



Official Gazette

City of Spokane, Washington

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

Volume 108

JULY 25, 2018

Issue 30



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT
BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

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INSIDE THIS ISSUE

MINUTES	854
GENERAL NOTICES	859
ORDINANCES	860
POLICIES & PROCEDURES	863
JOB OPPORTUNITIES	869
NOTICES FOR BIDS	870

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Minutes

MINUTES OF SPOKANE CITY COUNCIL

Monday, July 16, 2018

BRIEFING SESSION

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

Roll Call

On roll call, Council President Stuckart and Council Members Beggs, Burke, Fagan, Kinnear, and Stratton were present. Council Member Mumm arrived after roll call at 3:31 p.m.

City Administrator Theresa Sanders, City Council's Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were also present on the dais.

Advance Agenda Review

The City Council received an overview from staff on the July 23, 2018, Advance Agenda items.

Final Reading Ordinance C35634

Motion by Council Member Stratton, seconded by Council Member Mumm, **to defer** Final Reading Ordinance C35634 (relating to budget controls) another two weeks (to August 13, 2018); **carried unanimously**. (Note: A two-week deferral falls on August 6, 2018; however, the August 6 City Council meeting is canceled.)

Action to Approve July 23, 2018, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the July 23, 2018, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Stratton, **to approve** the Advance Agenda for Monday, July 23, 2018, **(as amended); carried unanimously**.

ADMINISTRATIVE SESSION

Current Agenda Review

The City Council considered the July 16, 2018, Current Consent Agenda items.

Personal Service Agreements with QUINN (OPR 2017-0172 / RFP 4229-18) and Treatment (OPR 2018-0448 / RFP 4229-18)

Motion by Council Member Fagan, seconded by Council Member Mumm **to suspend** the Council Rules; **carried unanimously**.

Motion by Council Member Fagan, seconded by Council Member Mumm, **to add** OPR 2017-0172 (Personal Service Agreement with QUINN) and OPR 2018-0448 (Personal Service Agreement with Treatment) to the July 16 Current Consent Agenda; **carried unanimously**.

CONSENT AGENDA

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

Increase Value Blanket with Hitachi Zosen (Norcross, GA) for purchase of feeder and grate parts for the Waste to Energy Plant—increase of \$180,000 for a total of \$700,315. (OPR 2016-0816 / RFB 4292-16)

Consultant Agreement with DCI Engineers (Spokane, WA) for real estate right-of-way acquisition and relocation services—not to exceed \$250,000. (Various Neighborhoods.) (OPR 2018-0422 / RFP 4436-18)

Joint City/County Grant Award, CFDA 16.738, from Department of Justice—\$78,921.15 (City) and \$64,571.85 (County) for a total award of \$143,493. (OPR 2018-0423)

Contract Renewals for Washington State legislative lobbying services with:

- a. Luke Esser (Bellevue, WA)—not to exceed \$60,000. (OPR 2016-0743)
- b. Nick Federici (Tacoma, WA)—not to exceed \$60,000. (OPR 2016-1040)

Authorization to increase the administrative reserve on the Contract with Clearwater Construction Management, for I-03 Control Facility (TJ Meenach CSO—increase of \$260,000 (plus tax) for a total administrative reserve of \$1,059,483.10. (PRO 2017-0013 / ENG 2013214)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through July 6, 2018, total \$6,819,543.27 (Check Nos. 550544-550725; ACH Payment Nos. 51924-52072), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,965,711.28. (CPR 2018-0002)

Personal Service Agreements to provide a multi-faceted marketing campaign targeting business decision-makers in the I-5 corridor from Olympia to Everett that encourages business/job growth in the City with:

- a. QUINN (Spokane, WA)—\$141,080. (OPR 2018-0172 / RFP 4229-18)
- b. Treatment (Spokane, WA)—\$83,920. (OPR 2018-00448 / RFP 4229-18)

[The above two contracts (OPR 2018-0172 and OPR 2018-0448) will replace the Personal Service Agreement with QUINN for \$225,000 previously approved on April 9, 2018.]

Council Recess/Executive Session

The City Council adjourned at 3:52 p.m. and immediately reconvened into an Executive Session for 50 minutes on bargaining and pending litigation matters. City Attorney Mike Ormsby was present during the Executive Session. The City Council reconvened again at 6:00 p.m. for the Regular Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

Roll Call

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

City Clerk Terri Pfister and City Council's Policy Advisor Brian McClatchey were also present.

PROCLAMATIONS

July 16-20, 2018

Disability Voter Registration Week

Council Member Beggs read the proclamation and presented it to Rae Lynn Barden from Spokane Public Library. There are over 50 million people living with disabilities in the United States in July 2018. People with disabilities and their supporters will celebrate the 27th anniversary of the Americans with Disabilities Act. The right to vote is an important civil liberty that helps contribute to the health of the American political system and the people who participate in it. Voting is one way for the disability community to participate in local, state, and national policy making, ensuring that policies meet the needs of people with disabilities. The Spokane community is committed to a comprehensive effort to support citizens with disabilities including defending voting rights and ensuring Spokane is welcoming to all people.

There were no **Administration Reports**.

ACKNOWLEDGEMENT

Council President Stuckart acknowledged former Council Member Amber Waldref in the audience who was joined by a group of people from the New Leadership Development Network, which is a group of women from Eastern Washington colleges studying leadership and politics and is sponsored by WSU Spokane and Gonzaga.

