for a motion to approve the minutes of the January 23, 2017 meeting.

- **Action Taken:**

- Council Member Fagan moved to approve the minutes of the January 23, 2017 meeting as presented; the motion was seconded by Council Member Kinnear. The minutes were approved unanimously.

Consent Agenda**Agreement with WSDOT and EBO:**

Gary Kaesemeyer introduced Ken, Associate Traffic Engineer. Ken gave a brief overview of the agreement with WSDOT to have City crews remove the existing detection system and install new systems at five intersections.

- **Action Taken:**

- None

Hayford Force Main & West Plains Chlorine Booster Station:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract for Annual and Quarterly Groundwater Reporting for the Landfills:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Amend MOU with County for Regional Waste Reduction/Recycling Education/Outreach:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Purchase Miscellaneous Waterworks:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Award Bid for Valve Boxes, Service Boxes, Repair Lids and Manhole Rings and Covers:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Value Blanket for Sewer Bends:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Value Blanket Renewal for Water Meters, Registers and Parts:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Council Requests

None

Staff Requests

Water Service Area Amendment – Suzy Dix Application:

Eldon Brown gave an overview of the request to amend the Water Service Area for two applications for four parcels, total of approximately 30 acres. These parcels had preliminary plat approval in 2007 and 2008. At the time there was not access to water to serve the properties. Eldon briefed the development in the area in developing the water service availability. Discussion was had on the boundary of the Water Service Area, development in the area, the Urban Growth Boundary and the proximity to the landfill. Discussion was had on process for response; the request was made December 27, 2016. The Committee requested a more informative map and that this item be placed on a future agenda for consideration.

- **Action Taken:**
- None

City of Spokane Property Review and Right-of-Way Dedications:

Dave Steele discussed the process to review parcels that are in the right of way dedication and to clean up the records. This year there are 10 parcels with tax id numbers that can be rededicated to right of way.

- **Action Taken:**
- None

East Sprague Update:

Kyle Twohig updated the Committee on the work done to put this out to advertisement. Discussion was had on the particulars of the project including greenery, stormwater systems, sidewalks, and pipe infrastructure. Staff are communicating with business owners for desired water service connection upgrades and coordinating those into the design work. The work should start in the east of Napa in April or May. Kyle reviewed the phase 2 and the other CSO tank at the McKinley school site. Discussion was had on the phase timing and the areas that are impacted with the plans for traffic and supporting the businesses.

- **Action Taken:**
- None

North Monroe Update:

Kyle Twohig gave an update on the North Monroe. Discussion was had on the STA stops and gave details of the interaction in the lane and the pedestrian access.

- **Action Taken:**
- None

Administrative Reports and Standing UpdatesOther Updates/Reports:

Marlene Feist gave an update on the solid waste collection information for route consolidation.

Quarter 4 2017 Performance Measure Update:Executive Session:

None.

Adjournment

The meeting adjourned at 3:04 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Public Works Committee
January 23, 2017

Attendance:**Committee Members Present:**

Council Member Amber Waldref, Committee Chair
Council Member Breean Beggs
Council Member Mike Fagan
Council Member Lori Kinnear
Council Member Candace Mumm
Council Member Karen Stratton

Committee Members Absent:

Council President Ben Stuckart

Staff Present:

Hannahlee Allers, Legislative Assistant, City Council
Brandon Blankenagel, Senior Engineer, Integrated Capital Management
Dan Buller, Principal Engineer, Engineering Services
Chris Cafaro, Streets Department
Angela Cline, Division Accountant
Brian Coddington, Director of Communications and Marketing
Marcia Davis, Principal Engineer, Integrated Capital Management Department
Anna Everano, Legislative Assistant, City Council
Marlene Feist, Strategic Development Director
Ken Gimpel, Business Services Director
Julie Happy, Division Communication Manager, Neighborhood and Business Services
Gary Kaesemeyer, Superintendent, Wastewater

Brian McClatchey, Policy Advisor, City Council
Tracie Meidl, Spokane Police Department
Katherine Miller, Director, Integrated Capital Management Department
David Paine, Waste to Energy Facility
Skyler Oberst, Legislative Assistant, City Council
Cadie Olsen, Environmental and Sustainability Manager, Environmental Programs
Andy Schenk, Principal Engineer, Street Department
Elizabeth Schoedel, Assistant City Attorney
Mark Serbousek, Director, Streets Department
Scott Simmons, Director of Public Works
Teri Stripes, Business & Development Coordinator
Mike Tresidder, Planning & Development
Kyle Twohig, Operations Manager, Engineering Services
Kandace Watkins, Legislative Assistant, City Council

Guests Present:

Paul Kropp, Neighborhood Alliance
Charlene Kay, P.E. Region Planning Manager, WSDOT
Oscar Cerda, Title VI Program Manager, WSDOT
Rick Evans
Barb Carson, Spokane Public Schools

Council Member Waldref called the meeting to order at 1:30 p.m.

Review and Approval of Minutes:

Council Member Waldref asked for a motion to approve the minutes of the January 9, 2017 meeting.

- **Action Taken:**
- Council Member Fagan moved to approve the minutes of the January 9, 2017 meeting as presented; the motion was seconded by Council Member Kinnear. The minutes were approved unanimously.

Consent AgendaAmendment and extension to contract for compliance testing – Waste to Energy:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

I07c Tank Site Acquisition:

Dan Buller Briefed the Committee on the tank site at the McKinley School property. Dan gave a brief history of the analysis of the area to evaluate the location of the combined stormwater overflow tank. The tank will be on the southeast corner of the lot and staff have been working with the property owners.

- **Action Taken:**
- None

Award to Spokane Public Schools Subrecipient Funding Contract:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Council RequestsSurvey Results - Sidewalk Repair levy:

Council Member Beggs began the discussion on the survey results that was performed to ask citizens questions on sidewalk maintenance. Council Member Beggs reported that 82% said it was important or very important for the City to develop a program. The next steps will be to convene stakeholders to evaluate and proceed with the scope of the program. Discussion was had on the questions and results in the survey, a copy of the survey will be sent by email to the committee members. The stakeholders group could include neighborhood assembly, city staff from engineering, code enforcement and other interested citizens. Council Member Mumm will share lists from previous sidewalk summits.

- **Action Taken:**
- None

Discussion on Snowplowing:

Council Member Beggs began the discussion with feedback and ideas heard from citizens. Council Member Beggs discussed the new initiative to coordinate plowing around schools and communication on the length of days to plow residential and the areas that are next to be plowed. Council Member Stratton discussed cars that haven't been moved that were ticketed in the neighborhood. She suggested a study session to discuss how the planning went including the use of boots on graders.

Mark Serbousek gave a PowerPoint presentation on the Snow Removal Plan. Mark highlighted the elements of the response plan including equipment, crews, deicer/sand application, and operations. Mark shared information on the Stage 1 and Stage 2 snow event plans. The presentation included two videos provided by a citizen that showed a grader and a plow on a residential street plowing the street between parked car and parked boats/trailers. Scott and Mark will meet with the Spokane Public Schools to coordinate the snow removal plan.

Discussion was had on snow removal in downtown and in Browne's Addition. Mark discussed the use of the gate/boot trials on graders. Mark reviewed the communication efforts including use of City Cable 5, the website, plowing progress map, MySpokane 755-CITY, Facebook, Twitter and NextDoor.com.

