



Official Gazette

City of Spokane, Washington

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

Volume 108

OCTOBER 3, 2018

Issue 39



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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STATEMENT OF OWNERSHIP**MANAGEMENT AND CIRCULATION**

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October 2, 2018 TERRI L. PFISTER, Editor

Publish: October 3, 2018

Minutes

MINUTES OF SPOKANE CITY COUNCIL

Monday, September 17, 2018

BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:31 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, Mumm, and Stratton were present.

City Attorney Mike Ormsby, 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 September 24, 2018, Advance Agenda items.

Action to Approve September 24, 2018, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the September 24, 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 Mumm, **to approve** the Advance Agenda for Monday, September 24, 2018; **carried unanimously**.

ADMINISTRATIVE SESSION

Current Agenda Review

The City Council reviewed the September 17, 2018, Current Agenda for changes.

Interlocal Agreement with Spokane County Treasurer (OPR 2018-0556)

Upon review of the September 17 Current Agenda, the following action was taken:

Motion by Council Member Fagan, seconded by Council Member Beggs, **to defer** for one week (to September 24, 2018) the Interlocal Agreement with Spokane County Treasurer for processing payments of utility bills; **carried unanimously**.

City Council Letter Regarding Representation on the SPOCOM Governing Board (CPR 2018-0030)

Upon review of the September 17 Current Agenda, the following actions were taken:

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 Stratton, **to add** the Second Amendment to Purchase and Sale Agreement with Liquidation Holdings (to the September 17 Current Consent Agenda); **carried unanimously**.

Second Amendment to Purchase and Sale Agreement with Liquidation Holdings (OPR 2018-0357)

With the rules already having been suspended as it pertains to the above item, the following action was taken:

Motion by Council Member Fagan, seconded by Council Member Mumm, **to add** the Second Amendment to Purchase and Sale Agreement with Liquidation Holdings; **carried unanimously**.

CONSENT AGENDA

Upon Unanimous Voice Vote (in the affirmative), the City Council unanimously approved Staff Recommendations for the following:

Purchases without Contract by Fleet Services of:

- a. Two Chevy Tahoes for the Police Department from Bud Clary Auto Dealerships using Washington State Contract #05916—\$93,377.93 (incl. tax). (OPR 2018-0572)
- b. Eighteen Police Ford Interceptors for the Police Department from Columbia Ford (Longview, WA) using the Washington State Contract #05916—\$755,232.15 (incl. tax). (OPR 2018-0573)
- c. A Rodder Truck for the Wastewater Maintenance Department from SWS Equipment, Inc. (Spokane Valley, WA) using NJPA/Sourcewell Contract #022014-SCA—\$307,637.79 (incl. tax). (OPR 2018-0574)
- d. A Ford F550 w/dump bed and deicer unit for the Street Department from Columbia Ford (Longview, WA) using Washington State Contract #05916—\$59,522.44 (incl tax). (OPR 2018-0575)

Purchase without Contract with GALLS, LLC (Spokane, WA) for the Spokane Police Department's ballistic body armor utilizing Washington State contract #07115—\$315,000. (OPR 2018-0576)

Contracts with Michael Love Law Firm, PLLC (Spokane, WA) to provide legal services beginning May 1, 2018, and remaining in effect until terminated for:

- a. Spokane LEOFF I Firefighters' Pension Board—not to exceed \$50,000. (OPR 2018-0577)
- b. Spokane LEOFF I Police Pension Board—not to exceed \$50,000. (OPR 2018-0578)

Contract with Ogletree, Deakins, Nash, Smoak & Stewart (Portland, OR) to provide legal services for the Spokane Employees' Retirement System, commencing January 1, 2018, and remaining in effect until terminated—not to exceed \$100,000. (OPR 2018-0579)

Reports of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through September 7, 2018, total \$3,747,387.45 (Check Nos. 552633-552730; ACH Payment Nos. 54201-54367), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$3,480,772.35. (CPR 2018-0002)
- b. Payroll claims of previously approved obligations through: September 8, 2018: \$7,323,428.66 (Payroll Check Nos. 550526-550680). (CPR 2018-0003)

City Council Meeting Minutes: September 6, 2018. (CPR 2018-0013)

City Council Letter formally requesting proportional representation for the City of Spokane on the SPOCOM Governing Board. (CPR 2018-0030)

Council Recess/Executive Session

The City Council adjourned at 3:57 p.m. No Executive Session was held. The City Council reconvened at 6:00 p.m. for the Regular Town Hall and Legislative Session at the Northeast Community Center, 4001 N. Cook Street.

LEGISLATIVE / TOWN HALL SESSION**Invocation**

UFW Chaplain Wes Anderson provided an Invocation.

Pledge of Allegiance

Members of the Washington State Department of Veterans Affairs and Foreign Wars presented the Colors and the Pledge of Allegiance was led by Council Member Fagan.

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.

PROCLAMATION

September 17, 2018 *Gang Awareness Day*

Council Member Kinnear read the proclamation and presented it to Alise Mnati, Coordinator of Safe Communities Partnership, who was accompanied by other individuals. Safe Communities Partnership is comprised of 13 agencies that came together over two years ago to address children entering the criminal justice system and reducing violence in the City. Safe Communities Partnership's mission is to achieve safe communities by providing evidence based prevention and intervention programs, public forums for community discussions, professional development training and support initiatives of crime reduction.

September 21, 2018 *POW MIA Remembrance Day*

Council Member Fagan read the proclamation. The proclamation encourages all citizens to join in recognizing and honoring all present and former American POWS and MIAs and their families. A representative accepted the proclamation on behalf of Ensign John R. Monaghan, Veterans of Foreign Wars Post 51.