There were no **Appointments**.

There were no **Council Committee Reports**.

OPEN FORUM

Mara Spitzer noted that Spokane Riverkeepers picked up 400 pounds of laundry off the river below Kendall Yards. She spoke regarding homelessness and the need for laundry facilities.

Crystle Burgett spoke regarding the cycle of poverty and the disadvantages of the poor and little to no access to resources. She remarked on a personal situation with unpaid tickets which resulted in a loss of her license and potentially two criminal charges due to the fact that she could not pay said tickets.

George McGrath spoke regarding immigration and protecting the American people.

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

Special Budget Ordinance C35643

Council Member Mumm provided an overview of Special Budget Ordinance C35643. There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C35643** amending Ordinance No. C35565 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 and appropriating funds in:

ORD C35643 General Fund
FROM: Unappropriated Reserves, \$2,500,000,
TO: Revenue Stabilization, \$2,500,000.

(This action increases the amount held in the General Fund's revenue stabilization budget toward full funding.)

Special Budget Ordinance C35644

Council President Stuckart provided an overview of Special Budget Ordinance C35644. Public testimony was received from one individual and Council commentary held, after which the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C35644** amending Ordinance No. C35565 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 and appropriating funds in:

ORD C35644 Street Fund
FROM: Other Misc. Revenue, \$100,000 and Unappropriated Reserves, \$125,000,
TO: Repair and Maintenance Supplies, \$225,000.

(This action allows for budgeting for the upgrading of Street Lights.)

Special Budget Ordinance C35645

Jonathan Moog of the Parks Department provided an overview of Special Budget Ordinance C35645 and responded to Council inquiries. Public testimony was received from one individual and Council commentary held, after which the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C35645** amending Ordinance No. C35565 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 and appropriating funds in:

ORD C35645 Park and Recreation Fund
FROM: Special Events—Reserve for Total Cost Compensation, \$21,102,
TO: Special Events—Marketing Assistant, \$21,102.

(This action allows for creation of an additional Marketing Assistant position [from 0 to 1].)

EMERGENCY ORDINANCE

Emergency Ordinance C35664

Council President Stuckart requested suspension of the rules to add Emergency Ordinance C35664 and he provided an introduction of the proposed ordinance. He noted the emergency ordinance he is proposing creates a process requiring any future interlocal agreements or MOUs dealing with the Combined Communications Center be approved by the City Council. The following actions were taken:

Motion by Council Member Fagan, seconded by Council Member Stratton, **to suspend** the Council Rules; **carried unanimously.**

Motion by Council Member Fagan, seconded by Council Member Mumm, **to add** Emergency Ordinance C35664 to the (Legislative) Agenda; **carried unanimously.**

Following a full reading of Emergency Ordinance C35664 by the City Clerk, public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Emergency Ordinance C35664** relating to the Combined Communications Center; amending section 07.08.132; enacting a new chapter 06.10 of the Spokane Municipal Code; and declaring an emergency.

RESOLUTIONS

Resolution 2018-0062 (Cross Reference OPR 2018-0424)

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2018-0062** declaring Western Systems & Fabrication a sole source provider and authorizing the purchase of new equipment and replacement parts, as well as repair services from Subsite Electronics over a five-year period without public bidding—\$117,450.25.

Resolution 2018-0063

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2018-0063** approving a development agreement between the City and Flamingo Links, LLC relating to development of land adjacent to State Highway 2 and east of Hayford Rd.

There were no **Final Reading Ordinances**.

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

SECOND OPEN FORUM

John Lemus thanked City Council for three years on the Human Rights Commission. He noted this Thursday he will learn whether or not he will be reappointed to the Commission. He also commented that he has asked Dr. Bob Lutz at the Health District to take on the Suicide Means Prevention Task Force, which he feels is important work and he wants to make sure it continues. Mr. Lemus also remarked that currently, aside from himself, he does not believe there is anyone with a developmental disability that serves on the City's boards and commissions.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:47 p.m.

**STUDY SESSION MEETING MINUTES
SPOKANE CITY COUNCIL
Thursday, July 19, 2018**

A Special Meeting of the Spokane City Council was held on the above date at 3:34 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. Council President Stuckart and Council Members Beggs, Burke, Fagan, Kinnear, Mumm (left at 4:23 p.m.), and Stratton were present, and two Library Board Members Jim Kershner and Mary Starkey.

The following topics were discussed:

- Interviews:
 - Patricia Hansen (Community Assembly Representative)
 - Amber Waldref (Spokane Housing Authority Board)
- Joint Library Board/City Council meeting to discuss proposed library levy and preliminary design for six libraries—presentation by Andrew Chanse

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 4:40 p.m.

**STANDING COMMITTEE MINUTES
City of Spokane
Finance & Administration Committee
05/21/2018 - FINAL**

Attendance

Council Member Candace Mumm, Council Member Lori Kinnear, Council Member Kate Burke, Council Member Mike Fagan, Council Member Breean Beggs, Council Member Karen Stratton, Tim Dunivant, Anna Everano, Brian McClatchey, Adam McDaniel, Skyler Oberst, Kandace Watkins, Laura Williams, Joan Hamilton, Jacob Fraley, Ed Lukas, Gavin Cooley, Mike Sloon, Dan Kegley, John Delay, Raylene Gennett, Phil Tencick, Chris Cavanaugh, Hannalee Allers, Curtis Harris, Kate Bitz, Mike Ormsby, David Paine

Non City Employees: Toby Hatley

Meeting started at 1:18 p.m.