- **Action Taken:**
- None

Staff Requests

North-South Corridor Update:

Kathlene Miller and Scott Simmons introduced Char Kay of Washington State Department of Transportation. Char gave an update to the Committee on the community engagement that WSDOT is undertaking in regards to the North-South Corridor. Char spoke about the public meetings and their dedicated resources including a plan for check-ins and "pop-up shops" to provide direct communication with the neighborhoods and all citizens. Char shared the WSDOT Community Engagement Guiding Principles and they will be contracting with EWU as a partnership in communication. The next meetings will be in February/March.

- **Action Taken:**
- None

Multi-Family Tax Exemption Conditional Contracts: One multi-family building with 14 units located at 1011 W 1st Ave. and Nine units across two multi-family buildings at 601/609 E 7th Ave:

Teri Stripes briefed the committee on the information provided in the briefing paper. Discussion was had on the locations and the tax calculations.

- **Action Taken:**
- None

2018-2023 Six-year Comprehensive Street Program:

Brandon Blankenagel gave an overview of the process for the update to the Six-year Comprehensive Street Program for years 2018-2023. Brandon spoke about the use of the matrix for priorities and highlighted the coordination work with planning for the Central City Line. Discussion was had on the program reconciliation sheet for completed projects, new projects and adjustments.

- **Action Taken:**
- None

Administrative Reports and Standing Updates

Link Spokane:

Katherine Miller gave a brief update and introduced Mike Tressider. Mike discussed the Chapter Review and the upcoming open houses.

Other Updates/Reports:

None.

Executive Session:

None.

Adjournment

The meeting adjourned at 3:07 p.m.

**STANDING COMMITTEE MINUTES
City of Spokane
Public Works Committee
January 9, 2017**

Attendance:**Committee Members Present:**

Council Member Amber Waldref, Committee Chair
Council Member Breean Beggs
Council Member Mike Fagan
Council Member Lori Kinnear
Council Member Candace Mumm
Council Member Karen Stratton

Committee Members Absent:

Council President Ben Stuckart

Staff Present:

Hannahlee Allers, Legislative Assistant, City Council
Boris Borisov, Economic Development Assistant
Bruce Brurud, Riverside Park Wastewater Treatment Facility
Dan Buller, Principal Engineer, Engineering Services
Anna Everano, Legislative Assistant, City Council
Marlene Feist, Strategic Development Director
Lars Hendron, Riverside Park Water Reclamation Facility
Gary Kaesemeyer, Superintendent, Wastewater
Brian McClatchey, Policy Advisor, City Council
Katherine Miller, Director, Integrated Capital Management Department
Cadie Olsen, Environmental and Sustainability Manager, Environmental Programs
Mark Papich, Associate Engineer, Integrated Capital Management Department
Chris Peterschmidt, Principal Engineer, Riverside Park Water Reclamation Facility
Steve Riggs, Assistant Director, Fleet Services
Elizabeth Schoedel, Assistant City Attorney
Scott Simmons, Director of Public Works
Michael Sloon, ITSD Director
Kyle Twohig, Operations Manager, Engineering Services
Kandace Watkins, Legislative Assistant, City Council

Guests Present:

Paul Kropp, Neighborhood Alliance
Brandon Betty, Spokane Transit Authority

Council Member Mumm called the meeting to order at 1:30 p.m.

Review and Approval of Minutes:

Council Member Mumm asked for a motion to approve the minutes of the December 12, 2016 meeting.

- **Action Taken:**
- Council Member Fagan moved to approve the minutes of the December 12, 2016 meeting as presented; the motion was seconded by Council Member Kinnear. The minutes were approved unanimously.

Consent AgendaContract for Fuel Supplies:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Value Blanket to Purchase Tires for Police Vehicles:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract Amendment for Special Environmental Counsel Legal Services:

Elizabeth Schoedel and Lars Hendron briefed the Committee on the terms of the amendment. Elizabeth spoke about the issues that Craig Trueblood has assisted the City over the life of the contract and answered questions regard to his ongoing work for the NPDES permit update and the Spokane River Toxic Task Force.

- **Action Taken:**
- None

Washington State Department of Ecology Loan and Grant Agreements:

Mark Papich briefed the Committee on the four Water Quality State Revolving Fund Loans and the one grant for the following projects: High Drive Stormwater, Riverside Interceptor Protection, Spokane River Infiltration Reduction and Rebecca Control Facility (CSO 4). The application was done in the 2015 cycle for these awards.

- **Action Taken:**
- None

Contract Award – SM Hansen for Consultant Management:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Contract Award – KPFF/Parametrix for Construction Management:

There being no questions on this item, it will be forwarded to Council for consideration.

- **Action Taken:**
- None

Council Requests

North Monroe Project Communication Update:

Council Member Stratton began the discussion on the citizen communications received by her office by phone and email. Katherine Miller discussed the upcoming public meeting on January 26th and gave an update on the opportunity for citizens to give input online before and after the public meeting. Discussion was had on the types of concerns and the work by the Advisory Committee to establish the final scope. Communication will continue through design as well as with the local business community to work through actual construction.

Staff Requests

CSO 24 Utility Relocation Package:

Kyle Twohig discussed the first of two early release packages for CSO 24. The first package is to relocate utilities in the area and place a new duct and trench for the various utilities and communication fiber. Construct is scheduled to begin in February with local communication with tenants and business owners.

- **Action Taken:**
- None

Update on Bids for University District Bridge:

Kyle Twohig gave a brief update to the Committee on the bids received for the University District Bridge. Seven bids were received with Garco being the lowest and the bids were mostly local companies.

- **Action Taken:**
- None

Riverside Park Water Reclamation Facility - Purchase of Drum Screens, Purchase Replacement SCADA system:

Lars Hendron briefed the Committee on the upcoming purchase of drum screens for the Next Level of Treatment at RPWRF. Lars described the size and process that the screens are utilized. The drums are one of the most critical large items for purchasing early during construction. Kara Heatherly reviewed the information on the replacement SCADA system and the timing for approval through the Council meetings.

- **Action Taken:**
- None

Administrative Reports and Standing UpdatesOther Updates/Reports:

Scott Simmons updated the Committee that at the next Council meeting they will be voting to confirm the appointment of Steve Riggs as Director of Fleet Services after the retirement of Gene Jakubczak.

Executive Session:

None.

Adjournment

The meeting adjourned at 2:15 p.m.

Hearing Notices

CITY OF SPOKANE BUDGET NOTICE

NOTICE IS HEREBY GIVEN, pursuant to RCW 35.33.061, that the Mayor's Preliminary (Proposed) Budget of the City of Spokane for the City's ensuing Fiscal Year (January 1, 2018-December 31, 2018), has been filed in the City Clerk's Office on (or before) November 2, 2017. A copy thereof will be furnished to any taxpayer who will call at the City Clerk's Office therefor. Copies will be made available no later than November 10, 2017. The Spokane City Clerk's Office is located on the Fifth Floor - Municipal Building, 808 W. Spokane Falls Boulevard, Spokane, WA. In addition, a copy of the Proposed Budget will be available for citizen review at the Main Branch of the City Library, 906 W. Main Avenue, Spokane, WA.

NOTICE IS HEREBY FURTHER GIVEN, pursuant to RCW 35.33.061, that the Spokane City Council will meet on or before the first Monday of December for the purpose of fixing the final budget. The Council plans to meet on the dates indicated (below) in its consideration of the 2018 Proposed Budget during its Regular Legislative Sessions to be held at 6:00 p.m. on Monday evenings in the Council Chamber, 808 W. Spokane Falls Boulevard:

OCTOBER 30, 2017

- Hold Public Hearing on possible Revenue Sources for 2018 Budget and begin Hearing on the Proposed 2018 Budget.

