



Official Gazette

City of Spokane, Washington

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

Volume 108

APRIL 18, 2018

Issue 16



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)

The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

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

Official Gazette Archive:
<https://my.spokanecity.org/gazettes/>

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The Official Gazette
USPS 403-480
0% Advertising
Periodical postage paid at
Spokane, WA

POSTMASTER:

Send address changes to:
Official Gazette
Office of the Spokane City Clerk
808 W. Spokane Falls Blvd.
5th Floor Municipal Bldg.
Spokane, WA 99201-3342

Subscription Rates:

Within Spokane County:
\$4.75 per year
Outside Spokane County:
\$13.75 per year

Subscription checks made payable to:

City Treasurer

Address Change:

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

Minutes

NOTICE

Monday, April 9, 2018

The minutes for the Monday, April 9, 2018, Spokane City Council Meeting were not available for publication in this issue of the Official Gazette. The minutes will be published in the Wednesday, April 25, 2018, issue of the Official Gazette.

STANDING COMMITTEE MINUTES

**City of Spokane
Urban Experience Committee
03/12/2018 - FINAL**

Attendance

Council President Ben Stuckart, Council Member Karen Stratton, Council Member Laurie Kinnear, Council Member Kate Burke, Council Member Mike Fagan, Council Member Breean Beggs, Gavin Cooley, Charlie Wolff, Anna Everano, Brian McClatchey, David Paine, Ed Lukas, Teri Stripes, Megan Duval, Leroy Eadie, Rick Romero, Jason Conley, Katherine Miller, Marcia Davis, Marlene Feist, Brian Coddington, Lisa Key, Kyle Twohig, Tirrell Black, Eric Finch, Kris Becker, Dawn Kinder, Kate Bitz, Skyler Oberst, Kevin Freibott, Adam McDaniel, Laura Williams

Non-City Employees: Andrew Rowles – DSP, Toby Hatley, Guy Michaelson – Spokane Cultural Trail, Juliet Sinesterra, Melissa Huggins, Fran Papenleur, Mike Tresitter - STA

The meeting started at 1:17 p.m.

Approval of Minutes:

The meeting minutes for February were approved.

Agenda Items:**1. Economic Development Marketing – Brian Coddington**

Brian Coddington, Director of Communications and Marketing, briefed the Committee regarding this item. There was an RFP done and they have narrowed it down to 2 companies. They would like to raise the monetary dollars set aside for this project from \$250,000 to \$500,000 so that are able to hire both companies as they both had different areas where they excelled. Please see attached briefing paper.

2. West Plains PDA Executive Director Update – CP Ben Stuckart

Council President Stuckart briefed the Committee regarding this item. There were 3 interviews conducted on Friday the 9th of March. There was a top candidate out of those 3 and they are currently doing background checks on that candidate. They should know by Thursday March 15th of the outcome.

3. STA Board Positions Discussion – CP Ben Stuckart

Council President Stuckart briefed the Committee regarding this item. There was a bill that passed legislation making it proportional in representatives. The City of Spokane will go from 2 positions on the STA Board to 4. He suggested adding one more Council Member and have the 4th position go to the Mayor so that the Administration and Council can work together and improve communication going forward. Discussion ensued.

4. Spokane Falls Blvd Building Height Issues – Dawn Kinder

Dawn Kinder, Director of Neighborhood & Development Services, briefed the Committee regarding this item. Please see attached presentation. There will be an Ordinance brought forward after April 25th for vote.

5. Riverside Ave/Division to Monroe Construction – Marcia Davis

Marcia Davis, Capital Programs, briefed the Committee regarding this item. Please see attached presentation.

6. SIP Loan for Golf – Jason Conley/Leroy Eadie

Jason Conley and Leroy Eadie from Parks briefed the Committee regarding this item. Please see attached briefing paper and presentation.

7. Spokane Urban Cultural Trail – Guy Michaelson

Guy Michaelson, Urban Cultural Trail, briefed the Committee regarding this item. Please see attached presentation.

8. City Property Discussion

Charlie Wolff, Business Development Manager, briefed the Committee regarding this item. Please see attached presentation.

9. Urban Development Work Plan

This item was moved to the April meeting.

10. PDA Infrastructure Plan – Rick Romero

Rick Romero, Economic Development, briefed the Committee regarding this item. Please see the attached briefing paper and presentation.

