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

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Issue 5



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, January 22, 2018****BRIEFING SESSION**

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

Roll Call

On roll call, Council President Stuckart and Council Members Burke, Fagan, Kinnear, Mumm, and Stratton were present. Council Member Beggs arrived at 3:36 p.m.

Finance and Administration Division Director Tim Dunivant, City Council's Policy Advisor Brian McClatchey, and Acting City Clerk Laurie Farnsworth were also present on the dais.

Advance Agenda Review

The City Council received an overview from staff on the January 29, 2018, Advance Agenda items.

Action to Approve January 29, 2018, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the January 29, 2018, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Beggs, **to approve** the Advance Agenda for Monday, January 29, 2018; **carried unanimously.**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council received an overview from staff on the January 22, 2018, Current Agenda items.

Contract with Greater Spokane, Inc. (OPR 2018-0027)

Upon review of the Contract with Greater Spokane, Inc., Council President Stuckart called for a motion to defer the matter to February 26. The following action was taken:

Motion by Council Member Fagan, seconded by Council Member Beggs, to so move (**to defer** to February 26) the One-year Contract with Greater Spokane, Inc. for economic development services; **carried unanimously.**

Contract with Bigbelly Solar, Inc. (OPR 2018-0028 / BID 4417-17)

Upon review of the Contract with Bigbelly Solar, Council Member Beggs provided remarks and requested a deferral. The follow action was taken:

Motion by Council Member Beggs, seconded by Council Member Stratton, **to defer** for two weeks (to February 5, 2017) the Contract with Bigbelly Solar, Inc. to provide networked solar compacting waste receptacle replacement for the City; **carried unanimously.**

First Reading Ordinance C35578

Council President Stuckart noted that he received an email from staff indicating that a new version of the Urban Utility Installation Program ordinance will be forthcoming, and so he requested a motion to table the ordinance. Subsequently, the following action was taken:

Motion by Council Member Fagan, seconded by Council Member Mumm, to so move **(to table)** First Reading Ordinance C35578 (relating to Utility Installation Program; amending sections SMC 8.10.230 of the Spokane Municipal Code); **carried unanimously**.

Action to Approve January 22, 2018, Current Agenda

Following staff reports and Council inquiry and discussion regarding the January 22, 2018, Current Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Mumm, seconded by Council Member Fagan, **to approve** the Current Agenda for Monday, January 22, 2018 (as amended); **carried unanimously**.

CONSENT AGENDA

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

Value Blanket Renewal with Valmont Industries (Valley, NE) for Traffic Signal Standards and Luminaire Standards—Estimated annual expenditure \$150,152.00 (incl. tax). (OPR 2015-0923 / BID 4173-15)

Site Lease Acknowledgement Contract Amendment with American Tower Asset Sub, LLC (Woburn, MA)—annual base revenue of \$21,610.80. (OPR 2000-0148)

Contract Extension No. 1 with Larry Tangen - Private Investigator, (Chattaroy WA) for investigative services for the Public Defender's Office from January 1, 2018 through December 31, 2018—not to exceed \$75,000 (incl. tax). (OPR 2017-0076 / RFP 4293-16)

First Amendment of temporary Construction Easement with SchoolYard Billy, LLC (Spokane, WA) for the I07c Riverside Control Facility tank—\$30,000. Total Contract Amount: \$133,513.76 (East Central Neighborhood) (OPR 2017-0031 / ENG 2014096)

GMP Component #5 with MWH Constructors and Slayden Construction Group, a joint venture (Bellevue, WA), for the Next Level of Treatment at the Riverside Park Wastewater Reclamation Facility this package includes Excavation, Shoring, Dewatering, Base Slab Concrete, and other smaller components—increase of \$11,553,026. The increase includes an administrative reserve of \$577,651, which is 10% of the contract price, which will be set aside for a total cost of \$12,130,677. (OPR 2015-0834)

Consultant Agreements with:

- a. Simpson Engineers (Spokane, WA) for Surveying On-Call Consultants—\$150,000. (OPR 2018-0023 / ENG 2018045)
- b. Coffman Engineers (Spokane, WA) for Surveying On-Call Consultants—\$100,000. (OPR 2018-0024 / ENG 2018045)
- c. GeoEngineers, Inc. (Spokane, WA) for Geotechnical On-Call Services—\$400,000. (OPR 2018-0025 / ENG 2018046)
- d. Budinger & Associates, Inc. (Spokane, WA) for Geotechnical On-Call Services—\$1,200,000. (OPR 2018-0025 / ENG 2018046)

(Various Neighborhoods)

Contract Amendment with Evans, Craven & Lackie, P.S. for outside counsel services and advice to the City regarding workers' compensation matters—increase of \$100,000. Total Contract Amount: \$296,000. (OPR 2013-0768)

Low Bids of:

- a. Passport Lab, Inc. (Charlotte, NC) for providing mobile pay by phone services for \$24,200 and e-permit system for \$10,200 (incl. tax) and estimated \$300,000 Revenue. (OPR 2018-0029 / RFP 4317-17)

- b. Nelson/Nygaard Consulting Associates, Inc (Portland, OR) for the University District Parking Inventory—\$82,620 (incl. tax). (OPR 2018-0032 / RFP 4383-17)
- c. Nelson/Nygaard Consulting Associates, Inc (Portland, OR) for Downtown Parking and Strategy Plan \$187,636 (incl. tax). (OPR 2018-0033 /RFP 4389-17)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through January 12, 2018, total \$14,487,311.94 (Check Nos. 544599-545034; ACH Payment Nos. 45813-46223), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$12,212,145.70. (CPR 2018-0002)
- b. Payroll claims of previously approved obligations through January 13, 2018: \$6,798,736.35 (Payroll Check Nos. 547690-547812). (CPR 2018-0003)

City Council Meeting Minutes: December 11, 2017 (corrected), January 4, 2018 and January 8, 2018. (CPR 2018-0013)

Council Recess/Executive Session

The City Council adjourned at 4:18 p.m. No Executive Session was held. The City Council reconvened again at 6:00 p.m. for the Regular Legislative and Town Hall Session.