NOVEMBER 6, 2017

- Continue Hearing on the Proposed 2018 Budget.

NOVEMBER 13, 2017

- Continue Hearing on the Proposed 2018 Budget.

NOVEMBER 20, 2017

- Continue Hearing on the Proposed 2018 Budget.

The City Council reserves the right to conclude the budget hearings on November 20, 2017, and/or to continue the hearings up to the 25th day prior to the beginning of the next fiscal year (RCW 35.33.071) (no later than December 7, 2017).

Any taxpayer who wishes may appear at any of these meetings and be heard for or against any part of the Budget.

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 msteinolfson@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: November 1, 8 & 15, 2017

**NOTICE OF HEARING
BEFORE SPOKANE CITY COUNCIL
Resolution No. 2017-0092**

A resolution declaring the City of Spokane's intention to conduct a public hearing concerning the assumption of the rights, powers, functions and obligations of the City of Spokane Transportation Benefit District by the City of Spokane.

WHEREAS, on October 11, 2010, the City Council adopted Ordinance No. C34648, establishing the City of Spokane Transportation Benefit District (TBD); and

WHEREAS, pursuant to RCW 36.73.020 (3), the Spokane City Council, as the legislative body creating the TBD and acting ex officio and independently, constitutes the governing body of the TBD; and

WHEREAS, chapter 36.74 RCW established the procedure for the cities to assume the rights, powers, functions and obligations of transportation benefit districts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPOKANE that the City Council intends to conduct a public hearing concerning the assumption of the rights, powers, functions, and obligations of the City of Spokane Transportation Benefit District by the City of Spokane as set forth in Ordinance No. C-35559.

The hearing will be held on Monday, November 20, 2017 starting at 6:00 p.m. in the City Council Chambers Lower Level of City Hall, 808 W. Spokane Falls Blvd., Spokane, Washington. All persons interested may appear and be heard.

Adopted this 30th day of October, 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 msteinolfson@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: November 8 & 15, 2017

General Notices

**CITY OF SPOKANE
NOTICE OF SOLID WASTE COLLECTION AND DISPOSAL RATE INCREASE
(ORD C35526 and ORD C35530)**

Public notice is hereby given pursuant to RCW 35.21.157 that the City of Spokane plans to increase the rates for its solid waste collection services by 2.9% on January 1, 2018. The rate increase shall apply to the monthly Residential Service Rates (reference SMC 13.02.0502), Commercial Service Rates – Dumpsters (SMC 13.02.0504), Commercial Service Rates – Compactors (13.02.0510), Additional Charges for Commercial Containers (13.02.0514), Rates for Equipment and Labor – Packer and Nonpacker Trucks (13.02.0528), Recycling Rates – Nonresidential – Residential Premises with Multi-unit Dwellings Premises – Additional (13.02.0552), and Clean Green Yard Waste Collection (13.02.0554).

The City of Spokane plans to decrease the rate for solid waste disposal at the City's Waste to Energy Facility by 3.61% (SMC 13.02.0560) and increase by 2.9% the rates for Clean Green Yard Waste Disposal (SMC 13.02.0562), Waste Tires (SMC 13.02.0563), and Solid Waste requiring Special Handling (SMC 13.02.0560).

The new rates will take effect January 1, 2018. Questions: Please call City Utility Billing Office at 625-6000.

Publish: November 8 & 15, 2017

Help make a difference in your community.



**You're invited to attend the next
Police Advisory Committee (PAC) Quarterly Public Meeting:**

**Thursday, November 16, 2017 at 5:30 pm
West Central Community Center - 1603 N. Belt St.**

**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.

Publish : November 8 & 15, 2017

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, November 21, 2017 in the City Council Chambers

Items on the Agenda are as follows:

- I. Approval of Minutes
- II. Staff Activities
- III. Supported Employment Program
- IV. Classification Resolution
- V. Request to Void Lists
- VI. Administrative Complaint
- VII. Request for Investigation
- VIII. 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. November 21, 2017, in the City Council Chambers

Dated at Spokane, Washington, this 7th day of November, 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, November 20, 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 msteinolfon@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.

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 5300-17-06 / LGL 2017-0030

EFFECTIVE DATE: July 11, 2017

TITLE: INFORMATION SECURITY

1.0 GENERAL

- 1.1 This policy is based upon ISO/IEC 27002:2013(E) and is structured to include the 19 main security category areas within the standard.

This policy is a high level policy which is supplemented by additional security policy documents which provide detailed policies and guidelines relating to specific security controls.

- 1.2 Information is an asset that the organization has a duty and responsibility to protect. The availability of complete and accurate information is essential to the organization functioning in an efficient manner, and to providing products and services to our community.

The purpose and objective of this Information Security Policy is to set out a framework for the protection of the City of Spokane's information assets:

- 1.2.1 To protect the city's information from all threats, whether internal or external, deliberate or accidental
- 1.2.2 To enable secure information sharing
- 1.2.3 To encourage consistent and professional use of information
- 1.2.4 To ensure that users are clear about their roles in using and protecting information
- 1.2.5 To ensure business continuity and minimize business damage
- 1.2.6 To protect the City of Spokane from legal liability and the inappropriate use of information.

- 1.3 This document and the information security policies adopted by the City of Spokane hereunder (collectively, the "Information Security Management System") define the principles and terms of City of Spokane's Information Security Management Program (the "Information Security Program") and the responsibilities of the members of the City of Spokane community in carrying out the Information Security Program.

The information resources included in the scope of the Information Security Policies are:

- 1.3.1 All data, regardless of the storage medium (e.g., paper, cloud based, electronic tape, cartridge, disk, CD, DVD, external drive, copier hard drive, etc.) and regardless of form (e.g., text, graphic, video, audio, etc.).
- 1.3.2 The computing hardware and software Systems that process, transmit and store data; and
- 1.3.3 The Networks (as defined in Section IV below) that transport data.

The Information Security Management System are City of Spokane-wide policies that apply to all individuals who access, use or control Information Resources at the City of Spokane, including staff, temporary staff, seasonal staff, as well as contractors, consultants and other agents of the City of Spokane and/or individuals authorized to access Information Resources by affiliated company or organization.

1.4 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

Applicable to all departments and divisions.

3.0 REFERENCES

City of Spokane Policies and Procedures (See Appendices)

ISO27001 Sections: 5.1.a and A.4.2

ISO/IEC 27002:2013(E)

PCI-DSS Section: 12.1

RCW 42.56.420c

Spokane Municipal Code (See Appendices)

4.0 DEFINITIONS

- 4.1 “Asset” means anything that has value to the organization.
- 4.2 “Control” is defined as managing risk, including policies, procedures, guidelines, practices.
- 4.3 “Guideline” is a description that clarifies what should be done and how.
- 4.4 “Information Security” means Information Security Preservation of confidentiality, integrity and availability of information.
- 4.5 “Policy” is the overall intention and direction as formally expressed by management.
- 4.6 “Risk” is the combination of the probability of an event and its consequences.
- 4.7 “Third Party” is when a person or body that is recognized as being independent.
- 4.8 “Threat Potential” is the cause of an unwanted incident, which may result in harm to a system.
- 4.9 “Vulnerability” is the weakness of an asset that can be exploited by one or more threats.
- 4.10 “Network” means the electronic information resources that are implemented to permit the transport of data between interconnected endpoints. Network components may include routers, switches, hubs, cabling, telecommunications, VPNs and wireless access points.
- 4.11 “ISO” is defined as Information Security Officer.
- 4.12 “CITO” is defined as Chief Innovation Technology Officer.

