



# Official Gazette

## City of Spokane, Washington

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

Volume 108

**JUNE 6, 2018**

Issue 23



### MAYOR AND CITY COUNCIL

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MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

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# Minutes

**NOTICE****NO MEETING MINUTES OF SPOKANE CITY COUNCIL  
Tuesday, May 29, 2018**

The Tuesday, May 29, 2018 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, May 28, 2018 due to the observance of the Memorial Day holiday.)

**NOTICE****Monday, May 21, 2018**

The minutes for the Monday, May 21, 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, June 13, 2018, issue of the Official Gazette.

**STUDY SESSION MEETING MINUTES  
SPOKANE CITY COUNCIL  
Thursday, May 31, 2018**

A Special Meeting of the Spokane City Council was held on the above date at 3:32 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 Beggs, Burke, Kinnear, and Mumm were present. Council Members Fagan and Stratton were absent.

The following topics were discussed:

- Parking minimums for MFTE projects
- Business registration fees for social purpose corporations and certified B Corps

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 4:03 p.m.

# Hearing Notices

**NOTICE OF CITY COUNCIL PUBLIC HEARING  
PROPOSED AMENDMENT TO SPOKANE MUNICIPAL CODE  
SECTION 17C.130.310 INDUSTRIAL ZONE FENCES  
(Proposed Ordinance No. C35635)**

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **June 25, 2018 at 6:00 p.m.** in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington, to receive public testimony on a proposed ordinance to amend Section 17C.130.310, Industrial Zone Fences, of the Spokane Municipal Code. Full project details can be found at: <https://my.spokanecity.org/projects/electric-fence-text-amendment-update/>

This amendment has been brought forward in response to a request for approval of an electric fence security system in an area of the City zoned Light Industrial; a use that is currently prohibited outside areas zoned Heavy Industrial. The proposal would permit electric fence security systems to be installed around non-residential outdoor storage areas in Light Industrial zones. The proposal also amends the conditions under which electric fence security systems may be

installed and operated in permitted zones including compliance with street frontage and screening when electric fence security systems are installed adjacent to or across a street or alley from a non-industrial zone, amending permitted hours of operation, and requiring solid surface fencing when installed within five feet of a pedestrian connection. The goal is to provide secure locations for businesses to operate and store equipment and merchandise outdoors while balancing the needs of and character of nearby, non-industrial uses.

Written comments and oral testimony at the public hearings for these proposed actions will be made part of the public record. **Only the applicant, persons submitting written comments and persons testifying at a hearing may appeal the decision of the City Council.**

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

*Planning & Development Department  
Attn: Melissa Owen, Assistant Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3329  
Phone (509) 625-6063  
[mowen@spokanecity.org](mailto:mowen@spokanecity.org)*

**SEPA:** A Determination of Non Significance (DNS) and adoption of existing environmental documents was issued on March 26, 2018 by City of Spokane Planning, SEPA Lead Agency.

**More information on the process:** The City Council will be briefed on this proposal on Monday, June 11, 2018 at 3:30 p.m. There is no public testimony at the briefing. The 1st Reading of the ordinance before City Council is scheduled for Monday, June 18, 2018. Generally, no presentations are made at the 1st reading, and no public testimony is taken at the 1<sup>st</sup> reading. The 2<sup>nd</sup> reading and public hearing for the proposed amendment is scheduled for Monday, June 25, 2018, at 6:00 p.m., as indicated above. At this meeting there will be opportunity for public testimony. The public may also submit written comment to the City Council at [citycouncil@spokanecity.org](mailto:citycouncil@spokanecity.org). The City Council reserves the right to continue this public hearing.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Publish: June 6 & 13, 2018

# General Notices

## Notice of Application and SEPA Review

Notice is hereby given that Dwight Hume on behalf of **Clanton Family LLC** applied for a Comprehensive Plan Land Use Map Change on October 30, 2017. This application was complete on April 19, 2018. Any person may submit written comments on the proposed actions or call for additional information:

*Planning & Development Services  
Attn: Tirrell Black, Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
Phone (509) 625-6185 or 625-6300  
[tblack@spokanecity.org](mailto:tblack@spokanecity.org)*

Agent: Dwight Hume, [dhume@spokane-landuse.com](mailto:dhume@spokane-landuse.com), 509-435-3108

Documents relating to these amendments are available for viewing at:  
<https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>

**Location:** The subject site includes 3 parcels located on the southeast corner of West 6<sup>th</sup> Avenue and South Stevens Street (parcels 35191.5101, .5102, and .5103). The concerned properties total approximately 0.68 acres.