TOWN HALL / LEGISLATIVE SESSION

Invocation

Spokane Police Chaplin Ed Hoffman provided an invocation.

Presentation of Colors and Pledge of Allegiance

The Presentation of Colors and Pledge of Allegiance was led by Cub Pack 353.

Roll Call

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

City Council's Policy Advisor Brian McClatchey and Acting Deputy City Clerk Laurie Farnsworth were also present.

COUNCIL COMMITTEE REPORTS

PIES (Public Infrastructure, Environment, and Sustainability) Committee Meeting

Council Member Beggs reported on the PIES Committee meeting held earlier today (January 22, 2018). Minutes of the PIES Committee meeting are filed with the City Clerk's Office and are available for review following approval by the PIES Committee.

There were no **Administrative Reports**.

TOWN HALL FORUM

George McGrath remarked on public safety and the new Ice Ribbon.

Jennifer Bates also remarked on the new Ice Ribbon and skating at own risk and wearing helmets while skating. She also remarked on the Women's Persistence March held yesterday (January 21).

Robert Engelen commented on crime in Spokane and that enough is not being done about it. He also remarked on increased property taxes to increase jail size and the police force.

David Bilsland stated the recent Women's March was great and he remarked on zombie homes and lack of housing.

Carol Ellis requested the City readdress the design of the Bosh Lot and the North Bank and suggested a beautiful park be developed there that could be part of a system where a tram runs from the North Bank by the new sports complex and take people to a stop at the Upper Falls and then continue on and stop across the Post Street Bridge at the Lower Falls.

NEIGHBORHOOD REPORTS

Welcome

Heather Trautman, Neighborhood Services and Code Enforcement Director, provided introductory and welcoming remarks. Rod Minarik of Neighborhood Services and Code Enforcement, then facilitated introductions for the neighborhood reports, as follows:

1. Rod Minarik provided brief remarks pertaining to the Riverside Neighborhood, as Gary Pollard was unable to attend today's meeting.
2. Bridget Walden reported on West Hills.
3. Joy Sheikh reported on Grandview/Thorpe.
4. Rick Biggerstaff and MaryLou Sproul reported on Browne's Addition.
5. Patrick Davidson reported on Latah/Hangman Valley.
6. Patrick Striker reported on Greater Spokane COPS.
7. Angel Meegan reported on Peaceful Valley.
8. Rod Minarik presented a slide show portraying events at the Southwest Spokane Community Center and Heather Trautman provided remarks regarding the Center.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2018-0004

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2018-0004** setting a hearing before the City Council on February 26, 2018, for the vacation of Sheridan Street from the north right of way line of Riverside Avenue to twenty-five feet north of the north right of way line of Riverside Avenue as requested by Avista Corp.

Resolution 2018-0005

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2018-0005** setting a hearing before the City Council on February 26, 2018, for the vacation of a portion of 7th Ave and Chestnut as requested by Namva Chan.

Resolution 2018-0006

Subsequent to an overview of Resolution 2018-0006 by Council President Stuckart, public testimony from one individual, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2018-0006** relating to the City of Spokane supporting Ballot Proposition No. 1 entitled "Replacement of Expiring Educational Programs and Operation Levy," submitted by the Spokane School District 81 for the February 13, 2018 special election regarding propositions for school levy."

There were no **Final Reading Ordinances**.

FIRST READING ORDINANCES

The following ordinances were read for the First Time with further action deferred:

ORD C35575 Relating to relating to cottage housing, pocket residential development, and compact lot standards, amending Spokane Municipal Code (SMC) sections 17A.020.010, 17A.020.030, 17A.020.040, 17A.020.130, 17A.020.190, 17C.110.030, 17C.110.115, 17C.110.200, 17C.110.350, 17C.110.360, 17C.230.130, 17G.080.065; adopting a new section 17C.110.209 to chapter 17C.110 SMC; and repealing SMC section 17C.110T.002.

ORD C35576 Relating to sign standards amending SMC 17C.340.110, 17C.370.030, 17A.020.010, 17A.020.020, 17A.020.030, 17A.020.040, 17A.020.050, 17A.020.060, 17A.020.090, 17A.020.130, 17A.020.140, 17A.020.160, 17A.020.190 to title 17C of the Spokane Municipal Code and setting and effective date.

ORD C35577 Relating to sign standards amending SMC 17C.240.010, 17C.240.060, 17C.240.070, 17C.240.090, 17C.240.120, 17C.240.130, 17C.240.140, 17C.240.150, 17C.240.180, 17C.240.220, 17C.240.230, 17C.240.240, 17C.240.250, 17C.240.260, 17C.240.270, 17C.240.280; adopting new sections 17C.240.015, 17C.240.025, 17C.240.241, 17C.240.242, 17C.240.243, 17C.240.244, 17C.240.245, 17C.240.246, 17C.240.247, 17C.240.310 to chapter 17C.240; repealing SMC 17C.240.020, 17C.240.080, 17C.240.100, 17C.240.160, 17C.240.190, 17C.240.200, 17C.240.290, and 17C.240.300 to title 17C of the Spokane Municipal Code and setting and effective date.

First Reading Ordinance C35578 (relating to Urban Utility Installation Program) has been tabled. (See section of minutes under 3:30 p.m. Briefing Session.)

There were no **Special Considerations**.

There were no **Hearings**.

No individuals spoke during the **Second Town Hall Forum**.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:26 p.m.