5.0 POLICY

- 5.1 The Information Security Policy is a high level document, and adopts a number of controls to protect information. The controls are delivered by policies, standards, processes, procedures, supported by training and tools.

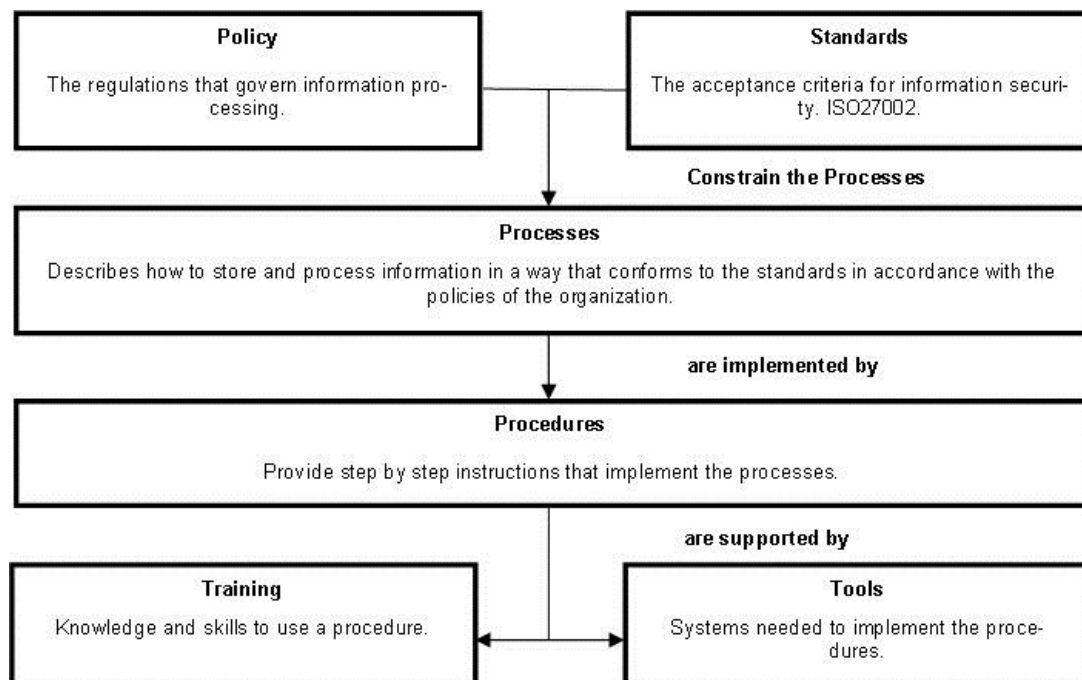


Figure Error! No text of specified style in document.□1: Information Security Policy Overview Chart

- 5.2 This policy outlines the framework for management of Information Security within the organization.

The Information Security Policy, standards, processes and procedures apply to all staff and employees of the organization, contractual third parties and agents of the organization who have access to the organization's information systems or information.

The Information Security Policy applies to all forms of information including:

- 5.2.1 Hard copy data printed or written on paper
- 5.2.2 Information stored in manual filing systems
- 5.2.3 Communications sent by post / courier, fax, electronic mail
- 5.2.4 Stored and processed via servers, PC's, laptops, mobile devices
- 5.2.5 Stored on any type of removable media, CD's, DVD's, tape, USB memory sticks and digital cameras.

- 5.3 Operations Management and Risk

- 5.3.1 IT Operating Responsibilities and Procedures

IT operating responsibilities and procedures will be documented. Changes to IT facilities and systems will be controlled. Capacity and performance managed, and development, test and operational systems will be segmented, logically or physically to ensure appropriate separation of duties. Separation of duties between Application Development, operational group such as the Help Desk, Network Engineering or Information Delivery Services duties will be clearly defined.

- 5.3.2 Risk Mitigation

Risk mitigation will be put in place to ensure data and information which is collected, analyzed, stored, communicated and reported upon will not be subject to theft, misuse, loss and corruption.

- 5.3.3 Logging and Monitoring

Logging and monitoring of system users and administrator/operator activities, exceptions, faults and information security events will be logged and stored allowing future review. System clocks will be synchronized.

- 5.3.4 Risk Assessment

The organization will undertake risk assessments to identify, quantify, and prioritize risks. Controls will be selected and implemented to mitigate the risks identified.

- 5.3.5 Vulnerability Management

Vulnerability management will include a patched management program, and there will be rules in place governing software installation by users.

- 5.4 Security Policy

- 5.4.1 Information Security Policy Document

The information security policy document sets out the organizations approach to managing information security.

The information security policy is approved by management and is communicated to all staff and employees of the organization, contractual third parties and agents of the organization.

- 5.4.2 Review

The security requirements for the organization will be reviewed at least annually by the Information Security Officer (ISO). Formal requests for changes will be raised for incorporation into the Information Security Policy, processes, and procedures to be approved by the Chief Information Technology Officer (CITO).

5.5 Organization of Information Security

5.5.1 Statement of Management Intent

- a. It is the policy of the City of Spokane to ensure that Information will be protected from a loss of:
 - i. Confidentiality: so that information is accessible only to authorized individuals.
 - ii. Integrity: safeguarding the accuracy and completeness of information and processing methods.
 - iii. Availability: that authorized users have access to relevant information when required.
- b. The ISO will review and make recommendations on the security policy, policy standards, directives, procedures, Incident management and security awareness education.
- c. Regulatory, legislative and contractual requirements will be incorporated into the Information Security Policy, processes and procedures.
- d. The requirements of the Information Security Policy, processes, and procedures will be incorporated into the organization's operational procedures and contractual arrangements.
- e. Guidance will be provided on what constitutes an Information Security Incident.
- f. All breaches of information security, actual or suspected, must be reported and will be investigated.
- g. Business continuity plans will be produced, maintained and tested.
- h. Information security education and training will be made available to all staff and employees.
- i. Information stored by the organization will be appropriate to the business requirements.
- j. ISMS program review functions done by the CITO and Director of IT and the ISO. An annual review of program objectives requires annual signoff.

5.6 Information Security Coordination

- 5.6.1 The security of information will be managed within an approved framework through assigning roles and coordinating implementation of this security policy across the organization and in its dealings with third parties.

5.7 Asset Management

- 5.7.1 The organization's assets will be appropriately protected.
- 5.7.2 All assets (data, information, software, computer and communications equipment, and service utilities) will be accounted for by the appropriate city department.

5.8 Human Resources Security

- 5.8.1 The organizations security policies will be communicated to all employees, contractors and third parties to ensure that they understand their responsibilities.