**Description of Proposal:** This proposal is to change the 3 parcels from Office Land Use and OR-150 zoning (Office Retail, 150-foot height limit) to General Commercial Land Use and CB-150 zoning (Community Business, 150-foot height limit)

**SEPA:** This proposal for a non-project action will be reviewed under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Section 17E.050. The Environmental Checklist is available for review at: <https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>

**Comment Deadline:** This notice initiates a 60-day public comment period. Written comments may be submitted via mail or email on this application and any environmental issues related to it by **July 27, 2018**. Written comments should be sent to the Planning Services Department address listed above, email is okay, Attn: Tirrell Black.

**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: June 6 , 13, 20 & 27, 2018**

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### Notice of Application and SEPA Review

Notice is hereby given that Dwight Hume on behalf of **Kain Investments LLC** applied for a Comprehensive Plan Land Use Map Change on October 30, 2017. This application was complete on April 19, 2018. Any person may submit written comments on the proposed actions or call for additional information:

Planning & Development Services  
Attn: Tirrell Black, Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
Phone (509) 625-6185 or 625-6300  
[tblack@spokanecity.org](mailto:tblack@spokanecity.org)

Agent: Dwight Hume, [dhume@spokane-landuse.com](mailto:dhume@spokane-landuse.com), 509-435-3108

Documents relating to these amendments are available for viewing at:  
<https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>

**Location:** The subject site includes a portion of one parcel located at 9th Avenue and South Madison Street (parcel 35193.9017; see map). The concerned property totals approximately 0.11 acres.

**Description of Proposal** This proposal is to change a portion of one parcel from Residential 15-30 Land Use and RMF zoning to Neighborhood Retail Land Use and NR-35 zoning (same as adjacent commercial Ace Hardware and Huckleberry's). The portion is 14 feet on east edge and 22 feet on south edge of parcel (4,952 sq. ft. or .11 acre).

**SEPA:** This proposal for a non-project action will be reviewed under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Section 17E.050. The Environmental Checklist is available for review at: <https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>

**Comment Deadline:** This notice initiates a 60-day public comment period. Written comments may be submitted via mail or email on this application and any environmental issues related to it by **July 27, 2018**. Written comments should be sent to the Planning Services Department address listed above, email is okay, Attn: Tirrell Black.

**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: June 6 , 13, 20 & 27, 2018**

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### Notice of Application and SEPA Review

Notice is hereby given that City of Spokane Planning has received a request from City Council for a Comprehensive Plan Text Amendment Change. This proposal is to amend Section 2.1 of Chapter 2 and is open to public comment and subject to review by the Plan Commission. Any person may submit written comments on the proposed actions or call for additional information:



Planning & Development Services  
Attn: Shauna Harshman, Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
Phone (509) 625-6300  
[sharshman@spokanecity.org](mailto:sharshman@spokanecity.org)

Documents relating to this proposed amendment is available for viewing at:  
<https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>

**Description of Proposal:** This proposal is to amend Section 2.1, of Chapter 2 of the City's Comprehensive Plan to include a reference to the Joint City council-Administration Six-Year Strategic Plan adopted by resolution number (2017-0101).

**SEPA:** This proposal is exempt from SEPA Review.

**Comment Deadline:** This notice initiates a 60-day public comment period. Written comments may be submitted via mail or email on this application and any environmental issues related to it by **July 27, 2018**. Written comments should be sent to the Planning Services Department address listed above, email is okay, Attn: Shauna Harshman.