STUDY SESSION MEETING MINUTES SPOKANE CITY COUNCIL Thursday, January 11, 2018

A Special Meeting of the Spokane City Council was held on the above date at 3:34 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members Burke, Mumm and Stratton were present. Council Member Kinnear arrived at 4:21 p.m. Council Members Beggs and Fagan were absent.

The following topics were discussed:

- Infill Discussion

The meeting was open to the public but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 4:30 p.m.

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE ADMIN 0260-17-031 / LGL 2009-0018 EFFECTIVE DATE: July 1, 2004 REVISION EFFECTIVE DATE: January 23, 2018 TITLE: PUBLIC RECORDS REQUESTS

1.0 GENERAL

1.1 Authority and Purpose.

RCW 42.56.070(1) of the Public Records Act ("Act") requires each state or local agency to make available for inspection and copying nonexempt "public records" in accordance with published rules.

1.1.2 The purpose of this policy is to establish the procedures the City of Spokane will follow in order to respond to requests made for records under the Act. This policy provides information to persons wishing to request access to public records of the City of Spokane and establishes processes for both requestors and City staff.

1.1.3 The Act's purpose is to provide the public full access to non-exempt records concerning government conduct to the extent such records are not made exempt by the Act, in a manner that does not unduly impair the public's entitlement to receive effective and efficient performance of the City's governmental duties and functions, and that respects legally-protected privacy rights. The Act and these considerations will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the City will be guided by the provisions of the Act describing its purposes and interpretation.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments except:

- a. record requests handled by the Records Unit of the Police Department;
- b. record requests handled by the Spokane Municipal Court; and
- c. record requests handled by the Spokane Public Library.

Copies of the Public Records Request policies and fee schedules for the Police Records Unit, Municipal Court, and Public Library will be placed on file for review with the Office of the City Clerk.

3.0 REFERENCES

RCW Ch. 42.56 Public Records Act
 WAC Ch. 44-14 Public Records Act—Model Rules
 Mayoral Executive Order EO 2008-05—Public Records Index

4.0 DEFINITIONS

4.1 A "public record" includes: (1) any writing; (2) that contains information relating to the conduct of government or the performance of any governmental or proprietary function; and (3) that was prepared, owned, used, or retained by the City regardless of physical form or characteristics.

4.2 "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, text messages, emails, voicemails, social media postings, and other documents including existing data compilations from which information may be obtained or translated.

5.0 POLICY

5.1 Agency Description - Contact Information - Public Records Officer

5.1.1 The City of Spokane is a municipal corporation. The City's central office is located at City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. The City has field offices at various sites throughout the City.

5.1.2 Records Officers

- a. Any person wishing to request access to public records of the City, or seeking assistance in making such a request should contact the Public Records Officer of the City:

Terri Pfister, City Clerk
City of Spokane
Fifth Floor, City Hall
808 West Spokane Falls Boulevard
Spokane, Washington 99201
(509) 625-6350
FAX: (509) 625-6217
Email: clerks@spokanecity.org

- b. Requests for Police Records.
Requests to inspect or copy records maintained by the City's Police Department should be made to the Police Records Officer at:

Evidence and Records Manager
City of Spokane Police Department
1100 West Mallon Avenue
Spokane, Washington 99260
(509) 625-4279
FAX: (509) 625-4059
Email: spdrecordsinforequest@spokanepolice.org

- c. Requests for Library Records.
Requests to inspect or copy records maintained by the City's Library Department should be made to the City Clerk who is the Library's designated Records Officer at:

City Clerk (Library's designated Records Officer)
Fifth Floor, City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201
(509) 625-6350
Email: clerks@spokanecity.org

- d. Requests for Municipal Court Records.
Requests to inspect or copy records maintained by the City's Municipal Court should be made to the Court's Records Officer at:

Records Officer
City of Spokane Municipal Court
1100 West Mallon Avenue
Spokane, Washington 99260
(509) 625-4400
FAX: (509) 625-4442
Email: mcadmin@spokanecity.org

- e. Information is also available at the City's web site at www.spokanecity.org.

- 5.1.3 The Public Records Officer will oversee compliance with the Act but another City staff member may process the request. Therefore, when this policy refers to the "Public Records Officer," it also refers to a designee of the Public Records Officer.

5.2 Availability of Public Records

- 5.2.1 Hours for inspection of records.
Public records are available for inspection and copying during normal business hours of the City, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding municipal legal holidays. Records must be inspected at the offices of the City. The City and the requestor can make mutually agreeable arrangements for the times of inspection and copying.

- 5.2.2 Records Index.
The City of Spokane does not maintain a records index pursuant to Mayoral Executive Order EO 2008-0005.
- 5.2.3 Organization / Protection of Records.
- a. The City will maintain its records in a reasonably organized manner consistent with available resources. The City/Public Records Officer may take any steps deemed necessary to protect and preserve records from damage, alteration or disorganization.
 - b. A requestor shall not alter, disorganize, damage, take, or remove City records from City offices or custody without the express written permission of the Public Records Officer. Requestors upon advance notification to the Records Officer may use personal scanners or cameras for the making of copies of documents during record reviews. If a requestor damages records during review, inspection, or copying, the City reserves the right to recover, from all persons responsible, all costs of record recovery, including direct costs as well as all consequential losses or damages, and/or to pursue prosecution of all persons responsible.
- 5.2.4 A variety of records is available on the City's web site at www.spokanecity.org. Requestors are encouraged to view the records available on the web site prior to submitting a records request.
- 5.2.5 Making a request for public records.
- a. A verbal request, as compared to one made in writing, poses greater risks of miscommunication or misinterpretation and therefore misunderstanding of the requestor's intention as to which records s/he is seeking. Such misunderstandings impair the City's ability to properly and timely fulfill the request, and moreover cause inefficiencies for City staff members that impair their ability to effectively and efficiently perform the City's governmental duties and functions for the benefit of other members of the public.