- 5.8.2 Security responsibilities will be detailed in job descriptions and in terms and conditions of employment.
- 5.9 Physical and Environmental Security
 - 5.9.1 Critical or sensitive information processing facilities will be housed in secure areas.
 - 5.9.2 The secure areas will be protected by defined security perimeters with appropriate security barriers and entry controls.
 - 5.9.3 Critical and sensitive information will be physically protected from unauthorized access, damage and interference.
- 5.10 Communications and Operations Management
 - 5.10.1 The organization will operate its information processing facilities securely.
 - 5.10.2 Responsibilities and procedures for the management, operation and ongoing security and availability of all data and information processing facilities will be established.
 - 5.10.3 Appropriate operating procedures will be put in place.
 - 5.10.4 Segregation of duties will be implemented, where appropriate, to reduce the risk of negligent or deliberate system misuse.
- 5.11 Access Control
 - 5.11.1 Access to all information will be controlled.
 - 5.11.2 Access to information and information systems will be driven by business requirements. Access will be granted or arrangements made for employees, partners, suppliers according to their role, only to a level that will allow them to carry out their duties.
 - 5.11.3 A formal user registration and de-registration procedure will be implemented for access to all information systems and services.
- 5.12 Cryptography
 - 5.12.1 Where cryptography requirements exist in order to protect sensitive information for customers, or federal or state requirements require, the organization will use encryption, plus cryptographic authentication and integrity controls such as digital signatures and message authentication codes, and cryptographic key management.
- 5.13 Information Systems Acquisition, Development and Maintenance
 - 5.13.1 The information security requirements will be defined during the development of business requirements for new information systems or changes to existing information systems.
 - 5.13.2 Controls to mitigate any risks identified will be implemented where appropriate.
- 5.14 Information Security Incident Management
 - 5.14.1 Information security incidents and vulnerabilities associated with information systems will be communicated in a timely manner.
 - 5.14.2 Formal incident reporting and escalation will be implemented.
 - 5.14.3 All employees, contractors and third party users will be made aware of the procedures for reporting the different types of security incident, or vulnerability that might have an impact on the security of the organization's assets.

5.14.4 Information security incidents and vulnerabilities will be reported as quickly as possible to the ISO and Director of IT.

5.15 Business Continuity Management

5.15.1 The organization will put in place arrangements to protect critical business processes from the effects of major failures of information systems or disasters and to ensure their timely resumption.

5.15.2 A business continuity management process will be implemented to minimize the impact on the organization and recover from loss of information assets. Critical business processes will be identified.

5.15.3 Business impact analysis: After action review will be conducted following disasters, security failures, loss of service, and lack of service availability.

5.16 Supplier Relations

5.16.1 The organization will implement policies, procedures, awareness guideline to protect the organization's information that is accessible to IT outsourcers and other external suppliers throughout the supply chain, agreed within the contracts or agreements.

5.16.2 Service delivery by external suppliers should be monitored, and reviewed/audited against the contracts/agreements. Service changes should be controlled.

5.17 Compliance

5.17.1 The organization will abide by any law, statutory, regulatory or contractual obligations affecting its information systems.

5.17.2 The design, operation, use and management of information systems will comply with all statutory, regulatory and contractual security requirements.

6.0 RESPONSIBILITIES

6.1 The ISO is responsible for the maintenance and review of the Information Security Policy, processes and procedures.

6.2 Heads of Department are responsible for ensuring that all staff and employees, contractual third parties and agents of the organization are made aware of and comply with the Information Security Policy, processes and procedures.

6.3 The organization's auditors will review the adequacy of the controls that are implemented to protect the organization's information and recommend improvements where deficiencies are found.

6.4 All staff and employees of the organization, contractual third parties and agents of the organization accessing the organization's information are required to adhere to the Information Security Policy, processes and procedures.

6.5 Failure to comply with the Information Security Policy, processes and procedures will lead to disciplinary or remedial action, up to and including termination.

7.0 APPENDICES

7.1 <https://my.spokanecity.org/opendata/documents/policies/>

7.2 <https://my.spokanecity.org/smc/>

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July 11, 2017

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 5600-17-08 / LGL 2017-0031

EFFECTIVE DATE: July 14, 2017

TITLE: PCI COMPLIANCE

1.0 GENERAL

1.1 PURPOSE

This policy establishes guidelines for minimum security standards, including the PCI DSS, a set of comprehensive requirements for enhancing payment account data security, which was developed by the founding payment brands of the PCI Security Standards Council (PCI SSC). The PCI SSC is responsible for managing the security standards, while compliance with the PCI set of standards is enforced by the founding members of the Council: American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc.

PCI DSS includes technical and operational requirements for: security management, policies, procedures, network architecture, software design and other critical protective measures to prevent primary account number (PAN) card fraud, hacking and various other security vulnerabilities and threats. The standards apply to all organizations that store, process or transmit cardholder data.

The standards are designed to protect cardholder information of City of Spokane customers and any individual or entity that with a PAN to transact business with the City of Spokane. This policy is intended to be used in conjunction with the complete PCI-DSS requirements as established and revised by the PCI Security Standards Council.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

Applicable to all departments who have access to PAN card information, including:

- Every employee that accesses, handles, or maintains PAN card information. The City of Spokane employees include full-time, part-time and hourly staff members as well as intern and student workers who access, handle, or maintain records.
- Employees who contract with service providers (third party vendors) who process PAN payments on behalf of the City of Spokane.
- Employees who manage events and require payment processing capabilities (e.g. PayPal).
- IT staff responsible for scanning the City of Spokane systems to insure no PAN card information is stored electronically.

Tier 1 entities: All departments that collect maintain or have access to PAN card information. These currently include:

- My Spokane
- Spokane Parks & Recreation
- Spokane Waste Management
- Spokane Public Library
- Spokane Municipal Courts
- Spokane Building
- Spokane Homeless Donations
- Spokane Homeless Donation - MOTO
- Spokane Fire
- Spokane Parking
- Spokane Treasurer
- Spokane Utilities

Tier 2 entities: All departments managing or sponsoring events that use PayPal or other online payment services approved by the Director of Accounting to collect payments through an access point that has been deemed PCI compliant by the City of Spokane, even though these entities do not have access to PAN card information.

Tier 3 entities: All departments who have relationships with third party vendors that serve as access points through which PayPal, or any other payment services approved by the Director of Accounting, are reached. These departments must confirm PCI compliance on the part of the vendor. City of Spokane's merchant account numbers (MID) are not used.

Third party vendors that process and store PAN card information for the City of Spokane using the city's merchant accounts including, but not limited, to:

- Elavon
- US Bank
- Duncan
- CivicSmart

3.0 REFERENCES

Information Security Policy

ISO27001 Sections: 5.1.a and A.4.2

PCI-DSS – My Spokane - Refunds

PCI-DSS Section: 12.4 and 12.8

PCI DSS Requirements and Security Assessment Procedures

RCW 42.56.420c

4.0 DEFINITIONS

- 4.1 "Cardholder Data Environment (CDE)" is the approved electronic payment and authentication systems run by the ITSD.

- 4.2 "COS" is defined as the City of Spokane.
- 4.3 "Financial Data Manager" is defined as the Director of Accounting who has oversight responsibility for this policy. The Financial Data Manager will also communicate changes to the Chief Information Technology Officer in order to facilitate enforcement of the policy. The PCI Compliance Coordinator will approve appointment of the PCI Department Coordinators.
- 4.4 "ITSD" is defined as the Innovation & Technology Services Division within the City of Spokane.
- 4.5 "Level of Compliance" is defined as PAN card companies and financial institutions validating that vendors such as the City of Spokane are rated based on their volume of transactions. The rating that a City or company receives determines the process that they must go through in order to be validated. There are four levels of PCI Compliance, with level 1 being the most stringent and level 4 being the least stringent. If a merchant suffers an attack that has caused account data to be compromised, the merchant level requirement goes up to level 1 automatically.

Based on the number of PAN card transactions processed annually across the City of Spokane (more than 250,000 transactions per year), and the fact that the City of Spokane has not experienced a breach, the City would be classified as Level 3.