Approval of Minutes:

Meeting Minutes for April 2018 were approved.

Agenda Items:

1. SERS Pension Update – Phil Tencick

Phil Tencick, Director of Retirement, briefed the Committee regarding this item. Please see attached presentation.

2. Fund Balance Recommendations – Gavin Cooley

Gavin Cooley, Chief Financial Officer, briefed the committee regarding this item. Discussion ensued.

3. Skillsoft Results – Chris Cavanaugh

Chris Cavanaugh, Director of Human Resources, briefed the Committee regarding this item. Please see the attached presentation.

4. SBO's related to unfilled positions – Karen Stratton

Council Member Stratton briefed the Committee regarding this item. Please see attached SBO's.

5. WTE Lease – Ed Lukas

Ed Lukas, Director of Asset Management, briefed the Committee regarding this item. Please see attached briefing paper.

6. Clerk III Hire Ahead – Dan Kegley/Tim Dunivant

Dan Kegley/Tim Dunivant briefed the Committee regarding this item. Please see attached briefing paper.

7. Financial Update – Gavin Cooley/Tim Dunivant

Gavin Cooley, Chief Financial Officer and Tim Dunivant, Director of Finance and Administration, briefed the Committee regarding this item. Please see attached presentation.

8. IT Update – Eric Finch

Mike Sloon, IT Director, briefed the Committee regarding this item. Please see attached presentation.

Consent Items:

The consent items were approved and moved forward.

Strategic Plan Session**Executive Session:**

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:17 p.m.

General Notices

HOME FUNDS APPLICATIONS AVAILABLE

The City of Spokane seeks applicants for funding that can be used to acquire, rehabilitate, or construct rental properties within the City limits that are affordable to low-income households.

About \$2,200,000 in Federal HOME funds will be available as low-interest loans through the City of Spokane's Multifamily Housing Program. In exchange for low-cost loans with the potential for payment deferral and/or debt forgiveness, property owners must agree to rent restrictions and to rent to low-income tenants for at least 5 years for projects involving rehabilitation or acquisition, or 20 years for new construction projects. The funding should supplement financing from other sources.

Projects must meet at least one of the program priorities: housing affordable to households earning 30% or less of the area median income (\$19,550 for a family of four); housing units that are affordable to households with incomes at or below 50% AMI (\$32,600 for a family of four) and are located within a City Council Targeted Investment Area and/or in areas designated as Centers and Corridors in the City's Comprehensive Land Use Plan; housing units with 3 or more bedrooms that are affordable to large households earning 50% or less of the area median income; and/or housing units that provide Permanent Supportive Housing for chronically homeless. Rent restrictions, tenant income limits, and other requirements apply.

Applications for funding consideration may be submitted by non-profit housing organizations, the Spokane Housing Authority, and Community Housing Development Organizations, as well as for-profit developers and building owners.

Application materials are in Word and Excel and are available on the City's website at <https://my.spokanecity.org/chhs/>, by contacting the City's Community, Housing, & Human Services Department - City Hall, 808 West Spokane Falls Boulevard, Rm. 650, by calling 625-6325, or by email to CHHSRFP@spokanecity.org. **Completed applications will be accepted until Tuesday, August 7, 2018 at 5:00 P.M.** Contact Melora Sharts at 625-6325 or msharts@spokanecity.org or Paul Trautman at 625-6329 or ptrautman@spokanecity.org for questions regarding the application.

Minority and women applicants are encouraged to apply.

Publish June 13, 20, and 27; July 4, 11, 18, and 25; and August 1, 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 C35643

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:	0100-99999-99999 General Fund	
	28860-99999 Unappropriated Reserves	<u>\$ 2,500,000</u>
TO:	0100-99999-99999 General Fund	
	28660-20103 Revenue Stabilization	<u>\$ 2,500,000</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 increase the amount held in the General Fund's revenue stabilization budget toward full funding; 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 July 16, 2018

Delivered to Mayor July 19, 2018

ORDINANCE NO C35644

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 Street 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 Street Fund, and the budget annexed thereto with reference to the Street Fund, the following changes be made:

FROM:	1100-21500	Street Fund	
	99999-36999	Other Misc Revenue	\$ 100,000
	99999-	Unappropriated Reserves	\$ 125,000
TO:	1100-21500	Street Fund	
	42630-53210	Repair and Maintenance Supplies	<u>\$ 225,000</u>

Section 2. It is, therefore, by the City Council declared that an urgency exists for making the changes set forth herein, such urgency from the need to budget for the upgrading of Street Lights and the subsequent savings that will be immediately appreciated because of such need, an urgency 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 July 16, 2018
Delivered to Mayor July 19, 2018

ORDINANCE NO C35645

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 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	Special Events – Reserve for	
		Total Cost Compensation	<u>\$21,102</u>
TO:	1400-54300	Park and Recreation Fund	
	73900-00080	Special Events – Marketing Assistant	<u>\$21,102</u>
		(from 0 to 1 position)	

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 additional Marketing Assistant 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 July 16, 2018
Delivered to Mayor July 19, 2018

ORDINANCE NO. C35664

An ordinance relating to the Combined Communications Center; amending section 07.08.132; enacting a new chapter 06.10 of the Spokane Municipal Code; and declaring an emergency.