Any person wishing to inspect or copy public records of the City should therefore make the request in writing, on the City's request form, or by letter, fax, or e-mail addressed to the Public Records Officer.
 - b. A requestor must give the City reasonable notice that the request is being made under the Public Records Act. The request should include the following information:
 - Name of requestor;
 - Address of requestor;
 - Other contact information, including telephone number and any e-mail address;
 - Identification of the records sought, with such specificity as necessary to permit the Public Records Officer or designee to reasonably locate the records; and
 - The date of the request.
 - c. A question or request for information is not a request for a record, nor is a request that the City compile data, create a record, or produce a record not in existence at the time the request is received.
 - d. If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and must pay or make agreed arrangements to pay the deposit provided for in this Policy. (See 6.4.1 for deposit provisions.)
 - e. A form is available for use by requestors at the office of the Public Records Officer and on-line at www.spokanecity.org.
 - f. The Public Records Officer may accept in-person or telephonic verbal requests for public records that contain the above information. If the Public Records Officer accepts

such a request, he or she may confirm receipt of the information and the substance of the request in writing. If the Public Records Officer does so, the written confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.

- g. The Public Records Officer does not monitor social media sites or voicemail for public record requests. Public record requests will not be accepted via social media or voicemail.
- h. A "bot request" means a request that the City reasonably believes was automatically generated by a computer program or script. The Public Records Officer does not accept an automated or bot request that is one of multiple requests from the requestor to the City within a twenty-four hour period, if the request would cause excessive interference with other essential functions of the City.

6.0 PROCEDURE

6.1 Processing of Public Records Requests – General

6.1.1 Providing "fullest assistance."

The City will provide the fullest assistance possible to requestors, consistent with recognition that the City has limited resources to respond to requests. The Public Records Officer will process requests in a manner and order allowing for the highest efficiency of the City's discharge of not only its Public Records Act obligations, but all of its obligations to the public, and will do so with the corollary aim of using the most reasonable cost-efficient methods available to the City as part of its normal operations and allowing the most requests to be processed in the most efficient manner.

6.1.2 Acknowledging receipt of request.

Within five (5) business days of receipt of the request, the Public Records Officer will do one or more of the following:

- a. Make the records available for inspection or copying in whole or in part;
- b. If copies are requested and full payment due from the requestor of the amount due under this policy is received by the City, or other terms of payment are agreed upon, provide the copies to the requestor;
- c. Provide a reasonable estimate of when the records will be made available or, if it is anticipated that the request will be fulfilled in a series of installment productions, a reasonable estimate of when the first set of records will be made available. The Public Records Officer may subsequently revise the estimate of when all or a partial set of records will be made available;
- d. If the request is unclear or does not sufficiently identify the records sought, request clarification from the requestor. Such clarification may be requested and provided by telephone. If the clarification is made by telephone, the Public Records Officer may confirm the scope of the clarification in writing. If the Public Records Officer provides written clarification, that confirmation will be deemed the correct statement of the scope of the request unless the requestor responds with a different statement of the scope.
- e. Deny the request, in whole or part, specifying the reasons for the denial.
- f. The City may fulfill all or part of a request by providing an internet address and link on the City's web site to the specific records requested, except that if the requestor notifies the City that s/he cannot access the internet, the City will provide copies of the record or allow the requestor to view copies using a City computer.

6.1.3 Consequences of failure to respond.

If the City does not respond in writing within five (5) business days of receipt of the request for disclosure, the requestor should contact the Public Records Officer to determine the reason for the failure to respond.

If the requestor does not provide clarification in response to a request by the Public Records Officer for clarification, within thirty (30) days of the clarification request having been made, the City will consider the request abandoned as to those portions for which clarification was requested but not received, and advise the requestor in writing that the request has been closed as to those portions. Should the requestor, after such closure, provide clarification, his or her clarified request shall be considered a new request and shall be processed as such, and other public records requests can be processed ahead of such a clarified request.

6.1.4 Protecting rights of others.

In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include an accurate statement of the scope and terms of the request or a copy of the request. Typically, the Public Records Officer will give the person whose rights may be affected by disclosure ten (10) business days to obtain a Court order preventing the City from disclosing the record, but the Public Records Officer may determine that circumstances warrant a different notice/opportunity period. If no such Court order is received, the City will release the records to the requestor subject to applicable exemptions warranting withholding(s) and/or redaction(s) by the City.

6.1.5 Records exempt from disclosure.

Some records responsive to a request are exempt from disclosure, in whole or part. If the City believes that a record is exempt from disclosure and should be withheld in the record's entirety, the Public Records Officer will identify in writing the existence and nature of the record, state the specific exemption supporting the withholding, and a brief explanation of how the exemption applies. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will, to the extent required by law, redact the exempt portions but provide the non-exempt portions, and state in writing the specific exemption supporting the redaction and a brief explanation of how the exemption applies.

Notwithstanding, the City's citation to a particular statutory exemption to support a withholding or a redaction shall not be considered exclusive as to other statutory exemptions that may equally or alternatively be operative to support the withholding or redaction, as other statutory exemptions, not cited by the City at the time of the withholding/production of the redacted record (s), may later be cited by the City to support any withholding/redaction.

Any reasonably-understandable format may be used by the Public Records Officer to provide the requestor the written statutory exemption citation(s) and brief explanation(s) required for each withholding and/or redaction. According to the Public Records Officer's convenience and discretion, this information may be provided in the form of any or a combination of the following (which are provided as examples and without limitation): a "withholding/redaction index," and/or a written narrative, and/or (in the case of redactions) use of a keyed system of color-coded redaction boxes and/or redaction boxes with informational/explanatory content incorporated onto the boxes.