11. Economic Update – Gavin Cooley

Gavin Cooley, Chief Financial Officer, briefed the committee regarding this item. Please see attached presentation.

Consent Items:

All consent items were approved and moved forward. The Committee had questions regarding the Annual Comprehensive Plan Amendment. Lisa Key and Tirrell Black were on hand to answer those questions.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:53 p.m.

Hearing Notices

Notice of Public Hearing City of Spokane

The Spokane City Plan Commission will hold a public hearing on Wednesday, April 25, 2018, beginning at 4:00 PM in the Council Chambers, Lower Level of City Hall, 808 W. Spokane Falls Blvd., to hear public testimony related to proposed amendments to Spokane Municipal Code (SMC) 17C.124.220 - the height and massing requirements applicable in downtown zones, specifically as it relates to bonus height provisions allowed within the DTC-100 zone. Any person may submit written comments on the proposed actions, appear at the public hearing, or call for additional information:

Planning and Development
Attn: Kevin Freibott, Assistant Planner
808 West Spokane Falls Boulevard, 3rd Floor
Spokane, WA 99201-3333
Phone (509) 625-6300
kfreibott@spokanecity.org

Documents relating to this text amendment are available for viewing at:

<https://my.spokanecity.org/projects/building-heights-on-spokane-falls-boulevard/>

Location: The DTC-100 zone generally encompasses properties immediately south of Riverfront Park for a depth of one-half block south of Spokane Falls Boulevard, and comprising the following parcels: 35183.0301, 35183.0324, 35183.0036, 35183.0050, 35184.1802, 35184.1808, 35184.1903, 35184.1904, 35184.1908, and 35184.2001 through 35184.2006.

Description of Proposal: The proposed amendments to Spokane Municipal Code (SMC) 17C.124.220, would allow unlimited maximum heights in the DTC-100 zone provided that development meet certain restrictions, including that tower development include residential or hotel uses, and that towers be limited in size and separated by a minimum distance. See the website above for specific details.

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

Publish: April 18, 2018

Ordinances

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

ORDINANCE NO. C35595

An ordinance vacating 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

WHEREAS, a petition for the vacation of twenty-five feet of Sheridan Street north of the north right of way line of Riverside Avenue has been filed with the City Clerk representing of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- NOW, THEREFORE,

The City of Spokane does ordain:

That 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

is hereby vacated. Parcel number not assigned.

**Passed by City Council April 9, 2018
Delivered to Mayor April 16, 2018**

ORDINANCE NO. C35605

An ordinance amending Ordinance No. C-35565, passed by the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	0100-99999	General Fund	
	99999-	Unappropriated Reserves	<u>\$ 450,000</u>
TO:	0330-37100	General Fund	
	18900-54201	Contractual Services	<u>\$ 450,000</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to budget one-time funding to support the City's communication and marketing efforts related to Economic Development, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage..

Passed by City Council April 9, 2018
Delivered to Mayor April 17, 2018

ORDINANCE NO. C35609

An ordinance amending Ordinance No. C-35565, passed the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the General Fund and Library Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	0320-36100	General Fund: City Council	
	11600-54999	Other Misc Charges	<u>\$ 2,400</u>
TO:	0980-89000	General Fund	
	97113-80101	Transfer to Library	<u>\$ 2,400</u>

Section 2. That in the budget of the Library Fund, and the budget annexed thereto with reference to the Library Fund, the following changes be made:

FROM:	1300-30210	Library Fund	
	99999-39710	From General Fund	<u>\$ 2,400</u>
TO:	1300-56100	Library Fund	
	94000-56402	Library Books	<u>\$ 2,400</u>

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to purchase additional books for the new Book Kiosk in the Library Department, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council April 9, 2018
Delivered to Mayor April 17, 2018

ORDINANCE NO. C35610

An ordinance amending Ordinance No. C-35565, passed by the City Council December 11, 2017, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments, and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2018 budget Ordinance No. C-35565, as above entitled, and which passed the City Council December 11, 2017, it is necessary to make changes in the appropriations of the Park and Recreation Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

FROM:	1400-54300-	Park and Recreation Fund	
	73900-59954	Reserve for Total Cost Compensation	\$ 45.760
TO:	1400-54300		
	73900-00830	Park and Recreation Fund	
		Event Specialist	\$ 45,760