- 4.6 "MID" stands for merchant identification number which is a relationship set up between the COS and Elavon, the City's third-party processor to track certain lines of business or certain PAN activity. The merchant identification number is tied to a bank account for the settlement of the credit card transactions.
- 4.7 "PAN" is defined as the Primary Account Number which is the payment card number that identifies the issuer and the particular cardholder account. It is also called Account Number.
- 4.8 "PCI Compliance Coordinator" is defined as the Information Security Officer (ISO) who is responsible for compliance and who, in consultation with the FDM, will be responsible for staying abreast of changes to PCI DSS requirements, suggesting updates to the policy, coordinating training of Tier 1, 2 and 3 entities and serving as point of contact for PCI department coordinators with regard to assessment surveys or other PCI issues.
- 4.9 "PCI Department Coordinators" is defined as the representative within Tier 1 departments who are responsible for ensuring that their department has policies and procedures in place to comply with PCI and data security requirements. They will ensure that all departmental personnel with access to PAN card data receive appropriate training and are knowledgeable about this policy. The PCI department coordinator will also be responsible for completing the annual department survey or assessment as required in conjunction with the PCI Compliance Coordinator. Appointments of PCI Department Coordinators must be approved by the PCI Compliance Coordinator and the FDM.
- 4.10 "PCI DSS" stands for Payment Card Industry Data Security Standard, and is a worldwide security standard assembled by the Payment Card Industry Security Standards Council (PCI SSC).
- 4.11 "PCI DSS Version 3.2 Requirements" is defined as the City of Spokane PCI compliance policy prohibits the storing of any PAN card information in an electronic format on any computer, server or database (this includes Excel spreadsheets). It further prohibits the emailing of PAN card information.
- 4.12 "PCI Security Standards Council" is defined as the security standards council defines credentials and qualifications for assessors and vendors as well as maintaining the PCI-DSS.
- 4.13 "Self-Assessment" is defined as the PCI Self-Assessment Questionnaire (SAQ) is a validation tool that is primarily used by merchants to demonstrate compliance to the PCI DSS.
- 4.14 "PAN Card Data" is defined as the full magnetic stripe or the PAN (Primary Account Number) plus any of the following:
 - 4.14.1 Cardholder name
 - 4.14.2 Expiration date
 - 4.14.3 Service Code

5.0 PROCEDURE

- 5.1 The City of Spokane requires compliance with PCI standards. To achieve compliance, the following requirements must be met:

5.1.1 General Requirements (applies to tier 1, 2 and 3 entities):

- a. Credit card MIDs must be approved by the Financial Data Manager.
- b. Management and employees must be familiar with and adhere to the PCI-DSS requirements of the PCI Security Standards Council.
- c. All employees in Tiers 1, 2 and 3 must read, understand and agree to adhere to Information Security policies of the City of Spokane and this policy.
- d. Any proposal for a new process (electronic or paper) related to the storage, transmission or processing of credit card data must be brought to the attention of and be approved by the Financial Data Manager and the PCI Compliance Coordinator.
- e. A list of card readers and card processing terminals must be maintained and updated as needed.

5.1.2 Tier 1 Requirements (in addition to the general requirements above):

- a. Management in departments accepting/processing credit cards must conduct an annual self-assessment against the requirements in conjunction with the PCI Compliance Coordinator.
- b. The PCI Department Coordinator must create or confirm the existence of appropriate policies and procedures for credit card processes, storage, and destruction of card data.
- c. New employees must undergo PCI training upon hiring.
- c. Existing employees must undergo PCI training annually.
- e. Access to the cardholder data environment must be restricted to only those employees with a need to access such environments and physical controls must be in place to protect the cardholder data environment.
- f. Terminals/readers must be routinely examined for evidence of tampering and any evidence brought to the attention of the PCI Compliance Coordinator.

5.2.3 Tier 2 Requirements (in addition to the general requirements above):

- a. Management in Tier 2 departments using PayPal or other Director of Accounting approved online payment services for event or service payments must ensure that all personnel within their department understand the City of Spokane policies on accepting PAN.
- b. Employees managing/sponsoring events or services for which PayPal or other Director of Accounting approved online payment services are used must confirm knowledge of and adherence to the above policy when requesting PayPal or other approved online payment service access/mailbox from the Financial Data Manager.

5.2.4 Tier 3 Requirements (in addition to general requirements above);

- a. Management in Tier 3 departments must confirm that the third party vendors through whom they are accessing PayPal or other Director of Accounting approved online payment services are PCI compliant.

5.3 Storage and Disposal

- 5.3.1 Credit card information must not be stored on any electronic device, including City of Spokane network servers, workstations, laptops, tablets and cell phones.

- 5.3.2 Credit card information must not be transmitted via email.
- 5.3.3 Web payments must be processed using a PCI-compliant service provider approved by the Financial Data Manager.
- 5.3.4 Although electronic storage of credit card data is prohibited by this policy, the City of Spokane will perform a quarterly network scan against the cardholder data environment to ensure that the policy has not been violated.
- 5.3.5 Any paper documents containing credit card information should be limited to information required to transact business, those individuals who have a business need to have access, should be in a secure location, and must be destroyed via cross-cut shredding or placement in a secure shred bin once business needs no longer require retention.
- 5.3.6 All credit card processing machines must be programmed to print-out only the last four or first six characters of a credit card number.
- 5.3.7 Sensitive cardholder data must be destroyed when no longer needed for reconciliation, business or legal purposes. In no instance shall this exceed 45 days and should be limited whenever possible to only 3 business days. Secured destruction must be via cross-cut shredding in house or with a third-party provider with certificate of disposal.
- 5.3.8 Neither the full contents of any track of the magnetic stripe nor the three-digit card validation code may be stored in a database, log file, electronic document or point of sale product.
- 5.4 Third Party Vendors (Processors, Software Providers, Payment Gateways, or Other Service Providers)
 - 5.4.1 The Financial Data Manager must approve each merchant bank or processing contract of any third-party vendor that is engaged in, or proposes to engage in, the processing or storage of transaction data on behalf of City of Spokane—regardless of the manner or duration of such activities.
 - 5.4.2 The Financial Data Manager must ensure that all third-party vendors adhere to all rules and regulations governing cardholder information security.
 - 5.4.3 The Financial Data Manager must contractually require that all third parties involved in credit card transactions meet all PCI security standards, and that they provide proof of compliance and efforts at maintaining ongoing compliance.
 - 5.4.4 Information must be maintained about which PCI-DSS requirements are managed by each third party provider and which are managed by City of Spokane.
- 5.5 Additional Requirements:
 - 5.5.1 Complete an annual self-assessment-both at the Tier 1 entity and City of Spokane level.
 - 5.5.2 Perform a quarterly network scan.
 - 5.5.3 Without adherence to the PCI-DSS standards, the City of Spokane would be in a position of unnecessary reputational risk and financial liability. Merchant account holders who fail to comply are subject to.
 - a. Any fines imposed by the payment card industry.
 - b. Any additional monetary costs associated with remediation, assessment, forensic analysis or legal fees.
 - c. Suspension of the merchant account.
- 5.6 Self-Assessment
 - 5.6.1 The PCI Compliance Coordinator will work each Tier 1 entity to complete the annual departmental assessment.

5.6.2 The PCI-DSS Self-Assessment Questionnaire must be completed by the PCI Compliance Coordinator annually and anytime a credit card related system or process changes.

5.7 Training

5.7.1 Annual employee training programs must be offered to train employees on PCI DSS and the importance of compliance. This will be made available from the Financial Data Manager as part of the Cash Handler Policy and from the PCI Compliance Coordinator as part of an ITSD on-line training curriculum. PCI Department Coordinators must ensure that employees with access to card data within their departments take part in annual PCI training and that all new employees within these departments take part in PCI training upon hiring.