The assessment of the applicability of statutory exemptions, the performance of redactions, and the preparation of written withholding and/or redaction citations and explanations often takes substantial time and commitment of public monies and resources, and extends the time for production of records in response to requests. The Public Records Officer may explain to the requestor that performance of these steps will delay fulfillment of his or her request and invite the requestor to focus or narrow the request to save time and help serve the requestor's needs.

6.1.6 Inspection of records.

- a. Consistent with other demands and resources, the City shall provide space to inspect public records. Upon reviewing the records, the requestor shall comply with policy section 5.2.3(b) regarding the "Protection of Records". If the requestor wishes copies, the requestor shall indicate which documents he or she wishes the City to copy, and, if asked, shall state whether s/he wishes the copies in paper or electronic format. If the requestor wishes copies but does not specify whether s/he wishes them in paper or electronic format, the Public Records Officer will provide the records in a format(s) that effectuates the most reasonable

cost-efficient methods available to the City as part of its normal operations. The City and the requestor can make mutually agreeable arrangements for the times of inspection.

- b. The requestor must claim or review all of the records, or a partial installment set of all of the records, within thirty (30) days of the City's notification to him or her that records are available. Claiming or reviewing records includes payment of all charges due from the requestor when and as due under other applicable provisions of this Policy. When all or a partial set of all of the records are available for inspection or copying, the City will notify the requestor in writing that he or she should contact the City to make arrangements to claim or review the records. If the requestor fails within the thirty (30) day period to claim or review the records or make other arrangements, the City may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.

6.1.7 Providing copies of records.

After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying.

6.1.8 Closing withdrawn or abandoned request.

When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the Public Records Officer will close the request and indicate to the requestor that the City has closed the request.

6.1.9 Later-discovered documents.

If, after the City has informed the requestor that it has provided all responsive records, the City becomes aware of additional responsive records that existed at the time the request was received, the City will promptly inform the requestor of the additional documents and provide them on an expedited basis.

6.1.10 Managing public records requests.

The Public Records Officer is primarily responsible for managing the records requests based on the following criteria:

- a. The number of records responsive to a given request;
- b. The number and size of other records requests in the queue;
- c. The amount of processing required for the subject request or requests and other requests in the queue;
- d. The status of a particular request that is waiting for third-party review or requestor action;
- e. The current volume of other City work, as it affects the amount of staff time that can be devoted to the subject request or requests; and
- f. The Public Records Act's requirement that "Agencies shall not distinguish among persons requesting records."

6.2 Processing of public record requests – electronic records.

6.2.1 Requesting electronic records.

The process for requesting electronic records is the same as for requesting paper public records.

6.2.2 Providing electronic records.

When a requestor requests records in an electronic format, the Public Records Officer will provide the nonexempt records or nonexempt portions of such records that are reasonably locatable in an electronic format that is used by the City and is generally commercially available, or in a format that is reasonably translatable from the format in which the City keeps the records, as long as it is reasonable and technologically feasible for the City to do so. The City is not required to produce records in electronic format when redactions are required and the City must print the records to make the redactions.

- 6.2.3 Customized access to data bases.
With the consent of the requestor, the City may provide customized access under RCW 43.105.355 if the record is not reasonably locatable or not reasonably translatable into the format requested. The City will first consult with the requestor before undertaking steps needed for specialized access. The City may charge a fee consistent with RCW 42.56.120(3)(b) for such customized access only if the City has first notified the requestor of the customized service charge, including an explanation of why the charge applies, a description of the specific expertise, and a reasonable estimate of the charge. The requestor will also be notified that s/he may amend his/her request in order to avoid or reduce the customized access charge.

6.3 Exemptions

- 6.3.1 The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the exemptions, outside the Public Records Act, that restrict the availability of some documents held by the City of Spokane for inspection and copying. The list is a partial list only, and there may be other statutes that restrict or limit the disclosure to the public. These exemptions are located in Attachment B.
- 6.3.2 The City is prohibited by statute from disclosing lists of individuals for commercial purposes. If a requestor asks for a list of individuals or a requestor seeks records which include a list of individuals, the Public Records Officer is to determine if there is any indication that the requested list may be used for commercial purposes. If the Officer determines that there is such an indication, the requestor will be asked to complete a "Commercial Purpose Declaration" (Attachment D). If the requestor asserts some "commercial" purpose to the request, the City is forbidden by state law from providing the requested records.

6.4 Costs of Providing Copies of Public Records

- 6.4.1 No fee shall be charged for the inspection of public records.
- 6.4.2 No fee shall be charged for locating public documents and making them available for copying.
- 6.4.3 Under RCW 42.56.120, an agency need not calculate the actual costs it charges for providing public records if the agency has rules or regulations declaring the reasons for doing so would be unduly burdensome. To the extent an agency has not determined the actual cost of copying public records, an agency may use the statutory default copy fee schedule set forth in RCW 42.56.120. Based on the following findings, the City will charge fees for copies of records pursuant to the default fees in RCW 42.56.120(2)(b) and (c) and as described in Attachment C and Sections 6.4.4 through 6.4.7 below:
- a. Calculating the actual cost of providing public records would be unduly burdensome because funds were not allocated for performing a study to determine actual copying costs.
 - b. The City lacks the necessary funds and staff resources to conduct a comprehensive study to determine its actual copying costs.
 - c. To conduct such a cost study would interfere with the City's other essential agency functions.
- 6.4.4 The City of Spokane waives fees for production of records if production totals less than one dollar (\$1). It would be unduly burdensome for the City to prepare a statement, collect money, and comply with all the state laws surrounding the collection and receipt of money for these small record productions. It would cost the City more to collect and receipt the money than would be collected for these small record productions. (See RCW 42.56.120(2)(b))
- 6.4.5 Costs for photo/printed/electronically scanned copies.

The City charges fifteen cents (\$.15) per page for photocopies to be produced to a requestor or for electronic records printed to paper.