**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: June 6 , 13, 20 & 27, 2018**

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### NOTICE OF APPLICATION AND SEPA REVIEW

Notice is hereby given that Taudd Hume, Parsons/Burnett/Bjordahl/Hume LLP, applied for a Comprehensive Plan Land Use Map Change on behalf of U Haul on October 31, 2017. This application was complete on April 20, 2018. Any person may submit written comments on the proposed action or call for additional information at:

*City of Spokane, Planning Services Department*  
*Attn: Teri Stripes, Assistant Planner*  
*808 West Spokane Falls Boulevard*  
*Spokane, WA 99201-3333*  
*Phone (509) 625-6597*  
[\*tstripes@spokanecity.org\*](mailto:tstripes@spokanecity.org)

**SUBJECT:** This proposal is to change the 12 parcels from Office Land Use and OR-70 zoning (Office Retail, 70-foot height limit) to General Commercial Land Use and GC-70 zoning (General Commercial, 70-foot height limit).

**AGENT:** Mr. Taudd Hume  
Parsons/Burnett/Bjordahl/Hume, LLP  
509-252-5066  
[thume@pblaw.biz](mailto:thume@pblaw.biz)

**File Number:** Z2017-624COMP, U Haul. Documents relating to this amendment are available for viewing and download at:  
<https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>

**Location:** The subject site includes 12 parcels located at 1616 South Rustle Street, located south of Sunset Highway and west of South Rustle Street (parcels 25262.0803, .0902, 0802, .0903, .0901, .0502, .0503, .0504, .0506, .0801, .0404, and .2212). The concerned properties total approximately 10.76 acres.

**SEPA:** This proposal for a non-project action will be reviewed under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Section 17E.050. The Environmental Checklist is available for review at:  
<https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>.

**Comment Deadline:** This notice initiates a 60-day public comment period. Written comments may be submitted via mail or email on this application and any environmental issues related to it by **July 27, 2018**. Written comments should be sent to the Planning Services Department address or email listed above, Attn: Teri Stripes. **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: June 6 , 13, 20 & 27, 2018**

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**NOTICE OF APPLICATION AND SEPA REVIEW**

Notice is hereby given that Taudd Hume, Parsons/Burnett/Bjordahl/Hume LLP, applied for a Comprehensive Plan Land Use Map Change on behalf of Plese & Plese LLC on October 31, 2017. This application was complete on April 20, 2018. Any person may submit written comments on the proposed action or call for additional information at:

***Planning Services Department***

Attn: Teri Stripes, Assistant Planner  
808 West Spokane Falls Boulevard  
Spokane, WA 99201-3333  
Phone (509) 625-6597  
[tstripes@spokanecity.org](mailto:tstripes@spokanecity.org)

**SUBJECT:** This proposal is to change the parcel from Residential 4-10 Land Use and RSF zoning (Residential Single Family) to Office Land Use and O-35 zoning (Office, 35-foot height limit).

**AGENT:** Mr. Taudd Hume  
Parsons/Burnett/Bjordahl/Hume, LLP  
509-252-5066  
[thume@pblaw.biz](mailto:thume@pblaw.biz)

**File Number:** Z2017-630COMP, Plese & Plese LLC. Documents relating to this amendment are available for viewing and download at:

<https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>

**APPLICANT REQUESTED LOCATION:**

The subject site includes a portion of one parcel located at 6216 North Washington Street, located south of Francis Avenue (a portion of parcel 36311.0517, which is currently split-zoned). The concerned portion of the property totals approximately 0.175 acres.

**ADDITIONAL LOCATION UNDER CONSIDERATION:**

A similarly situated parcel (also split-zoned) located immediately east across the alley from the applicant's proposed parcel is also being forwarded to the Plan Commission for consideration for the same changes on the land use plan map. This is parcel 36311.0503, addressed as 6217 N. Whitehouse Street. This would add 3,351 sq. ft. or 0.09 acres to the proposal.

**SEPA:** This proposal for a non-project action will be reviewed under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Section 17E.050. The Environmental Checklist is available for review at:

<https://my.spokanecity.org/projects/2017-2018-proposed-comprehensive-plan-amendments/>

**Comment Deadline:** This notice initiates a 60-day public comment period. Written comments may be submitted via mail or email on this application and any environmental issues related to it by July 27, 2018. Written comments should be sent to the Planning Services Department address or email listed above, Attn: Teri Stripes. **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: June 6 , 13, 20 & 27, 2018**

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**NOTICE****NOTICE****NOTICE**

NOTICE IS HEREBY GIVEN that a Special Meeting of the SPOKANE CIVIL SERVICE COMMISSION will be conducted on Thursday, June 7, 2018, beginning at 1:00 p.m., in the City Council Chambers on the lower level, City Hall, at 808 W. Spokane Falls Blvd.