5.8 PCI DSS Requirements

| Goals | PCI DSS Requirements |
|---|--|
| Build and Maintain a Secure Network and Systems | 1. Install and maintain a firewall configuration to protect cardholder data 2. Do not use vendor-supplied defaults for system passwords and other security parameters |
| Protect Cardholder Data | 3. Protect stored cardholder data 4. Encrypt transmission of cardholder data across open, public networks |
| Maintain a Vulnerability Management Program | 5. Protect all systems against malware and regularly update anti-virus software or programs 6. Develop and maintain secure systems and applications |
| Implement Strong Access Control Measures | 7. Restrict access to cardholder data by business need to know 8. Identify and authenticate access to system components 9. Restrict physical access to cardholder data |
| Regularly Monitor and Test Networks | 10. Track and monitor all access to network resources and cardholder data 11. Regularly test security systems and processes |
| Maintain an Information Security Policy | 12. Maintain a policy that addresses information security for all personnel |

6.0 RESPONSIBILITIES

6.1 Responsible Organization/Party

6.1.1 The Director of Accounting shall serve as the Financial Data Manager of the policy which includes responsibility for notifying the ISO, applicable Department Heads and Data Managers about changes to the policy. The Financial Data Manager will be assisted by the CITO and ISO as needed.

6.2 Enforcement

6.2.1 The ISO will oversee enforcement of the policy. Additionally this individual will investigate any reported violations of this policy, lead investigations about credit card security breaches and may terminate access to protected information of any users who fail to comply with the policy. The ISO will be assisted by the CITO and the Director of Accounting.

7.0 APPENDICES

7.1 PCI DSS Quick Reference Guide Version

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CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0520-17-06 / LGL 2017-0035

EFFECTIVE DATE: October 20, 2017

TITLE: OPEN GOVERNMENT TRAINING FOR ELECTED OFFICIALS, GOVERNING BOARD MEMBERS AND PUBLIC OFFICERS

1.0 GENERAL

1.1 The Washington State legislature enacted the Open Government Training Act effective July 1, 2014. The Act provides in part that:

- a. Every member of a governing board of a public agency must complete training on the requirements of the Open Public Meetings Act (OPMA) (RCW 42.30.205);
- b. Each local elected official and each person appointed to fill a vacancy in a local office must complete training regarding the provisions of the Public Records Act (PRA) and records retention (RCW 42.56.150);
- c. Public records officers must complete training regarding the provisions of the PRA and records retention (RCW 42.56.152).

This policy sets forth the process by which the City will ensure that all members of City boards, commissions, and committees; all elected and appointed officials to elective office; and all public records officers, including designated departmental public records coordinators, complete the required training.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to members of City boards, commissions, and committees which constitute a governing body of a public agency pursuant to the OPMA, all elected and appointed officials of elective office and all designated public records officers, including designated departmental public records coordinators.

3.0 REFERENCES

RCW 42.30.205
RCW 42.56.150
RCW 42.56.152
ADMIN 0260-17-05
ADMIN 0260-17-03
ADMIN 5300-17-06

4.0 DEFINITIONS

- 4.1 "Appointing Authority" means either the Mayor or the City Council depending on which is appointing a member to a board, commission, or committee, or the governing body which has appointment authority by state law or city ordinance.
- 4.2 "Elected Official" means the mayor, the council president and the members of the city council whether elected or appointed to their respective elective office pursuant to state law or city ordinance.
- 4.3 "Governing Body" means those City boards, commissions or committees that qualify as a governing body under RCW 42.30.010 (2).
- 4.4 "Member" means an appointed member of a city board, commission, or committee that qualifies as a governing body of a public agency pursuant to the OPMA.
- 4.5 "Public Records Officer" or "Records Officer" means the person designated under RCW 40.14.040 as the officer responsible for compliance with records retention requirements under state law or 42.56.580 as the officer whose responsibility is to serve as a point of contact for members of the public in requesting disclosure of public records and to oversee the agency's compliance with public records disclosure requirements. Reference Section 5.1.2 of City policy and procedure ADMIN 0260-17-03 for designated Records Officers. For purposes of this policy "Records Officer" shall also include designated departmental records coordinators (reference 6.2.1 of City policy and procedure ADMIN 0260-17-05).

5.0 POLICY

- 5.1 All members of a city board, commission or committee shall complete the open government training relating to the OPMA requirements pursuant to RCW 42.30.205 and the requirement of the PRA contained in Chapter 42.56 RCW.
- 5.2 Elected officials shall complete open government training relating to the PRA requirements and records retention protocols pursuant to RCW 42.56.150.
- 5.3 All designated public records officers or records officers shall complete the open government training relating to the PRA and public records retention pursuant to RCW 42.56.152.

6.0 PROCEDURE

- 6.1 Appointed Members of Boards, Commissions and Committees. Upon appointment to a city board, commission, or committee, the Appointing Authority, or its designee, shall provide written instructions to the member on how to complete the required training. The instructions shall be included in the Appointing Authority's appointment letter to the member. The instructions shall state:

Washington State law requires that all members of city boards, commissions and committees complete training on the requirements of the Open Public Meeting Act, Chapter 42.30 RCW, within 90 days of appointment. Please visit the City's Board & Commission website (<https://my.spokanecity.org/bcc/vacancies/>) for more information regarding open government training.

The information contained on the City's website shall state:

As part of your appointment, you shall, within ninety (90) days of your appointment letter, complete training regarding the Open Public Meetings Act and the Public Records Act. The training can be completed online through the Attorney General website at <http://www.atg.wa.gov/open-government-training>. You will need to review the written material under Lesson 1 regarding open government and then watch the videos under Lesson 2, regarding Public Records Act training, and Lesson 3, regarding the Open Public Meeting Act training. Once you have completed the training, you can upload the attached certificate of training and file the certificate with the City Clerk's Office. You may contact the City Clerk's Office at 625-6350 if you have any questions.

The member shall complete the open government training relating to the OPMA requirement pursuant to RCW 42.30.205.

- 6.2 Elected or Appointed Officials to Elective Office. Upon election or appointment to elective office, the elected official shall complete the open government training relating to the OPMA and PRA requirements and records retention protocols pursuant to RCW 42.30.205 and RCW 42.56.150.

- 6.3 Designated Public Records Officer. The designated public records officers shall complete the open government training relating to the PRA and public records retention protocol pursuant to RCW 42.56.152.
- 6.4 Board, Commission and Committee Members, elected officials and public records officers may complete their respective required training through the Attorney General's internet based training at <http://www.atg.wa.gov/open-government-training> or through other government agencies such as the Secretary of State, through public section related associations such as the Association of Washington Cities. Please contact the City Attorney's Office if you are uncertain if the training in question qualifies to satisfy the requirements of state law. Once the training is completed, the member, elected official or public records officer or records officer shall complete the Certificate of Training, which shall be filed with the City Clerk's Office. The training shall be completed within ninety (90) days of the member assuming his or her duties as a board or commission member, the elected official taking the oath of office or the public records officer assuming responsibilities as a public records officer or records officer. Training must be completed at least once every four years.
- 6.5 Administrative Policy Regarding City- and Personally-Owned Communication Devices.
The City has adopted Administrative Policy No. 5300-17-06 regarding City- and Personally-Owned Communication Devices, which regulated the use of how such devices can and cannot be used by volunteers such as board, commission and committee members. The City departments are to review this policy with their respective boards and commissions members.