If paper records must be scanned to electronic format to fulfill a request because the requestor asked for electronic copies of records that exist only in paper format, the City charges ten cents (\$.10) per scanned page.

Before beginning to make photo, printed, and/or scanned copies, the Public Records Officer may require a deposit of up to ten percent (10%) of the estimated costs of doing so for all the records selected by the requestor. The Public Records Officer may also require the payment of the remainder of all costs chargeable under this Policy for fulfilling the requestor's request, before providing all the records, or the Public Records Officer may require payment of the chargeable costs under this Policy for providing a partial installment of records, before providing that installment to the requestor. The City will not assess sales tax on any cost otherwise chargeable to the requestor under this Policy.

6.4.6 Costs of mailing, emailing, and digital storage media.

The City may also charge actual costs of delivery of the records to the requestor, including the cost/fees of postage or transmission charged by the postal service or delivery provider; the cost of the shipping container (e.g., envelope); the cost of any digital media storage device on which records are saved for delivery (such as a hard disk, DVD or CD, flash drive, etc.); and the cost of the device's container.

The City may also charge five cents, each, per four electronic files or attachments, uploaded to email, cloud-based data storage service, or other means of electronic delivery.

The City may also charge ten cents per gigabyte for the transmission of records in an electronic format or for the use of agency equipment to send the records electronically.

These costs may be added to any other costs required of the requestor, to be paid by the requestor as a condition precedent to the City making available to the requestor all, or any partial installment production of, the requested records.

6.4.7 If materials need to be copied by an outside source, the requestor pays the actual amount invoiced to the City by the vendor.

6.4.8 Payment.

Payment may be made by cash, check, or money order to the City of Spokane. Checks returned to the City for non-sufficient funds are treated as non-payment and referred to collection.

6.5 Review of Denials Of Public Records

6.5.1 Optional petition for internal administrative review of denial of access.

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the Public Records Officer for a review of that decision within sixty (60) days of the denial of access. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer denying the request.

6.5.2 Consideration of petition for review.

- a. The Public Records Officer shall promptly provide the petition and any other relevant information to the Hearing Examiner, with copy to the City Attorney.
- b. The City Attorney or designee may file a response to the petition with the Hearing Examiner. Any response to the petition must be filed with the Hearing Examiner within five (5) business days following the City's receipt of the appeal.
- c. The Hearing Examiner will consider the petition and either affirm, modify, or reverse the denial within ten (10) business days following the City's receipt of the petition, or within such greater period of time as the City and the requestor mutually agree to.

6.5.3 Judicial review.

Any person may obtain court review of a denial of a public records request pursuant to RCW 42.56.520 at the conclusion of two (2) business days after the initial denial regardless of any internal administrative review.

6.6 Disaster Recovery Tapes

The City periodically creates backup tapes of the City's computer files. These tapes are copies of data and other records. Creation of the backup tape is a method of copying electronic records and is not intended to create a new public record. The disaster recovery tapes exist so that computer files can be restored in case of disaster to City records, infrastructure, or computer systems, and have no retention

value under the state Local Government Common Records Retention Schedule (i.e., the tapes may be retained until no longer needed then may be destroyed). The data on the disaster recovery tapes are not in a readily searchable format and, to prevent excessive interference with essential functions of the City, the tapes will not generally be searched pursuant to a public records request.

7.0 RESPONSIBILITIES

The City Clerk shall administer this policy.

8.0 APPENDICES

Attachment A – Public Records Request Form

Attachment B – List of Documents Exempt From Public Inspection and Copying Outside the Public Records Act

Attachment C – Fee Schedule

Attachment D – Commercial Purpose Declaration

Approved by:

Michael C. Ormsby January 5, 2018
City Attorney

Terri L. Pfister January 5, 2018
City Clerk

Theresa Sanders January 5, 2018
City Administrator

Appendices are on file for review in the Office of the City Clerk and are available for viewing on the City's website at the following link: <https://my.spokanecity.org/opendata/documents/policies/>.

Job Opportunities

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

PERMIT TECHNICIAN I SPN 009 OPEN ENTRY

DATE OPEN: Monday, January 29, 2018 **DATE CLOSED:** Sunday, February 11, 2018 at 11:59 p.m.
SALARY: \$35,746.56 annual salary, payable bi-weekly, to a maximum of \$56,167.20

DESCRIPTION:

Performs difficult clerical and technical processing work in the issuance of a wide variety of construction-related permits.

DUTIES:

- Interacts with the public to provide a full range of customer service related support activities, which includes providing information, handling or obtaining details of permitting needs, and receiving payments.
- Receives and responds to a high volume of telephone inquiries and web requests, representing the City to the public over the telephone and through written correspondence, in a professional and effective manner.
- Reviews and approves applications for minor residential construction projects, such as the addition or alteration of fences, garages, sheds and swimming pools. Issues permits for approved applications.
- Issues trade and street obstruction permits. Issues construction-related permits including but not limited to building, sewer, and water.
- Assists applicants in preparing permit applications. Routes applications to appropriate City staff for detailed technical review.
- Explains basic permit requirements, procedures and fees to the public. Answers code-related questions regarding residential and commercial construction. Responds to other inquiries from customers and citizens.

- Calculates fees for applications and permits. Receives money from the public, gives change, and issues receipts. Processes refunds and balances daily receipts.
- Researches and provides information regarding locations of property boundaries, public and private sewer and water utilities and services.
- Assigns appropriate addresses for new parcels.
- Operates standard office machines, scales, and mapping software. Obtains information from plans and maps.
- Updates records and databases; prepares reports.

MINIMUM QUALIFICATIONS:

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

Education: Completion of one year of college (45 quarter or 30 semester credit hours) to include mathematics, science and English.

Work Experience: One year of experience in building/engineering plan review or in issuing construction-related permits.