Items on the agenda area as follows:

- I. The Civil Service Commission will adjourn into executive session beginning at 1:00 pm for the purpose of evaluating qualifications of applicants for the position of Chief Examiner, including interviews of applicants.
- II. The Commission may reconvene in open session for the purpose of voting on the appointment of a Chief Examiner.

Dated at Spokane, Washington, this 31<sup>st</sup> day of May, 2018.

MARK LINDSEY  
Chair

JERRI BJORK  
Acting Chief Examiner

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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**NOTICE  
CITY OF SPOKANE  
FRANCHISE ORDINANCE C-35622**

**SUMMARY:**

Franchise to New Cingular Wireless PCS, LLC., a Delaware Limited Liability Company whose home office is 575 Morosgo Drive NE, Atlanta, GA 30324, to use the public right of way to provide noncable telecommunications service within its legal authority. Franchise term: 10 years with two renewal options for five-year terms. For more information, contact Chris Baidenmann at (425) 406-7856: email: [chris.baidenmann@wirelesspolicy.com](mailto:chris.baidenmann@wirelesspolicy.com)

Publish: May 30 and June 6, 13, & 20, 2018

# Policies and Procedures

## NOTIFICATION OF CITY COUNCIL PRIOR TO INITIATING CERTAIN LITIGATION

Effective: June 13, 2018

DEPT 0500-18-01 / LGL 2018-0015

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish a policy of notifying the City Council prior to initiating any non-emergency litigation where the City is plaintiff and outside counsel is retained.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure shall apply to the Office of City Attorney.

3.0 REFERENCES

City Charter Sections 28 and 33

4.0 DEFINITIONS

## 5.0 POLICY

Except in emergency situations, as determined by the City Attorney, the City Attorney or his/her designee shall notify the City Council sufficiently in advance of commencing any non-emergency civil litigation where the City is plaintiff and outside counsel is retained. The notification shall be provided sufficiently in advance to provide the City Council a reasonable time to consult with the City Attorney prior to commencing the litigation, if requested by the City Council.

## 6.0 PROCEDURE

Except in emergency situations, as determined by the City Attorney, the City Attorney or his/her designee shall notify the City Council President whenever the City Attorney intends to commence civil litigation in which the City will be plaintiff and outside counsel will be retained to represent the City. Following such notification, and if requested by the Council President, the City Attorney or his/her designee shall advise Council members in executive session prior to commencing such litigation.

## 7.0 RESPONSIBILITIES

The City Attorney shall administer this policy and procedure.

## 8.0 APPENDICES

Not applicable.

### APPROVED BY:

Michael C. Ormsby  
City Attorney

May 29, 2018

# 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.**

## WASTEWATER INSPECTOR SPN 210 PROMOTIONAL

**DATE OPEN:** Monday, June 4, 2018      **DATE CLOSED:** Sunday, June 17, 2018 at 11:59 p.m.  
**SALARY:** \$41,655.60 annual salary, payable bi-weekly, to a maximum of \$64,936.80

### DESCRIPTION:

Performs responsible technical inspections of sanitary and storm sewers, systems and side sewer installations and repairs for conformance to City ordinances.

### DUTIES:

Makes pre-construction check of sites. Determines from permits, blueprints, and drawings the type of system to be installed or repairs to be made. Makes follow-up inspection to check on work progress, conformance to ordinances, and use of correct fittings and pipes.

Conducts TV inspections of new infrastructure and existing sanitary and storm sewers, and performs preventive maintenance on camera and related equipment. Prepares reports of new sewers and coordinates inspection projects with the Field Engineers Office.

Advises contractors and others on ordinance requirements regulating sewer systems. Recommends possible solutions to problems incurred in the field.

Prepares and submits reports and rough drawings of completed installations. Prepares other reports, and maintains such records as necessary.



Assists in regular sewer maintenance work or emergency snow removal operations, as necessary.

Uses surveyor's tape and level and operates an automobile and TV truck.