September 17-23, 2018 *Constitution Week*

Council Member Beggs read the proclamation. September 17, 2018, marks the 231st Anniversary of the drafting of the constitution of the United States of America by the Constitutional Convention. Susan Harms, from Jonas Babcock Chapter of the Daughters of the American Revolution, accepted the proclamation on behalf of the four Spokane Chapters of the Daughters of the American Revolution – Jonas Babcock, Esther Reed, May Hutton, and Spokane Garry – and on behalf of the Washington State Society of the Daughters of the American Revolution.

September 16-22, 2018 *Surgical Technologist Week*

Council Member Stratton read the proclamation. Over 107,000 surgical technologists nationwide are integral members of the surgical team's commitment to provide patients maximum safety and the highest quality of surgical care which is reflected through the surgical technologist motto "Aeger Primo, The Patient First." The proclamation was accepted by Sherridan Poffenroth, Past President and current Secretary of the Washington State Assembly of the Association of Surgical Technologists, who was accompanied by another board member.

There were no **Administrative Reports**.

There were no **Council Committee Reports**.

There were no **Appointments**.

TOWN HALL FORUM

Doug Engle noted he is working with Ian Robertson with Change Point and remarked on creative housing solutions that lead to homeownership. He stated that just building housing does not create community and community is what is necessary to build healthy, happy, productive people who can take care of themselves and minimize the need for city services and care.

David Griswold remarked on the Hillyard Library which is now a bar and noted it is on septic tank. He also commented on the remodeling of the Hillyard precinct and stated it did not go through a change of use. He stated "do as I say and not as I do" is a rule that is being played with in the City of Spokane. He also remarked on Planning.

Amber Waldref remarked on a community initiative called "The Zone Project," which is a four-year old community initiative that builds upon neighborhoods strengths and aligns resources to support children and families in reaching their full potential in the eight neighborhoods that feed to Shaw and Garry Middle Schools. She noted it's a partnership of more than 60 organizations, institutions, parents, and residents focused on effecting transformative change to ensure all kids are safe and nurtured, residents are engaged, and families have what they need to thrive.

Donna Fagan stated she seeing too many problems in the (Northeast) neighborhoods and neighbors are bugging out and selling their homes because they cannot have their children grow up in the neighborhood anymore. She remarked on property crimes and needles in the park, which neighbors are facing today. She also remarked on the jails being overcrowded and property crime being uninvestigated.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

There were no **Resolutions**.

There were no **Final Reading Ordinances**.

FIRST READING ORDINANCE

The following ordinance was read for the first time with further action deferred:

ORD C35677 Relating to business license; amending SMC sections 08.01.020, 08.01.190 and 08.02.0206; and adopting a new section 08.01.195 to Chapter 08.01 of the Spokane Municipal Code.

SPECIAL CONSIDERATIONS

Consideration of Mayoral Veto of Ordinance C35668

The City Council considered the Mayoral Veto of Ordinance C35668 (creating a Sustainability Action Committee). Council commentary was held and public testimony received. Council President Stuckart then called for a vote on the question of whether to override the Mayoral Veto of Ordinance C35668. The following action was taken:

Upon a 6-1 Voice Vote (Council Member Fagan voting “no”), the City Council approved to override the Mayoral Veto of Ordinance C35668 (creating a Sustainability Action Committee).

There were no **Hearings**.

NEIGHBORHOOD REPORTS

Heather Trautman, Acting Division Director for Neighborhood and Business Services, provided introductions of accompanying staff members and provided welcoming remarks. Dave Richardson, Northeast Community Center, also provided welcoming remarks and commented on the Center’s mission to strive to improve the quality of life for the residents of Northeast Spokane, with emphasis on social, health, economic, educational, and recreational needs. In addition, he remarked on the various Northeast Community Center partner agencies and programs. Ms. Trautman then presented information and remarks about the Neighborhood Council Program. She then facilitated introductions of neighborhood representatives who reported on the successes, challenges and concerns from the Northeast Community, as follows:

- Kathryn Alexander reported on Bemiss.
- Charles Hansen reported on Whitman.
- Colleen Gardner reported on Chief Garry Park.
- Melissa Wittstruck reported on Shiloh Hills.
- Luke Tolley reported on Hillyard.
- Shannon Benn reported on Minnehaha.
- Various representatives reported on Spokane Community Oriented Policing Services.
- Lauren Schubring report on Logan.
- Mindy Muglia reported on Nevada Heights.

Ms. Trautman and Council President Stuckart provided closing remarks and provided thanks to the neighborhoods and staff.

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

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 8:56 p.m.

MINUTES OF SPOKANE CITY COUNCIL

Monday, September 24, 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, Mumm, and Stratton were present.

City Attorney Mike Ormsby, 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 October 1, 2018, Advance Agenda items.

Action to Approve October 1, 2018, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the October 1, 2018, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Mumm, seconded by Council Member Fagan, **to approve** the Advance Agenda for Monday, October 1, 2018; **carried unanimously.**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed the September 24, 2018, Current Agenda for any changes.

Interlocal Agreement with Spokane County Treasurer (Deferred from September 17, 2018, Agenda) (OPR 2018-0556)

Corin Morse, Utilities Division Customer Service Program Manager, provided an overview of the Interlocal Agreement with Spokane County Treasurer (as revised) regarding payment processing services for the Public Works Division for an annual cost of \$60,000 and a one-time start up implementation cost of \$18,000. Council Member Mumm inquired what the agreement length is – whether we renew it annually – and whether there is a per check fee. Ms. Morse noted the agreement is annual and that the estimated cost per item is 22 cents. The following action was taken:

Motion by Council Member Fagan, seconded by Council Mumm, **to accept** the revised version of OPR 2018-0556 (Consent Agenda Item No. 10—Interlocal Agreement Spokane County Treasurer); **carried unanimously.**

[Clerical note: Following the City Council meeting, it was discovered the latest revised version of the Interlocal Agreement, which includes the language for the one-time startup implementation cost of \$18,653 and the language referencing “an estimated 22 cents per payment processed,” was not filed with the City Clerk or City Council in advance of the City Council meeting due to a clerical oversight. As staff specifically reported on these changes to the City Council, the latest revised version of the Interlocal Agreement (received by City Clerk’s Office on October 1, 2018), which includes the revisions reported on by Ms. Morse, will be the version circulated for City and County signatures.]