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

Passed by City Council April 9, 2018

Delivered to Mayor April 17, 2018

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0500-18-01 / LGL 2005-0007

EFFECTIVE DATE: September 1997

REVISION EFFECTIVE DATE: January 1, 2018

TITLE: MINOR CONTRACT AUTHORIZATION

1.0 GENERAL

- 1.1 The City enters into many routine minor contracts. The City Charter requires all written contracts, to which the City is a party, be signed by the Mayor or Council President under the direction of the City Council. In section 7.06.260(A) of the Spokane Municipal Code (SMC), the council "directs and authorizes the mayor to execute minor contracts without individual approval of each contract by the city council." The City Administrator, Division Directors and Department Heads have been delegated contract signature authority by the Mayor under Executive Order 2017-0002. SMC 7.06.260(A) further states, "The mayor may, upon his/her own volition, place any specific contract on the agenda for individual council authorization as he/she may see fit." The City Charter gives the Director of Parks and Recreation contract signatory authority for Park Fund expenditures.

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- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City Departments and Divisions except the Spokane Public Library and the Parks and Recreation Department.

3.0 REFERENCES

SMC 7.06.060
SMC 7.06.260
Executive Order 2017-02
Executive Order 2011-01
Administrative Policy and Procedure ADMIN 0410-17-1

4.0 DEFINITIONS

- 4.1 "Minor Contract" involves a net revenue or expense (excluding sales tax and state filing fees) of \$50,000 for the 2018 calendar year or less within a twelve (12)-month period; and is of a routine nature; provided the total expense (excluding sales tax and filing fees) does not exceed a total of \$130,000 (for the 2018 calendar year) over the term or life of the contract (not including renewals). NOTE: The dollar threshold is adjusted annually each January, based on an average of the CPI-U and CPI-W indices.

For example, if you had a three (3)-year contract with \$50,000 compensation each year, it would need to be approved by City Council since the total expense of \$130,000 over the whole term or life of the contract exceeds the \$130,000 threshold.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to process and execute contracts in an expeditious and efficient manner.

- 5.2. The following contracts may be processed by the Minor Contract Summary process (known as a "Blue Sheet"):

- a. contracts of \$50,000 or less (\$130,000 for term or life of the contract)
- b. renewal contracts of \$50,000 or less (\$130,000 for term or life of the contract)
- c. extensions of contracts
 - i. contract including extension is \$50,000 or less (\$130,000 for term or life of the contract)
 - ii. extension cost is within ten percent (10%) of original contract amount
 - iii. no-cost extensions
- d. name changes
- e. assignments
- f. change in payee address
- g. minor amendments in wording
- h. increase in contract price up to ten percent (10%) of original contract amount

5.3 Housekeeping Changes / Clarifications

- 5.3.1 Examples of housekeeping changes/clarifications include, but are not limited to: no-cost extensions, changes in remittance address for payments, change in contractor's name (tax ID number remaining the same), and increased encumbrances (where revised contract total

remains within the current Minor Contract dollar limit and the contract did not specify a specific maximum dollar amount).

- 5.3.2 Housekeeping changes/clarifications may be made on the Minor Contract summary form without need for an attached signed contract document.
- 5.4 Certain contracts have templates that have been pre-approved by the City Attorney's Office. These forms are located on the City's internal SharePoint website, and do not require further legal review, unless changes are desired by the Department or contractor.
- 5.5 Grant acceptance, subrecipient agreements and contracts with firms providing goods, services and public works involving grant funds need the prior approval of the City Director of Grants Management and Fiscal Assistance (GMFA).
- 5.6 A matrix summary of the signature delegation authority for Minor Contracts follows:

2018 CONTRACT MATRIX

IF	AND	USE FORM	CONTRACT SIGNATURE		
			DEPT	DIVISION	LEGAL
PERSONAL SERVICE CONSULTANT SERVICE CONSULTANT SERVICE – ARCHITECT & ENGINEER	Up to \$3,000	Voucher Payable (VP)			
	\$3,001 - \$10,000	Minor Contract Summary & Template	X		
	\$10,001 - \$50,000	Minor Contract Summary to Legal		X	X
AMENDMENT	An alteration or change to an existing contract. It is normally used for wording changes.	Minor Contract Summary & Template		X	X
ADDENDUM	Additional work added to an existing contract.	Minor Contract Summary & Template		X	
ASSIGNMENT	The transfer of rights, duties, and interest in a contract from one company to another.	Minor Contract Summary & Template	X		X
CONTRACT EXTENSION WITH COST	Continues an existing contract for an additional time period. It has the same terms and conditions except will have price changes.	Minor Contract Summary & Template		X	
CONTRACT EXTENSION NO-COST	Continues an existing contract for an additional time period. It does not provide for additional compensation. It has the same terms and conditions.	Minor Contract Summary & Template	X		
OTHER CONTRACTS	\$3,001 - \$10,000	Minor Contract Summary To Legal	X		X
	\$10,001 - \$50,000	Minor Contract Summary To Legal		X	X
PUBLIC WORKS	Up to \$5,000	Service & Repair Order (SR)			
	\$5,001- \$10,000	Quote & Minor Contract Summary to Legal	X		X
	\$10,001 - \$50,000	Quote & Minor Contract Summary to Legal		X	X
CHANGE ORDER	A written order to the contractor, issued after execution of the construction contract, which authorizes a change in the construction work, contract time and/or amount.	Minor Contract Summary SharePoint Template Increase in contract price up to ten percent (10%) of original contract amount (max of \$100,000)		X	
		Minor Contract Summary to Legal		X	X
FINAL ACCEPTANCE	Documents the acceptance of a completed Public Works project. It begins the Bond and Retainage claim period.	Final Acceptance Template		X	
SOFTWARE / HARDWARE MAINTENANCE	Up to \$10,000	Department Order (DO)			
REAL ESTATE RELATED DOCUMENTS	Leases, use agreements, etc...	Minor Contract Summary		X	
	Deeds, easements, etc...	To Legal		City Administrator	

6.0 PROCEDURE

6.1 Minor Contract Authorization Summary Form Preparation

6.1.1 Access the "Minor Contract Summary Form" on the City's internal SharePoint website. The form is sometimes called the "Blue Sheet" for the City.

6.1.2 Follow instructions within the Minor Contract Summary Form.

6.2 Contract Preparation / Administration

6.2.1 The Department shall:

- a. Obtain quotes per City purchasing policy.
- b. Negotiate the best possible price/cost and resultant contract terms, when not a Public Works bid.
- c. Obtain "approval as to form" by Office of the City Attorney.
- d. Have an authorized person from the contractor's firm sign the contract, making sure to include its Certificate Of Insurance (COI), and copy of City of Spokane business registration number.
- e. Follow appropriate City signature authorization levels per section 5.6.

6.2.2 Submit contract and Minor Contract Summary to City Clerk's office for final processing.

6.3 Audit Overview

6.3.1 The Finance and Administration Division shall establish audit procedures to perform a semi-annual internal audit to review compliance with this policy. The audit procedures will be designed to provide reasonable assurance that the Minor Contract procedures and authorizations, as defined in this policy are being followed by City Departments. Additional audits may also be performed on an as-requested or as-needed basis.

6.3.2 The results of each semi-annual audit will be summarized and reported to the City Administrator.

6.3.3 The City Administrator will follow up on any negative audit findings. Failure to comply with this policy could result in signature delegation authority being withdrawn, or disciplinary action as appropriate.

7.0 RESPONSIBILITIES

The City Attorney, with cooperation from the Finance and Administration Division Director, is responsible for administering this policy.

8.0 APPENDICES

Minor Contract Summary Form
Minor Contract Summary Form Instructions

APPROVED BY:

Michael C. Ormsby City Attorney	April 10, 2018 Date
------------------------------------	------------------------

Tim Dunivant Finance and Administration Division Director	April 10, 2018 Date
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Mari Odle Assistant City Attorney	April 10, 2018 Date
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Tim Dunivant for Theresa Sanders City Administrator	April 10, 2018 Date
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APPENDICES



City of Spokane

Minor Contract Summary

OPR # _____
 Cross Ref. _____
 Destruct Date _____
 Clerk's Dist. _____

Incomplete submissions will be returned to the Department until all requirements are met.
 (Summary to be printed on blue paper)

Department Name _____
 Department Project # _____

New Contract ☐
 CR # _____
 Date: _____

Contractor/Consultant

Name: _____
 Address: _____ Remittance Address: _____
 City, State, Zip: _____ City, State, Zip: _____