WHEREAS, the Combined Communications Center ("CCC") has served our region well for over two decades by providing highly professional and responsive dispatch services, fast response times, highly-trained and skilled dispatchers, and excellent coordination of emergency services; and

WHEREAS, no financial or operational analysis has been presented to show that any changes to the current CCC model would result in improved response times, personnel training or capabilities, or financial accountability to the residents of the City; and

WHEREAS, the continued operation of the Combined Communications Center is essential to the public health and safety in Spokane.

WHEREAS, the City of Spokane needs to establish a process for agreeing to future changes to this system in which the City is a crucial component.

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 07.08.132 of the Spokane Municipal Code is amended to read as follows:

Section 07.08.132 Combined Communications Center Fund

- A. There is established in the City treasury a special revenue fund to be known as the “combined communications center fund” to be used for the receipt of revenues and for the payment of expenditures (except for “startup costs” as described in the agreement) for the fire service communications and dispatch centers operated by the City fire department pursuant to interlocal cooperation agreement among the City of Spokane, the ((and)) Fire Protection Districts ((1, 8 and 9)) of Spokane County, and the cities of Airway Heights, Cheney, Medical Lake and Spokane Valley, in compliance with RCW 39.34.030 and the requirements of chapter 06.10, SMC.
- B. The combined communications center fund is administered by the City in accordance with generally accepted government accounting principles but is under the policy direction and subject to audit by the policy board established in the agreement.
- C. Moneys in the fund may accumulate from year to year. Upon termination of the agreement unencumbered moneys will be returned to the parties in proportion to their use of the services, as specified in the agreement.

Section 2. That there is enacted a new chapter 06.10 of the Spokane Municipal Code to read as follows:

Chapter 06.10 Combined Communications Center

Section 06.10.010 Authorization and Operations

The City Fire Department shall continue its operation and management of the Combined Communications Center, as described in interlocal agreements OPR 2006-0891 (Nov. 2, 2006) and 2017-0074 (Nov. 30, 2016) until the City Council approves, by resolution, a different method of providing emergency dispatch services for the City of Spokane’s first responders. The City shall renew interlocal agreements for the Combined Communications Center, in substantially similar form to the interlocal agreement(s) in effect on the effective date of this section, unless otherwise authorized by City Council resolution.

Section 06.10.020 Use of Funds

The Combined Communications Center Fund (the “CCC Fund”) established pursuant to SMC 07.08.132 shall only be utilized for the support of the Combined Communications Center operations as specified in the agreed interlocal agreements described in SMC 06.10.010 or their successor agreements. All CCC Fund expenditures for purposes other than those set forth in this section require approval by City Council resolution.

Section 06.10.030 Interlocal Agreements

- A. Pursuant to RCW 39.34.030(2), the City of Spokane shall not terminate or amend any interlocal agreement or joint powers agreement concerning the Combined Communications Center without prior approval by City Council resolution.
- B. The City shall take no action that may compromise, delay, interrupt, or terminate service for the Combined Communications Center except as provided in the interlocal agreement described in SMC 06.10.010 and any successor agreements or as otherwise provided by this chapter.

Section 3. The City Council finds that assuring the maintenance of the Combined Communications Center requires the adoption of this emergency ordinance which is necessary for the protection of the public health and public safety pursuant to Sections 16 and 19 of the Spokane City Charter.

Section 4. This ordinance shall be effective immediately upon passage pursuant to Sections 16 and 19 of the Spokane City Charter.

Passed by City Council July 16, 2018

Delivered to Mayor July 19, 2018

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0410-18-4 / LGL 2018-0017

EFFECTIVE DATE: July 27, 2018

TITLE: TRAVEL POLICY

1.0 GENERAL

1.1 PURPOSE

Spokane Municipal Code (SMC) 3.07.040 Reimbursement of Expenses – In General provides that “The mayor is directed to adopt and promulgate from time to time policies and procedures whereby officers and employees of the City are reimbursed for travel and other expenses necessarily incurred in performance of City business.” This policy and procedure provides guidance concerning authorization for travel while conducting City business, allowable costs and rates, requirements for receipts, and guidelines for the responsibilities of travelers.

1.2 TABLE OF CONTENTS

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

2.0 DEPARTMENTS / DIVISIONS AFFECTED.

Except as otherwise provided, this policy and procedure shall apply to all City departments. Provided, the provisions of this policy and procedure do not supersede the provisions of any collective bargaining agreements, and when in conflict, the specific terms and conditions of the collective bargaining agreement will prevail.

Departments or Divisions with specific travel circumstances may develop additional more restrictive policies regarding travel. It is the responsibility of the traveler to ensure compliance with all relevant travel policies.

3.0 REFERENCES

SMC 3.07.010, .020, and .040 (Payments to Employees and Applicants)
U.S. General Services Administration Website (<https://www.gsa.gov/>)
Vehicle Usage and Accidents Policy and Procedure (ADMIN 0620-12-26)
Purchasing Card Policy (ADMIN 5600-16-01)

4.0 DEFINITIONS

None.