CONSENT AGENDA

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

Value Blanket Renewals for Solid Waste Disposal Department with:

- a. Hitachi Zosen (Norcross, GA) for the purchase of Feeder and Grate Parts for the Waste to Energy Plant from November 1, 2018, through October 31, 2019—\$250,000. (OPR 2016-0816 / BID 4292-16)
- b. Eljay Oil (Spokane Valley, WA) for Lube Products and Miscellaneous Associated Items for the Waste to Energy Facility from October 1, 2018, through September 30, 2019 —\$75,000. (OPR 2014-0870 / BID 4073-14)
- c. Eljay Oil (Spokane Valley, WA) for the purchase of Ultra Low Sulfur #2 Dyed Diesel and Supporting Equipment from October 1, 2018, through September 30, 2019—\$60,000. (OPR 2014-0725 / BID 4065-14)

Low Bids of Bacon Concrete, Inc. (Spokane, WA) for:

- a. 2013 Downtown Pedestrian Improvements—\$1,460,102 (plus tax). An administrative reserve of \$146,010.20, which is 10% of the contract price plus tax, will be set aside. (Riverside Council) (OPR 2018-0584 / ENG 2013156)

- b. Cycle 6 (2016) Traffic Calming—\$697,769.10. An administrative reserve of \$69,776.91, which is 10% of the contract price, will be set aside. (Various Neighborhoods) (OPR 2018-0585 / ENG 2016068)

Contract with Collision Forensic Solutions (Papillion, NE) to provide ScanStation 3D Laser Scanner with software, training and support utilizing Edward Byrne Memorial Assistance Grant Program funding from two awards – FY 2015 and FY 2017 – for the Police Department beginning September 25, 2018 through September 24, 2021—not to exceed \$149,755. (OPR 2018-0583 / IRFP 763-18)

Permission to accept additional funds from the Department of Commerce and subgrant them to partner agencies in accordance with the City's Strategic Plan to End Homelessness—\$191,577. (OPR 2017-0412)

Contract Renewal #1 of 3 with Community Champions Corporation (Melbourne, FL) to provide a Foreclosure Property Registry Program for the City from October 1, 2018, through September 30, 2019—estimated revenue \$250,000. (OPR 2016-0705)

Contract Extension with North Country Services, formerly KB Construction, (Colville, WA) to provide monitoring services of foreclosure properties for Neighborhood Services from November 1, 2018, through October 31, 2019—\$75,000. (OPR 2016-0826)

Contract Amendment with Stewart A. Estes and the firm of Keating Bucklin & McCormack, Inc., P.S. to provide legal services and advice to the City regarding the matter of Hensz v. City of Spokane—not to exceed \$26,000. Total Contract Amount: \$75,000. (CPR 2018-0056)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through September 14, 2018, total \$12,807,722.30 (Check Nos. 552732-553024; ACH Payment Nos. 54369-54610), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$11,692,860.58.

City Council Meeting Minutes: September 10 and September 13, 2018.

Interlocal Agreement with Spokane County Treasurer regarding payment processing services for the Public Works Division. (Deferred from September 17, 2018, Agenda) (OPR 2018-0556)

Council Recess/Executive Session

The City Council adjourned at 3:55 p.m. and immediately reconvened into an Executive Session to discuss pending litigation for 15 minutes. City Attorney Mike Ormsby was present during the Executive Session. The City Council reconvened 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.

PROCLAMATION

September 28-30, 2018 *Goldstar Family Weekend*

Council Member Mumm read the proclamation. Dennis McConkey accepted the proclamation. In observance of Time of Remembrance weekend, the City honors and extends its deepest gratitude to the families of military service members who gave their last full measure of devotion to our country. Goldstar families have paid the ultimate price for our nation's freedom with the life of their loved ones. On this weekend of remembrance we pay tribute to those brave men and women in uniform who died protecting our great Nation and stand with their families who nurtured and loved them. Goldstar families have our condolences but more importantly have our respect.

APPOINTMENT

Northeast Public Development Authority Board (CPR 2018-011)

Upon Unanimous Voice Vote (in the affirmative), the City Council **approved** (and thereby confirmed) the appointment of Commissioner John Kerns to fill a vacant seat on the Northeast Public Development Authority Board, to begin immediately and serve until February 20, 2019.

CITY ADMINISTRATION REPORT**Spokane Arts Report**

Melissa Huggins highlighted the programs, initiatives, and projects that Spokane Arts is doing as part of its contract with the City of Spokane. Spokane Arts is a 501(c)3 nonprofit that is overseen by a governing board and the Spokane Arts Commission functions as an advisory board to Spokane Arts. Ms. Huggins noted the four pillars of what Spokane Arts does are the: (1) SAGA (Spokane Arts Grant Awards) grant making program, (2) arts programming (everything from operating the Chase Gallery, administering public art projects, overseeing the Poet Laurette program, etc.), (3) arts advocacy, and (4) professional development trainings and workshops for artists.