7.0 RESPONSIBILITIES

- 7.1 The department and/or department head/staff most closely associated with a board, commission or committee shall be responsible to implement this policy to make sure new members and reappointed members receive the appropriate training and that the Certificates of Training are filed with the City Clerk's Office. A list of boards, commissions and committees and their respective departments and/or department heads or staff is included as Appendix No. 1, which may be updated as appropriate by the City Clerk.
- 7.2 The Office of the Mayor shall be responsible to implement this policy as it relates to the Mayor.
- 7.3 The Office of the City Council shall be responsible to implement this policy as it relates to the Council President and Council Members.
- 7.4 The City Clerk's Office shall be responsible to implement this policy as it relates to the designated public records officer or records officer.

8.0 APPENDICES

Appendix No. 1 – List of Boards, Commissions and Committees

APPROVED BY:

Theresa Sanders
City Administrator

October 5, 2017

Michael Piccolo
Assistant City Attorney

October 4, 2017

Appendix 1: List of Boards, Commissions, and Committees and the respective departments

Arts Commission –
Bicycle Advisory Board- Planning and Economic Development Department
Boiler Advisory Board –Development Services Department
Boiler Examiners and Appeals Board - Development Services Center
Citizens' Transportation Advisory Board – Streets Department
Civil Service Commission – Civil Service Department
Community Housing and Human Services Board – CHHS Department
Construction Review Board - Business and Developer Services Department
Decennial District Board- City Council
Design Review Board - Planning and Economic Development Department
Employees' Retirement System Board – Retirement Department
Ethics Commission – City Attorney's Office

Fire Code Advisory and Appeals Board – Fire Department
Fire Pension Board – Retirement Department
Historic Landmarks Commission – Historic Preservation Department/Officer
Human Rights Commission – CHHS Department
Library Board – Spokane Public Library
Lodging Tax Advisory Committee - City Council Office
Ombudsman Commission – Office of Police Ombudsman
Public Development Authority (PDA)
 Northeast PDA - Planning and Economic Development Department
 University District PDA - Planning and Economic Development Department
Park Board – Parks and Recreation Department
Parking Advisory Committee – Neighborhood Services and Code Enforcement
Parking and Business Improvement Area Rate Payers Advisory Boards
 Downtown PBIA – DSP Director
 East Sprague PBIA – Business and Developer Services Department
Plan Commission – Planning and Economic Development
Police Advisory Committee – Police Department
Police Pension Board – Retirement Department
Salary Review Commission – City Council and Human Resources Department
Spokane Hotel-Motel Commission
Targeted Investment Pilot (TIP) Advisory Board – Planning and Economic Development Department
Urban Forestry Tree Committee – Parks and Recreation Department
West Quadrant Tax Increment Financing Neighborhood Project Advisory Committee – Planning and Economic Development Department

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS CSO 23-1 & 23-2 CONTROL FACILITIES Engineering Services File No. 2010076

This project consists of the construction of approximately ±600 linear feet of 10" to 48" PVC sanitary/storm sewer, 8 drainage structures, ±600 linear feet of sidewalk, ± 2,700 square yards of 3 and 5-inch thick asphalt pavement, 2 pre-cast vaults, flow control devices, concrete pavement panel replacement, 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., Monday, **December 4, 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.

A prebid conference will be held at the office of the basement level of Spokane City Hall (W. 808 Spokane Falls Blvd. Spokane, WA 99201) in the Council Briefing Center at 1:00 p.m. on Wednesday, **November 15, 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.

Publish November 8, 15 and 22, 2017

CALL FOR BIDS
CSO Basin 14 & 15
Engineering Services File No. 2013212

This project consists of the construction of approximately 5,000 cubic yards of excavation and installation of underground bio-infiltration swales, 250 drainage structures, 7,900 linear feet of curb and sidewalk, 4,000 square yards of HMA pavement repair, 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., **December 4, 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 **Civil Service Testing Room, 4th floor**.

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.

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 any contract or any subcontract resulting from this solicitation for bids.

Publish November 8, 15 and 22, 2017

CALL FOR BIDS
Central Ave. Well #2 Rehabilitation
Engineering Services File No. 2016133

This project consists of the construction of a concrete masonry unit building measuring approximately 16' x 30', installation of City supplied deep well vertical line shaft turbine pump, drive and motor control centers, 8" to 24" diameter building piping, 4" to 24" diameter site piping, concrete vault, sidewalk removal and replacement, pavement removal and replacement, sundry utility adjustments, installation of drywells and landscaping, and other work 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., **December 4, 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. Small, Minority – and Women-owned firms are encouraged to submit bids. All work performed on this project will be subject to the higher of the prevailing state or federal wage rates.

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 any and all Bids.

A prebid conference will be held at the site (5903 N Normandie St) at 11:00 a.m. on **November 27, 2017**. Contact Information, questions concerning these Contract Provisions shall be referred as follows:

For procedural questions, contact Dan Buller at City of Spokane, Department of Engineering Services (509) 625-6700. For technical questions, contact Joe Foote at Murraysmith, Inc., (509) 321-0340.

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. Bidders shall be licensed or have applied for a license to do business in the State of Washington prior to submittal of this bid proposal.

This project is funded through the Washington State Drinking Water State Revolving Fund program with federal funds from the Environmental Protection Agency. DWSRF requirements and provisions must be met by general contractors and all subcontractors.

The City of Spokane is an Equal Opportunity and Affirmative Action Employer.

Publish: November 15, 22 and 29, 2017

CALL FOR BIDS
Havana Well Field
Engineering Services File No. 2016142

This project consists of the construction and testing of six 24" diameter by 120' deep high-capacity production wells, decommissioning of two existing wells, 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., **December 4, 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.

A prebid conference will be held in Conference Room 2B, Second Floor City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316 at 1:00 p.m. on **November 16, 2017**.

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 November 8, 15 and 22, 2017

Notice for Bids

Supplies, Equipment, Maintenance, etc.

COUER D'ALENE PARK ENTRANCES (RE-BID)

Parks & Recreation Department

BID #4421-17

Sealed bids will be opened at 1:15 p.m., **MONDAY, DECEMBER 4, 2017**, in the City Council Chambers – City Hall, 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, November 16, 2017 at 8:00 am. (local time). The Pre-bid meeting will be held in Tribal Conference Room 2 – 5th Floor City Hall, 808 W Spokane Falls Blvd., Spokane WA 99201

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:

“COEUR D'ALENE PARK ENTRANCES (RE-BID), BID #4421-17, DUE 12/4/17”.

Thea Prince
Purchasing Division

Publish: November 15 & 22, 2017

PORTABLE LIME SYSTEM (RE-BID)

Solid Waste Disposal Department, Waste to Energy Facility

BID #4422-17

Sealed bids will be opened at 1:15 p.m., **MONDAY, NOVEMBER 20, 2017**, in the City Council Chambers – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for the **PORTABLE LIME SYSTEM (re-bid)** for the City of Spokane Solid Waste Disposal Department, Waste to Energy Facility.

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:

“PORTABLE LIME SYSTEM (RE-BID), BID #4422-17, DUE 11/20/17”.

Thea Prince
Purchasing Division

Publish: November 8 & 15, 2017

REQUEST FOR BIDS**TRAILER MOUNTED SIX-INCH WASTEWATER PUMP**

City of Spokane Wastewater Maintenance Department

BID #4423-17

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, NOVEMBER 27, 2017**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **TRAILER MOUNTED SIX-INCH WASTEWATER PUMP** for the City of Spokane Wastewater Maintenance Department.

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

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, November 27, 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, one (1) paper copy, and one (1) reproducible digital copy (CD or thumb drive) to:

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

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

All response packages are to be clearly marked with:

“BID #4423-17, TRAILER MOUNTED SIX-INCH WASTEWATER PUMP, DUE: MONDAY, NOVEMBER 27, 2017.”

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

Publish: November 15 & 22, 2017