Substitution: Additional education may substitute for experience, or vice versa, on a year-for-year basis.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

You need to meet the minimum qualifications and pass the examination for this position to be eligible for hire. This examination will consist of a supplemental questionnaire and a written test, with exam weights assigned as follows:

Supplemental Questionnaire: 20%
Written test: 80%

Supplemental Questionnaire Details:

The Supplemental Questionnaire, weighted at 20%, is part of your application. The Supplemental Questionnaire is designed to elicit sufficient job-related information and will be used to evaluate the amount and quality of the applicant's previous job-related experience, as well as any other information deemed important to performing the duties of the position.

Written Test Details:

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall) on Wednesday, February 21, 2018 at 9 a.m. You should plan approximately 2 hours for testing.

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

The written test may include the following subjects:

Customer Service & Interpersonal Relations
Mathematics & Cash Handling
Reading Comprehension & Vocabulary
Office Procedures
Permitting Processes & Plan Reading

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 24th day of January 2018.

CRAIG HULT
Chair

JERRI BJORK
Acting Chief Examiner

**ACCOUNTANT II SPN 111
PROMOTIONAL**

DATE OPEN: Monday, January 29, 2018 **DATE CLOSED:** Sunday, February 11, 2018 at 11:59 p.m.
SALARY: \$61,261.92 annual salary, payable bi-weekly, to a maximum of \$79,803.36

DESCRIPTION:

This position performs advanced professional-level accounting work, and independently performs highly technical and varied professional accounting tasks.

DUTIES:

- Reviews, audits, and maintains municipal accounts, including general and subsidiary ledgers. Prepares technically complex financial and statistical reports, statements and tax returns in accordance with city, state, and federal requirements.
- Reviews and audits a variety of systems or processes that record financial transactions. Reconciles various accounts such as bank reconciliations and general ledger accounts.
- Prepares and presents financial management reports and projections to customer departments; prepares and presents complex business, financial and regulatory concepts to the City Council, Mayor, City officials, staff, and the general public.
- Prepares or assists with preparation of ad hoc financial reports at the request of a supervisor or customer departments as needed.
- Ensures all financial transactions and reports prepared or reviewed are supported by professional-level workpapers.
- Performs technically complex financial forecasts, research and analysis.
- Prepares major departmental financial statements, including supporting schedules. Performs or reviews accounting transactions and reconciliation of the City's capital assets.
- Performs budget to actual analyses and maintenance of budgets; prepares major departmental budgets. Participates in preparing the Citywide Six Year Capital Plan.
- Prepares and reviews fiscal grant reports; determines allowable costs and application of indirect cost rates for grant administration.
- Initiates and leads accounting projects as well as process and system improvements.
- Performs accounting project manager functions for various city projects.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Two years of experience with the City in the classification of Accountant I (SPN 110), AND graduation from an accredited four-year college or university with a major in Accounting. A current CPA license may substitute for the education requirement.

Open Entry: (must be met at time of application)*

Graduation from an accredited four-year college or university with a major in Accounting, AND three years of professional accounting experience. A current CPA license may substitute for the education requirement.

*Current, non-probationary, City employees within the line of progression may apply for this promotional recruitment if you meet either the open or promotional requirements (Rule VI Section 5 of the Civil Service Rules).

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

A copy of your unofficial college transcripts identifying completion of required degree from an accredited four-year college or university or your CPA license must be uploaded through NEOGOV at the time of application or emailed to civilservice@spokanecity.org no later than the closing date (if you do not have an appropriate copy already on file with Civil Service).

EXAMINATION DETAILS:

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

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room on Tuesday, February 20, 2018 at 1:00 p.m.

The approximate duration of the test is 2 hours.

Test sessions may be added based upon the number of applications accepted.
The written test may include such subjects as: General Accounting
If your application is accepted, you will receive an e-mail with your test appointment confirmation.

PROMOTIONAL EVALUATION DETAILS

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

The employee's most recent PAR is the Promotional Evaluation for this position.

If the most recent PAR is expired (older than one year), the employee's payroll clerk and supervisor are notified. The supervisor is responsible for submitting an updated PAR to the HR department for approval prior to the closing date.

If an updated PAR is not received by the closing date, the most recent PAR on file will be used, regardless of date administered.

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 24th day of January 2018.

CRAIG HULT
Chair

JERRI BJORK
Acting Chief Examiner

ACCOUNTANT II SPN 111 OPEN ENTRY

DATE OPEN: Monday, January 29, 2018 DATE CLOSED: Sunday, February 11, 2018 at 11:59 p.m.

SALARY: \$61,261.92 annual salary, payable bi-weekly, to a maximum of \$79,803.36

DESCRIPTION:

This position performs advanced professional-level accounting work, and independently performs highly technical and varied professional accounting tasks.

DUTIES:

- Reviews, audits, and maintains municipal accounts, including general and subsidiary ledgers. Prepares technically complex financial and statistical reports, statements and tax returns in accordance with city, state, and federal requirements.
- Reviews and audits a variety of systems or processes that record financial transactions. Reconciles various accounts such as bank reconciliations and general ledger accounts.
- Prepares and presents financial management reports and projections to customer departments; prepares and presents complex business, financial and regulatory concepts to the City Council, Mayor, City officials, staff, and the general public.
- Prepares or assists with preparation of ad hoc financial reports at the request of a supervisor or customer departments as needed.
- Ensures all financial transactions and reports prepared or reviewed are supported by professional-level workpapers.
- Performs technically complex financial forecasts, research and analysis.
- Prepares major departmental financial statements, including supporting schedules. Performs or reviews accounting transactions and reconciliation of the City's capital assets.
- Performs budget to actual analyses and maintenance of budgets; prepares major departmental budgets. Participates in preparing the Citywide Six Year Capital Plan.
- Prepares and reviews fiscal grant reports; determines allowable costs and application of indirect cost rates for grant administration.
- Initiates and leads accounting projects as well as process and system improvements.
- Performs accounting project manager functions for various city projects.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Graduation from an accredited four-year college or university with a major in Accounting, AND three years of professional accounting experience. A current CPA license may substitute for the education requirement.