COUNCIL COMMITTEE REPORTS**Public Infrastructure, Environment, and Sustainability (PIES) Committee**

Council Member Beggs reported on the PIES Committee held earlier today (September 24). Minutes of the PIES Committee are filed with the City Clerk's Office and are available for review following approval by the PIES Committee.

OPEN FORUM

Jon Lossing remarked on the brick street on Wall which was originally created as a people space and considered mostly a failure and indicated the Central City Line is slated to go through there. He stated he would like this area reclaimed as a people space and the Community of Spokane is putting together an event "Saturday Schmatterday" and invited citizens to come down to the event which will be held the weekend before Halloween.

Henry Valder remarked on coercion, his (housing) voucher, and homeownership.

Grace Weers stated she has been "hearing a lot of aching and pain in our Medicare" and remarked on cancer. She also remarked on the House of Charity, homelessness, and made other various remarks.

Alan McDowell spoke regarding public access, facing jail time for attempting to gain access, and provided various other remarks.

James Bickel remarked on an incident where a woman was struck by a person riding a skateboard and suffered a massive brain injury. He stated that we are three weeks into a two-month trial with Lime, a bike and scooter rental service and he has yet to see one Lime scooter or bike rider wearing a helmet and expressed concerns regarding safety.

Council President Stuckart noted that Council Members Burke and Beggs are on the Committee that is taking a look at this pilot and seeing what needs to be adjusted moving forward and is sure his comments will be taken into consideration.

Tia Erwin shared her personal experience with homelessness due to substance abuse and mental health issues. She spoke regarding the help and resources she received and noted she ended up in a women's program at the Union Gospel Mission. She stated almost five years later she is here, in recovery, and employed. She further noted that along with her big brother she helped open a recovery program here in Spokane and they have helped hundreds of people over the past four years. She thanked the City of Spokane and all its public servants for giving her the chance at a better life and stated she is proud to be a part of this community.

Dave Bilsland remarked on the Fire Department going to People's Park and stated they scared homeless people who thought they had to move. He stated Fire Department and Police Department need to be informed by the Mayor about the changes from a year ago to the transient shelter ordinance which says if the shelters are full you can go to the parks.

Hank Chiappetta stated he has been on Wall Street setting up art and stated people love the idea of Wall Street becoming a marketplace like Pike Place and encouraged making Spokane a place to come to for art.

George Orr stated he found out from the parking tickets he's received that he can't park on the street in front of his house. He stated he lives in Peaceful Valley and since Bloomsday Cedar Street has been torn up. He asked the Council to call off the "dogs." Council Member Kinnear noted she will contact Parking Enforcement regarding the matter.

Gary Jewell noted he lives next to George Orr on Cedar and remarked on street and sidewalk maintenance. He also remarked on Boise lights and stated he noticed their lights are impeccably timed and questioned whether Spokane's could be improved. He further remarked on the Monaghan statute and suggested it should be gotten rid of.

Doug Engle spoke regarding some of the benefits of intentional communities.

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES**Special Budget Ordinance C35679**

Subsequent to a brief overview of Special Budget Ordinance C35679 by Council President Stuckart and 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 C35679** 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:

General Fund - City Clerk's Office
FROM: Reserve for Budget Adjustment, \$3,052;
TO: Various Accounts, same amount.

(This action implements classification and pay adjustments in accordance with approved union agreements and City policies.)

EMERGENCY ORDINANCE

For Council action on Emergency Ordinance C35678, see section of minutes under "Hearings."

RESOLUTIONS**Resolution 2018-0081**

Subsequent to a brief overview of Resolution 2018-0081 by Council President Stuckart and an opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2018-0081** declaring an emergency and authorizing the Fire Department to contract with Fleet Painting, Inc. (Spokane, WA) in lieu of public bidding for repairing Fire Engine #16—not to exceed \$30,000; which brings the total paid to Fleet Painting in the past twelve months to over \$50,000.

Resolution 2018-0082 (CR: OPR 2016-0794)

Subsequent to a brief overview of Resolution 2018-0081 by Council President Stuckart and an opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2018-0082** declaring AssetWorks, provider of government fleet management software solutions for Fleet Services, as a sole source for the maintenance of the City's M5, Crystal Reporting and Fuel Focus Software and authorizing a maintenance contract extension—annual cost of \$79,258.11 including tax, without public bidding.

FINAL READING ORDINANCES**Final Reading Ordinance C35677**

Subsequent to a brief overview of Final Reading Ordinance C35677 by Council President Stuckart and 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 Final Reading Ordinance C35677** relating to business license; amending SMC sections 08.01.020, 08.01.190 and 08.02.0206; and adopting a new section 08.01.195 to Chapter 08.01 of the Spokane Municipal Code.

Final Reading Ordinance C35634 (Deferred from August 13, 2018, Agenda) (First Reading held on June 4, 2018)

Council Member Stratton presented a substitute version of Ordinance C35634 to replace the version in the City Council's packet. Updated copies of Ordinance C35634 were circulated to Council. Council Member Stratton briefed the Council on the revisions to the ordinance. The following action was taken:

Motion by Council Member Stratton, seconded by Council Member Fagan, **to accept** the new version (of the ordinance); **carried unanimously**.

Council Member Stratton provided an overview of the ordinance and Council discussion was held. Council Member Burke presented a motion to defer this (Ordinance C35634) for a week so that the City Council can have a more in-depth conversation about it. The motion died for lack of a second. Additional Council discussion was held and the following actions were taken:

Motion by Council Member Mumm, seconded by Council Member Kinnear, that under Section 03.07.350(E), page 3 (of the ordinance), to (1) strike the word “shall” and replace with “should” and so it would read “No city employee’s base salary should exceed four (4) times the median...;” (2) insert “family” (so it reads “...family income of Spokane County...;”); and (3) add another sentence after the word “Management” that says “Any exceptions shall be approved by the City Council.” **Motion carried unanimously.**

[Section 03.07.350(E), as amended, reads: “No City employee’s base salary should exceed four (4) times the median family income of Spokane County as published annually by the Washington State Office of Financial Management. Any exceptions shall be approved by the City Council.”]