5.0 POLICY

5.1 Policy Statement

The City of Spokane will pay reasonable and necessary expenses incurred by its employees while conducting City business. When incurring such expenses, City employees must be sensitive to the public's expectations of the use of public funds and the need to use good judgment. For combined business and personal trips, based on the business itinerary/period of travel, the City will pay allowable business expenses incurred during the business portion of the trip. No added costs will be incurred by the City as a result of extending the business trip for personal reasons. The City will not pay unallowable expenses nor will the city pay duplicative, excessive, extravagant, unnecessary or unreasonable expenses. Where payment of expenses is the subject of a collective bargaining agreement or grant agreement, the terms of that agreement will prevail.

5.2 Payment of Travel Expenses

5.2.1 Authorization for Travel

No employee may approve his/her own travel expenses. Travel authority is designated to each Director and Department Head. Directors and Department Heads may, at their discretion, delegate authority to approve travel, expense reimbursements, required pre-authorizations, and any travel exceptions to other management personnel. Travel must be approved in advance. Any travel that is not pre-approved shall not be eligible for payment or reimbursement. In certain instances of travel related to grant funded activities, additional prior approval may be required by the Director of Grants Management.

5.2.2 Travel Cards

Employees who travel can complete an application form to be issued a City credit card to be used for travel purposes. The supervisor or manager must approve the application.

The City's Travel Cards may be used for reasonable and necessary travel purchases as listed below:

- Lodging.
- Airfare or other commercial transportation.
- Parking.
- Car rental.
- Taxi fares.
- Fuel for rental cars.
- Tolls and ferries.

A Travel Card may be used for making or guaranteeing reservations (e.g. lodging, car rentals). As per City Policy ADMIN 5600-16-01, City Purchasing Cards, issued for the purpose of procuring low value goods and services, may not be used for travel related purchases.

All permissible travel-related purchases must be accompanied by detailed receipts (not just the credit card slip). In those somewhat rare instances where it is not possible to obtain a detailed receipt or the receipt is lost, the employee shall submit a Missing Receipt Affidavit. Depending on the circumstances, expenses without receipts may or may not be approved. Travel Card purchases, along with supporting detailed receipts, must be reported and reconciled on the signed itemized expense section of the Travel Authorization Form, even if no employee out-of-pocket expenses were incurred and all travel costs were paid by the City using the Travel Card.

Employees must ensure all Travel Card purchases fully comply with this policy. In the event that a Travel Card purchase is unauthorized, the employee must either:

- Call the vendor and have the purchase(s) transferred to his/her personal card, or
- Attach a personal check for the amount of the unauthorized cost to the front of the completed Travel Authorization Form.

The Finance Department may revoke Travel Cards for employees who make unauthorized purchases.

5.2.3 Lodging

The City will pay actual costs for lodging when employees travel more than 50 miles from their duty station. With prior approval, overnight lodging within the 50-mile radius may be permitted when there are back-to-back evening/early morning business events, when the traffic commute is excessively burdensome, or when overnight lodging at conferences and training seminars is an integral part of the experience.

When traveling on City business, employees are expected to use lodging options that allow for the government rate as listed by the U.S. General Services Administration (GSA). A printout of the documented GSA approved rate shall be attached to the Travel Authorization Form. If this rate is not used, the Travel Authorization Form must contain documented and approved reasoning. When making reservations directly with a hotel, through the internet, or via a travel agent, the government or lowest rate should be requested. For conferences or training seminars, the standard room at the conference hotel is appropriate but must be documented and approved.

Actual costs are limited to the room rate and applicable taxes. Employees must pay any additional amount resulting from accompanying family members or guests.

If the employee reserves and personally pays for a hotel 30 days or more in advance of actual travel, reimbursement of the hotel (prior to completion of travel) may be requested, with supporting documentation of the confirmed hotel reservation and payment. When the trip is completed, the itemized expense section of the Travel Authorization Form must reference the earlier reimbursement for the hotel so all trip activity and expenses are reported and reconciled. If the employee cancels the reservation after claiming or receiving such reimbursement and does not incur the hotel costs after all, the employee must refund the hotel reimbursement to the City. Failure to settle travel advances within ten (10) business days after return from travel may be considered a misuse of City funds.

A detailed hotel receipt is required for reimbursement and Travel Card charges. Credit card receipts alone do not provide sufficient detail and will not be accepted for this purpose. Internet sites such as Expedia or Priceline may offer better values than those directly available from hotels and traditional travel agencies. However, be alert to any non-refundable reservations. These sites may also directly bill the customer's charge card and the hotel bill will not reflect the room charge billed by the travel site. When making these type of reservations, print out a copy of the confirmation provided at the time of the internet reservation and submit it along with the hotel receipt (confirming the overnight stay), as the source documents for reimbursement. (*Note: Internet sites that charge a membership fee are not authorized for use.*)

5.2.4 Meals and Personal Expenses

When authorized travel requires overnight stay, employees are entitled to payment of per diem for the cost of meals. The City uses only GSA Meals rates as the maximum amount allowed for the city/county to which you are traveling (no reimbursement of actual costs). If a city/county is not specifically listed on the GSA website, the lowest Meal and Incidental per diem rate in the state must be used as the allowed rate. The City does not pay the Incidental Expense portion of GSA per diem rates. The first/last day travel option listed on gsa.gov is not used.