May assume the supervisor's duties in their absence.

Assigns, schedules and supervises the maintenance of stormwater and CSO facilities.

Attends pre-construction meetings, inspects ongoing stormwater projects, prepares punch lists and completes Certificate of Occupancy forms.

Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

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

Current service in the Wastewater Management Department and completion of one year of experience in the classification of Waste Water Specialist (SPN: 541).

Applicants must possess a valid Class "A" or "B", Commercial Driver's License (CDL), with tank endorsement.

**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 Tuesday, June 26, 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 General Sewer Knowledge, Administration and Supervision, Side Sewer Construction Regulations, and Public/Employee Relations.

#### **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 date of the exam. If an updated PAR is not received by the deadline, the most recent PAR on file will be used, regardless of date administered. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

#### **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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 30th day of May 2018.

MARK LINDSEY  
Chair

JERRI BJORK  
Acting Chief Examiner

**ASSISTANT FOOD AND BEVERAGE SUPERVISOR SPN 680  
OPEN ENTRY**

**DATE OPEN:** Monday, June 4, 2018      **DATE CLOSED:** Sunday, June 17, 2018 at 11:59 p.m.  
**SALARY:** \$36,560.88 annual salary, payable bi-weekly, to a maximum of \$57,315.60

**DESCRIPTION:**

Assists in the direction of all food and beverage operations at Riverfront Park and other Park department facilities.

**DUTIES:**

- Manages the daily operation for all Riverfront Park, Merkel Sport Complex food service locations and Park Bench Café.
- Assists in the hiring and supervision of subordinate staff.
- Assists in the development of training material and provides training in food handling, sanitation, preparation, equipment operation and maintenance, display procedures, safety, customer service and cash handling procedures.
- Assists with planning of group, catered and public events and functions.
- Works closely with the Events team to ensure adequate food and beverage equipment, staffing and products for all Riverfront Park events.
- Assists in the evaluation of vendor performance to support the vendor program.
- Orders and maintains inventory of all food, beverage and related service items; processes invoices.
- Assists in implementing procedures for food and beverage preparation, opening, operating, and closing of restaurants, concession stands, and special event concession locations.
- Manages the team member schedules.
- Ensures all assigned equipment is properly operational; inspects, adjusts, repairs, and orders repairs.
- Performs related administrative tasks; prepares purchase requisitions and small service contracts. Maintains records related to food costs, shrinkage, event pre and post costs, and labor costs.
- Assists in the implementation of promotions and marketing efforts of food and beverage services.
- Assists follow-up with the public regarding comment cards and responses.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

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

Education: High School diploma or equivalent.

Work Experience: Three years of supervisory experience in the food service industry.

License: Valid Driver's License.

\* All of the above are required at the time of application.

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

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

**EXAMINATION DETAILS:**

**EXAMINATION PROCESS**

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 100% of the final score. You will need to meet the minimum qualifications and pass the examination for this position to be eligible for hire.

**T&E EVALUATION DETAILS**

We have designed the T&E to evaluate the relevance, level, recentness, progression, and quality of the applicant's education and training, and to elicit sufficient job-related information to evaluate the amount and quality of the applicant's previous experience, as well as any other information deemed meaningful to performing the duties of the position.

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 we intend to measure those skills.

**IMPORTANT:** The T&E is the Civil Service examination for this position. We present it as a Supplemental Questionnaire, which needs to be completed online and submitted as part of the application. You may preview the questions online in the tab marked "QUESTIONS" on the job announcement.

**NOTE:**

Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" are not qualifying responses and will not be considered.

Changes or corrections to your responses cannot be made once your application packet has been submitted. Duplicate applications will be disqualified.

Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.

Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.

It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire as you complete your application for submission.

**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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 30th day of May 2018.

MARK LINDSEY  
Chair

JERRI BJORK  
Acting Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### CALL FOR BIDS

**Sunset Boulevard from Royal Street to Lindeke Street  
Engineering Services File No. 2014094**

This project consists of the construction of approximately **48,000** square yards (**5,300** cubic yards) of HMA grinding, **2,500** linear feet of storm sewer, **45** drainage structures, **8,000** linear feet of concrete and HMA sidewalk and trail, **48,000** square yards of 4-inch thick **HMA** 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., June 11, 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](http://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](http://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.