Motion by Council Member Kinnear, seconded by Council Member Beggs, to remove “and advertised or posted” [under Section 03.07.350(A)]. **Motion carried unanimously.**

[Section 03.07.350(A), as amended, reads: “All vacant positions shall be budgeted at the lowest step in the salary grade based on the range listed in the job description...”]

Motion by Council Member Beggs, seconded by Council Member Kinnear, **to add** the language “except with prior approval of the City Council” [under Section 03.07.360(C)]. **Motion carried unanimously.**

[Section 03.07.360(C) as amended, reads: “In no event shall any employee be assigned for out-of-grade duties for longer than one hundred eighty (180) days except with prior approval of the City Council.”]

Public testimony was received and Council commentary held on Ordinance C35634 (as amended), after which the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C356345 (as amended)** relating to budgetary policy for salaries; amending section 03.07.230 and enacting new Sections 03.07.005, 03.07.340, 03.07.350, and 03.07.360 of the Spokane Municipal Code.

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

HEARINGS

Hearing on Vacation of Various Right-of-Ways as Part of North Spokane Corridor Project

The City Council held a hearing on vacation of various right-of-ways between Wellesley Avenue, Grace Avenue, Market Street, and Thor Street, as requested by Washington State Department of Transportation as part of their North Spokane Corridor Project. Subsequent to a presentation by staff, public testimony, and Council inquiry and discussion, along with commentary and input by Washington State Department of Transportation staff, the following action was taken:

Upon 6-1 Roll Call Vote (Council Member Burke voting “no”), the City Council (1) **approved the vacation** of various right-of-ways between Wellesley Avenue, Grace Avenue, Market Street, and Thor Street, as requested by Washington State Department of Transportation as part of their North Spokane Corridor Project and (2) **passed Emergency Ordinance C35678** vacating various right-of-ways in the City of Spokane to facilitate construction of the North Spokane Corridor; and declaring an emergency.

SECOND OPEN FORUM

Ian Robertson remarked on affordable housing and working out a meaningful public-private-partnership as we think of community development and economic development and moving forward together.

Wakan Burrows expressed concerns regarding the timing of street lights.

Jennifer Bates remarked on the transformation and how wonderful North Monroe looks. She stated she looks forward to the next phase of the project there and on East Sprague.

Scott Bowmer spoke regarding homelessness, low income housing, and he remarked on the House of Charity and the need for beds.

Cherrie Barnett spoke regarding homelessness and stated it has to be taken care of and provided other remarks.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 8:00 p.m.

Minutes prepared and submitted for publication in the October 3, 2018, issue of the *Official Gazette*.

STANDING COMMITTEE MINUTES City of Spokane Sustainable Resources Committee 8/20/2018 - FINAL

Attendance

Council President Ben Stuckart, Council Member Candace Mumm, Council Member Lori Kinnear, Council Member Mike Fagan, Council Member Breean Beggs, Council Member Karen Stratton, Council Member Kate Burke, David Payne, Crystal Marchand, Gavin Cooley, Michelle Hughes, Eldon Brown, Jeff Humphrey, Crystal Rodgers, Chris Cavanaugh, Matt Lowmaster, Jennifer Isaacson, Joan Hamilton, Kandace Watkins, Tami Palmquist, Curtis Harris, Laurie Farnsworth, Brian McClatchey, Mike Ormsby, Amber Richards, Jake Hensley, Kevin Schmitt, Eric Finch, Brandon Blankenagel, Mike Piccolo, Adam McDaniel, Jacob Fraley, Skyler Oberst, Dave Steele, Sally Stopher, Laura Williams

Non City Employees: Arthur Whitten – Home Builders, Tobby Hatley, Kip Hill – Spokesman-Review

Meeting started at 1:18 p.m.

Approval of Minutes:

Meeting Minutes for July 2018 were approved.

Agenda Items:

1. SIP Loan Update – Council President Stuckart

Council President Stuckart requested information regarding this item. Gavin Cooley and Michelle Hughes were able to answer any questions. Please see attached briefing papers.

2. Air BNB – Council Member Kinnear

Council Member Kinnear briefed the Committee regarding this topic. Crystal Marchand, Management & Budget Director briefed the Committee that her staff in Tax & License has reached out to Air BNB and BRBO to have the City's regulations posted on their websites regarding licensing. There is a civil infraction process that we can go through when we find out who is running an Air BNB without a business license. Does this have city-wide significance? They would like an update at the next Sustainable Resources meeting.

3. 2019 – 2024 CIP Update and Discussion – Crystal Marchand

Crystal Marchand, Director of Management & Budget, briefed the Committee regarding this item. Please see the attached presentation. Council President Stuckart would like a breakout of the Asset Management piece.

4. Fall 2018 BLEA Request – Jennifer Isaacson, Police

Jennifer Isaacson, Police, briefed the Committee regarding this item. In order to have a Fall Law Enforcement Academy, they require a grant to fund. Please see attached briefing paper.

5. Employee Lunch Room Micro Fresh Market – Chris Cavanaugh

Chris Cavanaugh, Human Resources Director, briefed the Committee regarding this item. A survey was sent out to all City Hall Employees. 120 responded and 89% of those that responded liked the idea of a fresh market. They will be doing further surveys after more research is done. There was discussion on the layout. An RFP will be sent out to vendors for response regarding the fresh market.