For purposes of this section, the following shall apply:

- Travelers in travel status by 6:00 am are eligible for breakfast per diem
- Travelers in travel status at 12:00 pm are eligible for lunch per diem
- Travelers in travel status at 6:00 pm are eligible for dinner per diem

It is the responsibility of the travel approver to determine the beginning and ending times of travel status.

Employees may either request advance payment of per diem costs or request reimbursement upon return from travel. Either way, per diem costs must be included in the employee's itemized expenses and reconciled appropriately. A printout from the GSA website documenting the approved rate must be attached to the Travel Authorization Form. Any request that does not include this attachment will only be eligible for the lowest nationwide per diem rate.

The City will not reimburse for meals already paid by the City (e.g. meals included and paid as part of the conference or training registration fee), unless extenuating circumstances warrant a separate meal (e.g., special dietary needs).

For non-overnight travel assignments, meal reimbursements are subject to federal withholding and payroll taxes, per IRS regulations. These taxes are mandatory and will be deducted from the traveler's pay through the payroll system. Per diem for day travel is not eligible for advance payment and will be paid through payroll.

5.2.5 Airline, Rail or other Commercial Transportation

Economy coach class airfare is appropriate for most business travel. If economy coach class fare is not used, the business justification and pre-authorization shall be submitted on the Travel Authorization Form. First class accommodations are not normally acceptable and require prior approval from the Director of Finance and Administration. It is expected that the airline offering the cheapest fare be selected unless overriding considerations can be documented such as excessive layover. All major carriers including discount carriers shall be reviewed for flight prices.

Airline tickets may be reserved and paid using a Travel Card. The employee may also pay out-of-pocket for airfare and be reimbursed as outlined in this policy.

Many airlines charge a fee for each piece of luggage that is checked in prior to boarding. The charge for one bag will be reimbursed by the City or may be paid using a Travel Card. A detailed payment receipt is required. Additional baggage charges and over-weight charges may be reimbursed if circumstances warrant (such as conference presenters who must take additional materials or equipment).

If the employee reserves and personally pays for the internet airfare 30 days or more in advance of actual travel, reimbursement of the airfare (prior to completion of travel) may be requested, with supporting documentation of the confirmed airline reservation and payment of the ticket. When the trip is completed, the itemized expense worksheet must reference the earlier reimbursement for the airfare so all trip activity and expenses are reported and reconciled. If the employee cancels the reservation after claiming or receiving such reimbursement and does not incur the airfare costs after all, the employee must refund the airfare reimbursement to the City within the stipulated timeline. Failure to settle travel advances within ten (10) business days after return from travel may be considered a misuse of City funds.

Other commercial transportation such as rail or bus is permitted and may be reserved either through the internet, authorized travel agencies, or directly by the employee.

When business trips are extended for personal reasons (combined business/personal trip), any added costs for airfare or other commercial fares due to side trips, non-business routes or extended itineraries shall be paid, upfront, by the employee. The employee shall segregate City business costs from any added costs due to personal travel and may charge only the business travel portion of the airfare or other commercial fares to a City Travel Card or request reimbursement for personally paid fares.

5.2.6 Use of Privately Owned Vehicles and Parking

When City employees are authorized to use a privately owned vehicle to travel on City business, the employee will be reimbursed for the actual number of miles traveled at the IRS business mileage rate in effect at the time of travel. Current rates will be listed on the Travel Authorization Form. For this reason, it is important to always use the most current form available on the City's SharePoint Travel site.

Wherever practicable, employees should ride together to minimize costs. Only one employee will be reimbursed for mileage when two or more are riding together. For trips beyond a 400-mile radius from the employee's duty station, mileage reimbursement is limited to the cost of the lowest available airfare (as supported by documentation from an authorized City travel agency or an internet-based travel site like Expedia or Travelocity).

When parking is necessary, it will be reimbursed on an actual cost basis. Receipts are preferred but are not required if the parking lot does not provide receipts. A City Travel Card may be used to pay for travel-related parking. At minimum, the credit card slip must be provided to support the parking costs paid with a Travel Card. At the traveler's option, in lieu of reimbursing for parking, the City will pay mileage for two round trips to the airport so that employees can be dropped off and picked up.

Mileage is calculated from the employee's home or normal duty location, whichever is closest, to the airport or business destination. Airport shuttles are permissible if cost-effective to the City when compared to airport parking and mileage.

5.2.7 Use of City-Owned Vehicles for Travel Purposes

- a. When appropriate, City-owned vehicles may be used for travel. If City-owned vehicles are used, no family members or guests may accompany the traveler and only City employee passengers may be transported in the City-owned vehicle.
- b. For accidents involving a City-owned vehicle, see the City's Vehicle Usage and Accidents Policy and Procedure (ADMIN 0620-12-26).

5.2.8 Rental Cars, Taxis and Other Hired Vehicles

When it is necessary to travel by hired vehicle, employees are expected to choose a rental car company and vehicle which is appropriate for the circumstances and which minimizes overall costs to the City. Pre-travel authorization is required for rental cars. Government Rates should be requested.

When using the City Travel Card, employees must not waive the rental car company's liability insurance for bodily injury and property damage (usually provided at no extra cost) and must decline the Collision Damage Waiver (CDW/LDW) or similar coverage offered (normally an extra cost) as coverage is provided through the Travel Card Visa Car Rental Coverage.