Required Additional Documents

A copy of unofficial college transcripts identifying completion of required degree from an accredited four-year college or university must be uploaded through NEOGOV at the time of application or emailed to civilservice@spokanecity.org no later than the closing date.

REQUIRED ADDITIONAL DOCUMENTS: Must be received in our office by the closing date, preferably attached to application.

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.
- DD Form 214 (Member-4) or NGB Form 22, if applicable. (See RCW 41.04.010 as to how Veterans' Preference is applied.)

EXAMINATION DETAILS:

You are required to meet the minimum qualifications above and to pass the Civil Service examination for this position, in order to be eligible for hire.

This exam will consist of a written test, which will constitute 100% of your final score.

The written test will be conducted in the Civil Service Test Room on Tuesday, February 20th at 1:00 p.m. The approximate duration of the test is two hours.

Test sessions may be added based upon the number of applications accepted.

The written test may include such subjects as: General Accounting.

You will receive your Civil Service Eligibility List ranking after test scoring is complete.

If your application is accepted, you will receive an e-mail with your test appointment confirmation.

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 24th day of January 2018.

CRAIG HULT
Chair

JERRI BJORK
Acting Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

**Monroe Street 2
Grace Avenue to Kiernan Avenue
Engineering Services File No. 2017145**

This project consists of the construction of approximately 12,400 cubic yards of excavation and embankment, 580 linear feet of storm sewer main, 60 drainage structures, 5,800 square yards of sidewalk, 16,600 square yards of 11-inch thick HMA pavement, illumination system, landscaping, swale construction and 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., February 12, 2018 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.

This project and Monroe 1 are being bid separately with the intent that they will be managed separately and as such there are special requirements in section 1-05.13.

****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: January 24, 31 and February 7, 2018

CALL FOR BIDS

**Monroe Street 1
Indiana Ave to Chelan Ave
Engineering Services File No. 2015054**

This project consists of the construction of approximately 8,200 cubic yards of excavation and embankment, 2,300 linear feet of ductile iron water main, 46 drainage structures, 6,000 square yards of sidewalk, 13,000 square yards of 9-inch thick HMA pavement, illumination system, landscaping and 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., February 19, 2018 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.

This project and Monroe 2 are being bid separately with the intent that they will be managed separately and as such there are special requirements in section 1-05.13.

"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 January 31, February 7 and 14, 2017

Notice for Bids

Supplies, Equipment, Maintenance, etc.

MISCELLANEOUS WATERWORKS PRODUCTS

Water Department

BID #4433-18

Sealed bids will be opened at 1:15 p.m., **MONDAY, FEBRUARY 5, 2018** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **MISCELLANEOUS WATERWORKS PRODUCTS** for the City of Spokane Water Department.

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

Submittal Instructions:

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

Submit one (1) original copy of response to:

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

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

Envelopes containing proposals are to be marked:

“MISCELLANEOUS WATERWORKS PRODUCTS, BID 4433-18, DUE 2/5/18”.

Thea Prince
Purchasing Department

Publish: January 24 & 31, 2018

**REQUEST FOR PROPOSALS
RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES
City of Spokane Asset Management Department
RFP #4436-18**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, FEBRUARY 5, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES** for the City of Spokane Asset Management Department.

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

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, February 5, 2018**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

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

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

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

All response packages are to be clearly marked with:

“RFP #4436-18, RIGHT OF WAY ACQUISITION AND RELOCATION SERVICES, DUE 2/5/2018”

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

Publish: January 24 & 31, 2018

**REQUEST FOR BIDS
LIQUID AND DRY CHEMICAL ORGANIC POLYMER FLOCCULANT
City of Spokane Riverside Park Water Reclamation Facility
BID #4438-18**

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, FEBRUARY 5, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LIQUID AND DRY CHEMICAL ORGANIC POLYMER FLOCCULANT** for the City of Spokane Riverside Park Water Reclamation Facility.

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, February 5, 2018**. 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 #4438-18, LIQUID AND DRY CHEMICAL ORGANIC POLYMER FLOCCULANT, DUE: MONDAY, 2/5/2018.”

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

Publish: January 24 & 31, 2018

**REQUEST FOR BIDS
LIQUID ALUMINUM SULFATE
City of Spokane Riverside Park Water Reclamation Facility
BID #4442-18**

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, FEBRUARY 12, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LIQUID ALUMINUM SULFATE** for the City of Spokane Riverside Park Water Reclamation Facility.

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, February 12, 2018**. 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 #4442-18, LIQUID ALUMINUM SULFATE, DUE: MONDAY, 2/12/2018.”

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

Published: January 31 & February 7, 2018

**PROVIDE & INSTALL WTEF BRIDGE CRANES
City of Spokane Solid Waste Disposal Department – Waste to Energy Facility
BID #4443-18**

Sealed bids will be opened at 1:15 p.m., **MONDAY, FEBRUARY 19, 2018** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **Provide and Install WTEF** Cranes for the City of Spokane Solid Waste Disposal Department – Waste to Energy Facility.

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

A MANDATORY pre-proposal conference will be held on Thursday, February 8, 2018 at 9:00 am at the Waste to Energy Facility, 2900 S Geiger Blvd – Meet at the Administration Bldg.

Submittal Instructions:

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

Submit one (1) paper original of the bid 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 bids are to be marked:

“PROVIDE & INSTALL WTEF BRIDGE CRANES, BID #4443-18, DUE 2/19/18”.

Thea Prince
Purchasing Department

Publish: January 31 & February 7, 2018