6. Business Registration Ordinance Updates – Mike Piccolo

Mike Piccolo, Legal, briefed the Committee regarding this item. Please see attached ordinance. This will bring the City of Spokane in line with the State requirements regarding Business Registration.

7. West Plains Sewer Upsizing – Eldon Brown

Eldon Brown, Developer Services, briefed the Committee regarding this item. Amazon needs an extension on the West Plains for their building. The City of Spokane would pay to have the line changed from a 10" line to a 21" line. Please see attached briefing paper.

8. Public Records Performance – Laurie Farnsworth/Crystal Rodgers

Laurie Farnsworth, Deputy City Clerk and Crystal Rodgers, Deputy Director – Police Evidence & Records, briefed the Committee regarding this item. Please see attached presentation.

9. Financial Update – Gavin Cooley

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

10. IT Update – Eric Finch

Eric Finch, Chief Technology Officer, briefed the Committee regarding this item.

Consent Items:

Council Member Mumm wanted Brandon Blankenagel to speak on the Redband Park Trail – This is item is just to assign a signatory for this item and then they will advance the item on the agenda. This will tie the trail from the end of the new CSO under the bridge and down to Glover Park. We should know in October the ranking award. Please see attached briefing paper.

All other consent items were moved forward without any questions.

Strategic Plan Session**Executive Session:**

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:40 p.m.

(Attachments to minutes are on file for review in Office of City Clerk.)

STANDING COMMITTEE MINUTES
City of Spokane Urban Experience Committee
07/09/2018

Attendance

Eldon Brown, Heather Trautman, CM Mike Fagan, David Paine, Rick Romero, Mike Ormsby, Andrew Chanse, Kris Becker, Paul Kropp, Kevin Freibott, Andrew Warlock, Kelly Keenan, Dawn Kinder, Ed Lukas, Jason Sandobal, Kandace Watkins, Brian McClatchey, Andrew Rowles, Greg Francis, CM Breean Beggs, CM Lori Kinnear, CM Kate Burke, Jake Fraley, Adam McDaniel, Anna Everano, CM Candace Mumm, Leroy Eadie, Skyler Oberst, CP Ben Stuckart, CM Karen Stratton

Non-City Employees:

Mike Lassiter-STA, Tabby Hatley, Laura Macaloon, Kip Hill- Spokesman

The meeting started at 1:16 p.m.

Approval of Minutes:

The meeting minutes for June were approved.

Agenda Items:

1. Social Capital–Presented by Spokane Regional Health District

Presentation made to committee by SRHD

2. Economic Update-Dawn Kinder

Dawn Kinder, Director of NBS Division, briefed the committee regarding this item. Please see attached presentation.

Consent Items:

All consent items were approved and moved forward.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:01 p.m.

STANDING COMMITTEE MINUTES
City of Spokane Urban Experience Committee
8/13/2018

Attendance

Gavin Cooley, Rick Romero, Gary Kaesemeyer, Ron Howerton, Clark Harris, Kevin Freibott, Heather Trautman, April Gunderson, Ali Brast, Anna Everano, Andrew Warlock, Chris Green, Greg Francis, Paul Krupp, Ed Lukas, Lori Kinnear, Elise Kuterbach, CM Kate Burke, CP Ben Stuckart, Adam McDaniel, CM Breenan Beggs, CM Candace Mumm, Jake Fraley, Kelly Keenan, Stratton, Shauna Harshman, Nate Gwinn, Kandace Watkins, Jason Anderson, Mark Serbousek, Skyler Oberst, Mark Serbousek

Non-City Employees:

Mike Tressler- STA, Fran- Audubon Neighborhood Council Chair, Lars Gilbert- U District PDA, Jessica Kirk-GSI, Dave, Andrew-plan commission board

The meeting started at 1:16p.m.

Approval of Minutes:

The meeting minutes for July were approved.

Agenda Items:

1. U District Strategic Master Plan- Andrew Worlock

Lars presented on target areas, timeline, and community engagement. Discussion followed.

2. Post St Bridge Project Update- Mark

Project update and discussion.

3. Building Heights and Massing in the DTC- Kevin Freibott

Plan commission update, proposed amendment, discussion followed.

4. Downtown Central- Kevin Freibott

Downtown plan update and discussion.

5. Economic Update-Gavin Cooley

Briefed the committee regarding this item. Power BI invite available.

Consent Items:

All consent items were approved and moved forward.

Executive Session:

There was no Executive Session at this meeting.

Adjournment

The meeting was adjourned at 2:26 p.m.

General Notices

NOTICE

APPLICATION PERIOD OPEN FOR 2018-2019 PROPOSED ANNUAL COMPREHENSIVE PLAN AMENDMENTS

The City of Spokane will be accepting applications to amend the text or maps in the Comprehensive Plan until **October 31, 2018** per SMC 17G.020. All complete applications received will be reviewed by a city council subcommittee and those placed on the Annual Comprehensive Plan Amendment Work Program for the City of Spokane will begin full review in early 2019. Anyone may make a proposal to amend the City's Comprehensive Plan.

The City of Spokane's Comprehensive Plan addresses many facets of city life, including land use, transportation, capital facilities, housing, economic development, natural environment and parks, neighborhoods, social health, urban design, historic preservation, and leadership. The City of Spokane is committed to conducting an annual process to consider amendments to the comprehensive plan. The Growth Management Act specifies that amendments to a comprehensive plan cannot be made more frequently than once per year. The purpose for this is two-fold: it gives the plan stability over time, avoiding spontaneous changes in response to development pressures, and it groups all proposed amendments in a common process for consideration, providing the opportunity to examine their collective effects on the plan.