If an employee's personal credit card is used, employees must not waive the rental car company's liability insurance and must decline the Collision Damage Waiver. In the event of an accident, the employee's automobile insurance coverage will be primary (check with your insurance agent for appropriate coverage before renting a vehicle) and the employee may be required to pay a deductible. The City will reimburse the employee for the deductible amount up to five hundred dollars (\$500) and the employee's insurer can seek subrogation.

As authorized above, the City's Travel Card can be used for paying for rental car expenses and for fuel for the rental car. Unless there are unusual circumstances, the traveler is expected to fill the vehicle before return. If the rental agency adds fuel charges upon return of the vehicle, it is the traveler's responsibility to verify that fuel charges are itemized on the car rental receipt or invoice. Whenever there is partial, personal use of such vehicles, only the pro-rata portion of the costs, including fuel, applicable to City business can be charged to the City.

Employees may be reimbursed for business use of taxis or other commercial transportation by submitting receipts for taxis, and other commercial vehicles (if available). A Travel Card may be used to pay for taxis, shuttles, buses, and other hired vehicles.

App-based ride share travel options such as Uber or Lyft may also be used.

5.2.9 Fuel

Fuel purchases for rental cars used for City business may be reimbursed for actual costs. A Travel Card may be used to purchase fuel for rental cars but not for City owned vehicles or personal cars (even if the vehicle is used for City business). Fuel receipts are required for reimbursement and to document Travel Card use. If the rental car is used for business and personal use, fuel costs for rental car must be pro-rated between personal and business use. Business use of a private car is reimbursed based on mileage.

5.2.10 Other Travel-Related Incidentals

Bridge or road toll fees and car/passenger ferry fares are permissible and reimbursed at actual costs. The Travel Card may be used for payment of these fees if accepted by the merchants.

5.2.11 Other Business Expenses While Traveling On City Business

The City will pay for other necessary business expenses incurred while traveling. Examples of such expenses include business telephone calls and/or facsimiles, rental of equipment or facilities necessary to conduct City business, or similar business-related expenses. Receipts are required for such expenses. The City's Travel Card may be used for such expenses if the purchase is otherwise permissible.

5.3 Out of Country Travel

For insurance purposes, notice regarding planned business-related out of country travel for the City of Spokane shall be given to the Risk Management Department two (2) weeks prior to the planned trip in order to allow review and mitigation of possible risks of travel to the employees and/or City property. The notice shall be provided on the forms provided in the Travel Policy and Procedure Manual.

5.4 Authorization for Exceptions

No policy can anticipate and provide for all possible circumstances. Consistent with the Policy Statement, the Director of Finance and Administration and his or her designee, may authorize exceptions to any rates or restrictions imposed by this policy. Such authorization shall be by memo addressed to the requesting Division or Department Head in advance of the travel, describing the circumstances justifying an exception to the policy and specifically identifying the exception to be authorized. This memo must be attached to the Travel Authorization Form. Receipts and itemization are required when requesting reimbursement for amounts that are authorized as exceptions to the standard rates.

5.5 Unallowable Expenses

Regardless of any other provisions of this policy, the following cannot be paid or reimbursed using City moneys, including payment using the Travel Card:

- Alcoholic drinks
- Entertainment except as part of a conference or training program that is included in the overall registration fee for all participants
- Airline or other trip insurance
- Any other expenses unrelated to City business
- Duplicate payments
- Costs associated with the personal portion of a combined business/personal trip or extension of the business trip for personal reasons

5.6 Penalties for Fraud or Abuse

City employees who are found to have falsely claimed expenses under these policies are subject to disciplinary actions which may include termination from City employment. In addition to these penalties, state law provides that any person intentionally submitting a false claim is guilty of perjury in the second degree. State and City laws may also provide for additional penalties for theft.

Any City employee who becomes aware of any fraudulent or abusive claims should inform their supervisor or contact the Internal Auditor, Risk Manager, and Director of Finance and Administration.

5.7 Travel for Prospective Employees and other Non-Employees

On a limited basis and in compliance with SMC 3.07.010 and .020, travel costs incurred by candidates who interview for City employment or other non-employees traveling on City-sponsored business may be reimbursed, if pre-approved by the Mayor or the Mayor's designee (Director of Finance and Administration) and in coordination with the Director of Human Resources and, when necessary, the City's Civil Service Commission. Only costs normally allowable to an employee are permitted for non-employee travelers, subject to the same rates and requirements for receipts, unless an exception has been approved. It is permissible for City staff to make airline, lodging and/or rental car arrangements for these travelers to access Government or contract rates. A City Travel Card may be used to purchase and pay for travel-related expenses, provided the expense is of the nature permitted per the Travel Policy.

6.0 PROCEDURE

All procedures and forms related to this policy shall be available to staff on the Finance Travel SharePoint site.

7.0 RESPONSIBILITIES

The Division Director of Finance and Administration administers the City's Travel Policy. Directors, Department Heads, and other personnel who have travel approval and administration responsibilities are accountable for policy compliance, travel management, and oversight. This includes appropriate supervisory review of travel requests, relevant travel card transactions and expense reimbursement claims. Employees who travel are accountable for compliance with the City's Travel policies and procedures.