Summary of Services

Amount: _____ Budget Code: _____
 Maximum Amount: _____
 Beginning Date: _____ Expiration Date: _____ Open-Ended: ☐

- ☐ Quotes (per Purchasing Policy to be kept on file in Dept.)
☐ Insurance Certificate (attach to the contract)
☐ City Business Registration (attach verification that a current business license number exists)
☐ If Public Works Contract, Contractor has been notified of State Law requirements.
☐ Grant Related (If the contract is grant related, the Grants Management Department must sign below)
☐ Vendor is already set up for ACH payments or the Accounts Payable Vendor ACH Enrollment Form has been submitted to Accounting. Do not attach ACH form to the contract documents.

Department Verification Statement: My signature below verifies that all documentation has been completed.

Requestor/Verifier/Contact: _____
 Funds are available in the appropriate budget account

Accountant	Signature _____	Date _____
Department Head	Signature _____	Date _____
Other	Signature _____	Date _____
Grants Mgt. (if applicable)	Signature _____	Date _____

Distribution List

Contractor E-mail: _____	Contract Accounting
Dept. Contact E-mail: _____	Taxes and Licenses
_____	_____
_____	_____

Minor Contract Summary Form Instructions

FORM FIELD	INSTRUCTIONS
OPR #	If new contract, leave blank to be completed later by City Clerk. If an extension, assignment, change order, etc. to an existing contract, enter that contract's OPR #.
Cross Ref	OPR # of previous contract for renewal, resolution #, etc...
Destruct Date	To be completed by City Clerk
Clerk's Dist.	To be completed by City Clerk
Department Name	Submitting Department name (not budget number)
Department Project #	Project number, work order number, etc...
New Contract	Check box if a new contract
CR #	New contract requisition number encumbering current funds
Date	Date Minor Contract Summary created
Contractor/Consultant Information	
Name, Address, City, State, Zip	Name, Address, City, State, Zip of Contractor/Consultant
Remittance Address	Remittance Address, City, State, Zip if different
Summary of Services	Brief summary of services to be provided
Amount	Total amount of the contract or if a multi-year contract the yearly encumbrance may be shown on separate lines along with the year, such as: 2017 \$5,000 2018 \$5,000
Budget Code	Budget codes used for encumbering current funds. If more than one (1) budget code, make sure that the dollar amount lines up on the Minor Contract Summary with the appropriate budget line.
Maximum Amount	If an hourly rate or unit price contract, enter the Not To Exceed (NTE) amount. Contracts based on a unit price must include related pricing
Beginning Date	Beginning date of contract
Expiration Date	Ending date of contract
Open-Ended	Check box if no expiration date
Quotes	Check box to indicate compliance with City quote policy. Quote/sole source justification/emergency justification documents are to be kept on file in the Department.
Business Registration	Check box. Make sure to attach business registration number to contract. If no current registration, contact Contractor/Consultant.
Insurance Certificate	Check box – Make sure to attach insurance certificate to contract. If no certificate, contact firm unless contract does not require certificate.
If Public Works Contract, Contractor has been notified of State Law Requirements	Check box to indicate the Contractor has been notified of State Law requirements.
Grant Related?	Check box to indicate if the contract is grant-related or not. If so, the Grant Department must sign off on the form. Please include Sally Stopher on the distribution list as well.
ACH	Check box to confirm if Contractor is already set up for ACH payments. If not, the <i>Accounts Payable Vendor ACH Enrollment Form</i> must be submitted to Accounting. Do not attach ACH form to the contract.
Requestor/Verifier/Contact	Signature of person verifying the above provided information is correct and that all documentation has been completed
Accountant	Signature / Date (verifying sufficient funds are available)
Department Head	Signature / Date
Other Signatures	Signature / Date (if applicable). This can be the Division Director, other Department heads, Director of Grants Management, or any other applicable signatures.
Distribution List	
Contractor E-mail	E-mail address of Contractor/Consultant
Dept. Contact	E-mail address of person(s) to receive final copy of documents. Use first initial and last name for City employees.
Contract Accounting	
Taxes & Licenses	
Blank Boxes	Additional Departments, persons to receive final copy of documents

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.