Following review by a City Council subcommittee, who sets the Annual Comprehensive Plan Amendment Work Program, Plan Commission consideration of each amendment proposal on the Work Program will be conducted at public workshops held during the public comment period, typically in the summer. Applicants will be afforded the opportunity to address the Plan Commission during the workshop regarding their application. The City Council considers the amendment proposals, staff report, and Plan Commission's amendment recommendations within the context of its budget discussions, and acts on the amendment proposals prior to or at the same time as it adopts the City budget, usually late fall.

If you have any questions regarding the Comprehensive Plan Amendment process or would like to schedule a pre-application meeting, please contact Tirrell Black at (509) 625-6300 or tblack@spokanecity.org.

Publish: September 12, 19 & 26, 2018 and October 3, 10, 17 & 24, 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. C35634

An ordinance relating to budgetary policy for salaries; amending section 03.07.230 and enacting new sections 03.07.005, 03.07.340, 03.07.350, and 03.07.360 of the Spokane Municipal Code.

WHEREAS, as a first-class charter city, the manner and method of the exercise of the City's powers, under RCW 35.22.020, is determined by reference to the City Charter in addition to the requirements contained in state law; and

WHEREAS, Section 19 of the City Charter provides that the City's annual budget is adopted by ordinance; and

WHEREAS, Section 26 of the City Charter provides that "city officers, assistants, and employees shall receive such salary or compensation as the city council shall fix by ordinance ..."; and

WHEREAS, state law (RCW 35.33.107) specifically provides that "the legislative body of any city or town may, by ordinance, change the wages, hours, and conditions of employment of any or all of its appointive employees if sufficient funds are available for appropriation to such purposes"; and

WHEREAS, the City Council has identified several salary and compensation practices which must be addressed in a comprehensive fashion by ordinance.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That there is enacted a new section 03.07.005 of the Spokane Municipal Code to read as follows:

Section 03.07.005 Definitions

- A. "Exempt-Confidential" means job positions that are at-will, are not classified within the Civil Service system and are not eligible to be represented by a bargaining unit.
- B. "Letter of Appointment" means correspondence from the City to a successful job applicant stating the fact of hire and the essential attributes of the job position, such as rate of pay, benefit package, start date, and other relevant administrative details.
- C. "Managerial & Professional Association – Exempt A" (M&P-A) means that bargaining unit representing employees in job positions listed in the collective bargaining agreement between the City and the Managerial & Professional Association – Exempt A bargaining unit and all successor agreements.
- D. "Managerial & Professional Association – Exempt B" (M&P-B) means that bargaining unit representing employees in job positions listed in the collective bargaining agreement between the City and the Managerial and Professional Association – Exempt B bargaining unit and all successor agreements.
- E. "Out-of-Grade" means a situation in which an employee is temporarily performing duties beyond those required for his or her step in the salary scale and receives correspondingly higher compensation during that period.
- F. "Personal Service Contract" means an agreement meeting all the legal requirements for a contract between the City and a City employee and which establishes the terms, duration, pay, severance, and other essential terms of employment.

Section 2. That section 03.07.230 of the Spokane Municipal Code is amended to read as follows:

Section 03.07.230 ~~((Nonrepresented))~~Exempt Confidential and M & P-A Employee Personal Service Contracts

All ~~((new, amended or renegotiated personal service contracts or))~~ letters of appointment for ~~((nonrepresented))~~ exempt-confidential and M&P-A employees shall ~~((either))~~ be subject to final approval by the ~~((city council))~~ City Council ~~((or negotiated within the parameters set forth by the city council))~~ by ~~((ordinance or within existing personnel procedures adopted by the city council))~~ resolution. All new, amended, or renegotiated ~~((personal service contracts or))~~ letters of appointment for ~~((nonrepresented))~~ exempt-confidential and M&P-A employees shall contain as a condition of employment that the ~~((nonrepresented))~~ exempt-confidential and M&P-A employee shall be subject to the Code of Ethics, chapter ~~((1.04))~~ 01.04A, SMC.

Section 3. That there is enacted a new section 03.07.340 of the Spokane Municipal Code to read as follows:

Section 03.07.340 Budget Approval Prior to City Employment Advertisement

- A. All City employment opportunities shall be approved as a detailed line item in the annual budget or by a special budget ordinance prior to being advertised for applicants.
- B. This section shall not apply to City of Spokane temporary or seasonal employment opportunities.

Section 4. That there is enacted a new section 03.07.350 of the Spokane Municipal Code to read as follows:

Section 03.07.350 Salary Grades and Steps

- A. All vacant positions shall be budgeted at the lowest step in the salary grade based on the range listed in the job description created by Human Resources or Civil Service. To assist in the recruitment of a talented and experienced workforce, the Human Resources Department may negotiate with qualified job applicants concerning the salary grades and steps at which the applicant will be hired above the lowest step in the salary grade.
- B. Prior to filling a vacant position at a higher step than the lowest step in the salary range the Human Resources Department shall provide a memorandum to the City Council stating the reason(s) for filling that position at a higher step in the salary range.
- C. Step increases/promotions for employees shall be defined by the Accounting Department policies and procedures, such as Policy # 0620-15-039 (Wage & Position Changes), as amended or superseded from time to time.
- D. The Human Resources Department will provide to the City Council a quarterly report providing:
 - 1. the context for each new hire placed in a step higher than the lowest step in the salary range,
 - 2. the current number of project employees, and
 - 3. the current number of employees receiving out-of-grade pay.
- E. No City employee's base salary should exceed four (4) times the median family income of Spokane County as published annually by the Washington State Office of Financial Management. Any exceptions shall be approved by the City Council.