8.0 APPENDICES

Travel Policy and Procedure Manual

APPROVED BY:

James Richman
Assistant City Attorney

Tim Dunivant
Division Director – Finance and Administration

Theresa Sanders
City Administrator

Attachment is on file for review in the Office of the City Clerk.

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.

Supervisory Probation Officer SPN 957 OPEN/PROMO ENTRY

DATE OPEN: Monday, July 23, 2018 **DATE CLOSED:** Sunday, August 5, 2018 at 11:59 p.m.
SALARY: \$78,070.32 annual salary, payable bi-weekly, to a maximum of \$102,186.72

DESCRIPTION:

Under administrative direction, manages and supervises probation operations, functions, and subordinate staff within the Probation Services Department of Municipal Court.

DUTIES:

- Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Provides direction, instruction and guidance to subordinate professionals in the management of their casework.
- Reviews, modifies and approves court reports and recommendations prepared by subordinate professionals.
- Assists in the formulation of assignment procedures for new cases to subordinate professionals; approves case transfers from one probation officer to another.
- Performs the more sensitive and difficult court assignment and supervision cases, requiring the application of considerable knowledge, skill and judgment.
- Assists subordinate probation officers with interpretations of technical and legal matters; provides consultation and training where required in the preparation of court reports and recommendations.
- Performs project work and specialized studies in efforts to improve caseload management; implements new projects and programs.
- Assists in the development and implementation of unit policies and procedures.
- Assists in preparing the preliminary department budget.
- Arranges and monitors placement of individuals on probation in rehabilitation and/or treatment programs.
- Communicates with a wide variety of agencies, probation departments, law enforcement agencies or other organizations to arrange and maintain needed services for probationers.
- Communicates with Sheriff's Office, Police Department, City Prosecutor's Office, Probation Department and/or social service agencies on crime investigation and prevention.
- Intervenes in crisis situations; counsels with probationers and/or family members; communicates with involved community and/or private agencies; makes referrals as required.
- Compiles, investigates, verifies and presents reports on personal, social, educational, financial, health and/or prior criminal involvement of probationers
- Maintains records; prepares and processes various reports and court documents as needed.
- Appears and/or testifies in court for detention, jurisdictional, disposition and/or violation of probation hearings; attends special and/or annual review and sealing of records per assigned casework.
- Conducts presentations to community groups, organizations or others as assigned.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Serves on various boards and committees as directed.
- May act in the absence of the Municipal Court Administrator/Director of Probation when assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Education and Experience: A Bachelor's degree from an accredited four-year college or university with major coursework in sociology, social work, human services, psychology or criminal justice; AND five years of experience interviewing and counseling offenders to assess needs and make recommendations to the court. One year of supervisory experience is required, which must include conducting performance evaluations, implementing performance improvement plans, and the authority to hire, discipline, and dismiss subordinate personnel.

A successful candidate must pass a Criminal Justice Information Systems (CJIS) background investigation upon a conditional offer of employment.

Note: Incumbent must complete Misdemeanant Probation Counselor Academy (MCPA) within six months of initial appointment as required by RCW 43.101.220 and WAC 139-10-210.

Promotional Requirements: (Current City employees only)

Two years of experience in the classification of Probation Officer II (SPN 955).

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

- **Licenses and Certifications:** A Valid driver's license or evidence of equivalent mobility is required.
- Copy of unofficial college transcripts, including name of institution, applicant name, courses/credits taken, and GPA.

EXAMINATION DETAILS:

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

Your Civil Service examination is a Training and Experience (T&E) Evaluation in the form of a Supplemental Questionnaire.

The T&E score comprises 100% of the exam score for Open Entry applicants. For current City employees who meet the Promotional requirements, the T&E is weighted at 80%, and your most recent promotional evaluation (PAR) is 20% of your final score.

T&E Evaluation Details:

The T&E Evaluation is used to examine the relevance, level, 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 important to performing the duties of this specific job classification. Responses to your questionnaire should be consistent with the information given in your application details. Answers are subject to verification.

You will complete the T&E Supplemental Questionnaire online as a part of the application process. You may preview the instructions and questions online in the tab marked "QUESTIONS" near the top of the job announcement.

You will receive your Civil Service Eligibility List ranking after the position is closed for applications and scoring of T&E's is completed.

We encourage you to apply immediately using the online application system. Submit your complete online City of Spokane employment application by 11:59 p.m. on the filing cut-off date.

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 17th day of July 2018.

MARK LINDSEY
Chair

JERRI BJORK
Acting Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

**Centennial Trail Mission Avenue Gap – Phase 1 (REBID)
Engineering Services File No. 2014095**

This project consists of the construction of approximately 390 square yards of parking lot asphalt 3 inches thick, 300 square yards of pavement repair, 1,100 square yards of sidewalk, 400 square yards of bio-infiltration swale, a dumpster

bay, traffic signal retrofit, traffic island modification, trail signing and striping, 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., August 6, 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.

Publish July 18, 25 and August 1, 2018

CALL FOR BIDS

Falls Avenue – Lower Crossing to Elm Engineering Services File No. 2017124

This project consists of the construction of approximately 250 cubic yards of excavation and embankment, 65 linear feet of storm sewer, 2 drainage structures, 60 square yards of sidewalk, 720 feet of curb, 1,300 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., July 30, 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.

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 July 11, 18 and 25, 2018