Publish: May 23, 30 and June 6, 2018

**CALL FOR BIDS**  
**East Central Stormwater Improvements**  
**Engineering Services File No. 2016212**

This project consists of the construction of approximately  $\pm 4,600$  square yards of swale construction,  $\pm 800$  linear feet of 8" to 15" sanitary / storm sewer,  $\pm 50$  drainage structures,  $\pm 900$  linear feet of chamber type french drain,  $\pm 1,200$  +/- linear feet of 4 inch conduit,  $\pm 4,800$  linear feet of curb or curb and gutter,  $\pm 2,000$  square yards of 4-inch thick HMA pavement repair,  $\pm 5,700$  square yards of 2-inch thick HMA pavement,  $\pm 5,700$  square yards of HMA grinding, 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 99201-3343, will receive sealed bids until 1:00 p.m., June 25, 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](http://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](http://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.

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

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

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

**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: June 6, 13 & 20, 2018

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**CALL FOR BIDS**  
**2018 Residential Grind and Overlay Project - South**  
**Engineering Services File No. 2018047**

This project consists of the construction of approximately, 51,000 square yards of 2-inch thick HMA pavement, 4,100 square yards of pavement repair, 34,000 square yards of grinding, and 2,500 **square** yards of sidewalk, 26 drainage structures, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Purchasing Department, Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids until 1:00 p.m., June 18, 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](http://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](http://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.

**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.

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

Publish: May 30, June 6 and 13, 2018

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**REQUEST FOR QUALIFICATIONS**  
**WTEF ASH HANDLING EQUIPMENT & BUILDING**  
**City of Spokane Solid Waste Disposal Department – Waste to Energy Facility**  
**RFQ #4464-18**

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, JUNE 18, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **WTEF ASH HANDLING EQUIPMENT AND BUILDING** for the City of Spokane Solid Waste Disposal Department – Waste to Energy Facility.



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, June 18, 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 and one (1) reproducible digital copy (CD or thumb drive) of the Proposal to:**

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

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

All response packages are to be clearly marked with:

**“RFQ #4464-18, WTEF ASH HANDLING EQUIPMENT & BUILDING, DUE: 6/18/18”**

Thea Prince  
Purchasing Department

Publish: June 6 & 13, 2018

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**INDIAN CANYON GOLF COURSE IRRIGATION RENOVATION  
Parks & Recreation Department  
BID #4466-18**

Sealed bids will be opened at 1:15 p.m., **MONDAY, JULY 2 2018** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **INDIAN CANYON GOLF COURSE IRRIGATION RENOVATION** for the Parks & Recreation Department.

**PRE-BID CONFERENCE.** A mandatory pre-bid conference will be held on Thursday, June 14, 2018 at 1:00 pm - Indian Canyon Golf Course Clubhouse located at 1000 S Assembly Rd., Spokane WA 99224

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

**Submittal Instructions:**

Bid proposal forms may be submitted to the Purchasing Department **until 1:00 PM 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  
4<sup>th</sup> 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: **“INDIAN CANYON GOLF COURSE IRRIGATION RENOVATION, BID #4466-18, DUE 7/2/18”**.

Thea Prince  
Purchasing Department

Publish: June 6 & 13, 2018

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**REQUEST FOR BIDS**  
**SODIUM BISULFITE SOLUTION, 40%**  
**City of Spokane Riverside Park Water Reclamation Facility**  
**BID #4471-18**

Sealed Bids will be opened at the 1:15 p.m. public bid opening on **MONDAY, JUNE 18, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **SODIUM BISULFITE, 40%** for the City of Spokane Riverside Park Water Reclamation Facility.

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

**It is the responsibility of Bidders/Vendors to check back to this site for Addenda or other additional information that has been posted regarding this bid.**

Bid Proposal documents should be submitted to City of Spokane Purchasing **no later than 1:00 p.m. on Monday, June 18, 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  
4<sup>th</sup> 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 #4471-18, SODIUM BISULFITE SOLUTION, 40% DUE: MONDAY, 6/18/2018.”**

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

Publish: June 6 & 13, 2018

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