ACCOUNTANT I SPN 110 PROMOTIONAL

DATE OPEN: Monday, April 16, 2018 **DATE CLOSED:** Sunday, April 29, 2018 at 11:59 p.m.
SALARY: \$52,972.56 annual salary, payable bi-weekly, to a maximum of \$68,862.24

DESCRIPTION:

Performs professional level accounting work in the maintenance and review of fiscal records.

DUTIES:

- Prepares financial analyses of departmental operations; supervises the work of subordinate personnel.
- Maintains records and accounts, including control accounts, and some ledgers covering varied financial transactions; prepares financial and statistical reports and statements; audits claims for correctness, legality and proper expenditure accounts.
- Performs a variety of control functions within the data processing operation to ensure the accuracy of input and output data.
- Maintains records of bonded indebtedness; prepares schedules of debt and bond retirements; conducts cash audits of departments; participates in preliminary budget development. Processes contracts for payment.
- Independently develops statistics and prepares forms, charts, and graphs for presentations.
- Determines allowable and indirect cost rates for grant administration.
- Assembles detailed estimates of revenues and expenditures from each department, examines for accuracy and verifies amounts to be within acceptable limits.
- Estimates costs of salary and range increases and audits payroll reports.
- Operates personal computers and printers.
- Operates calculator and other standard office machines.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

- Completion of the probationary period with the City of Spokane in the classification of Accounting Clerk or similar classification.
- Completion of all accounting courses required for a four-year college degree in accounting.
- A CPA Certificate may substitute for the education requirements.

NOTE: Current non-probationary City employees within the line of progression who meet the Open Entry requirements may apply on a Promotional basis, pursuant to Civil Service Rule VI Section 5 (b).

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

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

EXAMINATION DETAILS:

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

WRITTEN TEST DETAILS:

The written test will be conducted in the Civil Service Test Room on May 9th, 2018 at 9 a.m. The approximate duration of the test is 2 hours.

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

The written test may include such subjects as:

Error Detection

Journal Entries
Microsoft Excel
General Accounting Knowledge

PROMOTIONAL EVALUATION DETAILS

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

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 11th day of April 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

**ACCOUNTANT I SPN 110
OPEN ENTRY**

DATE OPEN: Monday, April 16, 2018 DATE CLOSED: Sunday, April 29, 2018 at 11:59 p.m.
SALARY: \$52,972.56 annual salary, payable bi-weekly, to a maximum of \$68,862.24

DESCRIPTION:

Performs professional level accounting work in the maintenance and review of fiscal records.

DUTIES:

- Prepares financial analyses of departmental operations; supervises the work of subordinate personnel.
- Maintains records and accounts, including control accounts, and some ledgers covering varied financial transactions; prepares financial and statistical reports and statements; audits claims for correctness, legality and proper expenditure accounts.
- Performs a variety of control functions within the data processing operation to ensure the accuracy of input and output data.
- Maintains records of bonded indebtedness; prepares schedules of debt and bond retirements; conducts cash audits of departments; participates in preliminary budget development. Processes contracts for payment.
- Independently develops statistics and prepares forms, charts, and graphs for presentations.
- Determines allowable and indirect cost rates for grant administration.
- Assembles detailed estimates of revenues and expenditures from each department, examines for accuracy and verifies amounts to be within acceptable limits.
- Estimates costs of salary and range increases and audits payroll reports.
- Operates personal computers and printers.
- Operates calculator and other standard office machines.
- 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.
- A CPA Certificate may substitute for the education requirements.

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

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

Written Test Details:

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall) on Wednesday, May 9, 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. Additional test 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 such subjects as:

Error Detection
Journal Entries
Microsoft Excel
General Accounting Knowledge

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 11th day of April 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

AMENDMENT**AMENDMENT****AMENDMENT****ASSISTANT PLANNER II**

SPN 257

(Announcement of 3/26/2018)

The above titled announcement is hereby amended to read:

CLOSING DATE: 04/29/18 11:59 PM

**WWTP OPERATOR I SPN 641
PROMOTIONAL**

DATE OPEN: Monday, April 16, 2018 **DATE CLOSED:** Sunday, April 29, 2018 at 11:59 p.m.

SALARY: \$38,231.28 annual salary, payable bi-weekly, to a maximum of \$60,155.28

DESCRIPTION:

Performs semi-skilled to skilled work in the operation and maintenance of a Secondary Waste Water Treatment Plant.

DUTIES:

- Under supervision, may perform any or all of the following duties:
- Hoses and washes screens, screen chambers, buckets, settling tank walls, inlet and outlet channels, and baffles. Washes and cleans pumps, machines, floors, and walls on a periodic schedule to maintain sanitary standards.
- Monitor and maintain primary clarifiers; service the grease collection system as needed.
- Change out sample collection bottles and sample containers; reset auto sample controls.
- Assists in the operation of sludge pumps, filters, digestion tanks, thickeners, clarifiers, and other plant equipment. Performs routine tests on various plant processes.
- Operates assigned automotive equipment.
- Operates computers and other electronic equipment necessary for plant and laboratory operations. Enters daily operating information regarding power flow, temperature, pump volume, equipment performance and supplies consumed into plant computer.

- Performs janitorial and maintenance tasks in the care and cleaning of assigned buildings and grounds.
- May assist mechanic in the repair and maintenance of plant equipment; may perform minor repairs.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Experience: Completion of one year of experience with the City in the classification of Laborer I (SPN 501), or Laborer II (SPN 502) in the Advanced Waste Water Treatment Plant.

Driver's license: Employees in this classification must possess a valid driver's license.

Certification Note: Employees in this classification must obtain certification by the Washington State Department of Ecology as a Water Pollution Control Plant Operator I or Operator In Training within the probationary period.

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

- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA. – if applicable.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test and a department evaluation (PAR), with weights assigned as follows:

- Written Test: 80%
- PAR Score: 20%

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

WRITTEN TEST

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on Thursday, May 10, 2018, at 9:00 a.m. The approximate duration of the test is 2 hours.

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

The written test may include such subjects as Number Checking, Technical Knowledge, Mathematics, Safety, Interpersonal Relations, and Mechanical Knowledge.

PROMOTIONAL EVALUATION

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

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 11th day of April 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

Sharp Avenue Stormwater Improvements

Engineering Services File No. 2014040

This project consists of the construction of approximately 16,000 cubic yards of excavation and embankment, 3,200 linear feet of 12" Ductile Iron Water Main, 250 linear feet of 6" Ductile Iron Water Main, 38 drainage structures, 12,300 square yards of 5-inch thick HMA pavement, 3,750 square yards of 8-inch thick Porous HMA pavement, 1,950 square yards of 9-inch thick Pervious Concrete Pavement, pavement sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., May 7, 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 FIVE (5) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

Note regarding new specifications: The City of Spokane is using WSDOT's 2018 Standard Specifications. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2018 Standard Specifications prior to bidding the project.

A pre-bid conference will be held at the office of the Engineering Services Department, 808 W. Spokane Falls Blvd. at 11:00 a.m. on Tuesday April 24, 2018.

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

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

Publish: April 18, 25 and May 2, 2018

CALL FOR BIDS

High Drive from 29th Avenue to 21st Avenue

Engineering Services File No. 2015127

This project consists of the construction of approximately of roadway excavation and embankment, $\pm 27,580$ s.y. of 2-inch, 3-inch, and 3.5-inch deep HMA roadway and pedestrian pathway paving, paving, $\pm 4,415$ c.y. of crushed base, $\pm 3,030$ linear feet of CSO and storm sewer, Infiltration swale construction, infiltration trench, drainage structures, landscaping and irrigation, curb and sidewalk construction pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., April 23, 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.

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 this contract or any subcontract.**

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

Publish: April 4, 11, and 18, 2018

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS

ROUTE MANAGEMENT SOLUTION FOR SOLID WASTE COLLECTION SERVICES AND TELEMATICS SYSTEM FOR FLEET SERVICES

City of Spokane Solid Waste Collection Department

RFP #4430-18

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, MAY 21, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **ROUTE MANAGEMENT SOLUTION FOR SOLID WASTE COLLECTION SERVICES AND TELEMATICS SYSTEM FOR FLEET SERVICES** for the City of Spokane Solid Waste Collection Department.

Detailed specifications and proposal forms are available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, May 21, 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, two (2) paper copies, 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 #4430-18, ROUTE MANAGEMENT SOLUTION FOR SOLID WASTE COLLECTION SERVICES AND TELEMATICS SYSTEM FOR FLEET SERVICES, DUE: MONDAY, MAY 21, 2018 – 1:00 p.m.”

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

Publish: April 11 & 18, 2018