Section 5. That there is enacted a new section 03.07.360 of the Spokane Municipal Code to read as follows:

Section 03.07.360 Out-of-Grade Assignments

- A. When an employee is called upon to fill a temporary vacancy in a higher job grade or classification and that employee performs the full range of duties of that higher level position, the employee shall be paid the appropriate step of the salary range of the higher level position.
- B. Department heads shall not be eligible for out-of-grade assignment or pay unless:
 - 1. filling a temporary vacancy in the position of City Administrator, or
 - 2. serving as acting or interim division director.

- C. In no event shall any employee be assigned for out-of-grade duties for longer than one hundred eighty (180) days except with prior approval of the City Council.

Section 6. That there is enacted a new section 03.07.370 of the Spokane Municipal Code to read as follows:

Section 03.07.370 Vacant Positions

- A. All funds allocated to an exempt-confidential or M&P-A vacant position adopted in the annual budget or by special budget ordinance shall expire if the recruitment process for that vacant position has not begun within one hundred eighty (180) days of the occurrence of the vacancy.
- B. The funds allocated to vacant exempt-confidential or M&P-A positions for which the recruitment process has not begun within one hundred eighty (180) days of the occurrence of the vacancy shall be transferred to that department's reserves.
- C. Funding for expired vacant exempt-confidential or M&P-A positions may be restored by special budget ordinance adopted by the City Council pursuant to Section 19 of the City Charter.
- D. For purposes of this section, the recruitment process will be deemed to have begun on:
1. the date the job is posted, or
 2. the effective date of a contract for outside recruitment or search services, whichever occurs first.

Passed by City Council September 24, 2018

Delivered to Mayor September 28, 2018

ORDINANCE NO. C35677

An ordinance relating to business license; amending SMC sections 08.01.020, 08.01.190 and 08.02.0206; and adopting a new section 08.01.195 to chapter 08.01 of the Spokane Municipal Code.

WHEREAS, during the 2017 legislative session, the Washington State legislature adopted EHB 2005 relating in part to municipal business licenses; and

WHEREAS, EHB 2005 provided in part that cities are required to adopt as part of their local business license provisions of a model business license ordinance prepared by a task force established pursuant to EHB 2005; and

WHEREAS, the model business license ordinance was finalized and made available to cities in July of 2018; and

WHEREAS, the required provisions of the model ordinance that the City will be codifying in the Spokane Municipal Code in order to be in compliance with EHB 2005 include an mandatory definition of "engaging in business" and a minimum threshold exemption to establish when out-of-town or transient businesses are required to be licensed; and

WHEREAS, the City has until October 17, 2018 to update its local business license regulations; -- Now, Therefore;

The City of Spokane does ordain:

Section 1. That SMC 08.01.020 is amended to read as follows:

08.01.020 Definitions

Words are to be given their usual meaning except the following terms and their derivations have the meaning given when used in this chapter. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular, and words in the singular include the plural. The word "shall" is always mandatory and not merely directory.

- A. "Business" includes all activities, occupations, trades, pursuits, professions, and matters located or engaged in within the city with the object of gain, benefit, or advantage to the registrant or to another person or class, directly or indirectly.
- B. "Certified B Corporation" means any for-profit company certified by the non-profit B Lab to meet rigorous standards of social and environmental performance, accountability, and transparency.

- C. "Engaging in business" means commencing, conducting, or continuing in business, (~~including delivery of goods and services,~~) and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
- D. "Gross income" means the total income to the registering entity from engaging in business within the city without any deductions for taxes, bad debt, or other deductions. It is not computed separately for each individual partner, principal, employee, or other constituent part of the registrant.
- E. "Itinerant Vendor", as used in this section is defined in SMC 10.40.010.
- F. "Nonprofit Corporation" or "Nonprofit Organization" means a corporation, organization or limited liability corporation:
1. Formed and organized under chapter 24.03 RCW, and
 2. In accordance with Internal Revenue Code sections 501(c)(3) or 501(c)(4), and as hereafter amended.
 3. Where the term nonprofit organization is used, it is meant to include a nonprofit corporation or nonprofit limited liability corporation.
- G. "Personnel" means any person employed by or working for any business located within the city, and/or persons who perform any part of their duties within the city. This includes officer, owner, agent or other staff function.
1. All officers, agents, dealers, LLC members, etc., of a corporation or business trust, and all partners of a partnership are counted as personnel within this definition.
 2. A sole proprietor, owner and spouse are not counted as personnel.
 3. Each part-time or each temporary person must be counted as one personnel.
 4. Volunteers are not counted as personnel in determining the business registration fee.
- H. "Registrant" includes any person who:
1. Engages in business,
 2. Is required to have a business license and/or registration,
 3. Is liable for any license fee, registration fee, or tax, or
 4. Performs any act for which a license fee, registration fee, or tax is imposed by this chapter.
- I. "Social Purpose Corporation" means a corporation that has elected to be governed as a social purpose corporation under chapter 23B.25 RCW.

Section 2. That SMC 08.01.190 is amended to read as follows:

08.01.190 Business Registration Fee Reduction

- A. **Low Gross Income.**
Registrants whose gross income does not exceed eighteen thousand dollars (\$18,000) per calendar year or prorated for a partial calendar year are entitled to a reduced business registration fee as specified in SMC 08.02.0206. The amount stated in this section shall be adjusted annually pursuant to SMC 08.02.0206(G). Any applicant for a reduced fee registration must present sufficient proof of gross income to the city of Spokane taxes and licenses division that income earned from business activities in the city is below the limit required by this section. Proof of income must be shown by a tax return filed within the previous twelve (12) months.
- B. **Nonprofit Organizations.**
Nonprofit organizations are entitled to a reduced business registration fee as specified in SMC 08.02.0206. Any applicant for a reduced fee registration must present sufficient proof of nonprofit status as granted by the state or federal government.
- C. **Social Purpose Corporations.**
Social Purpose Corporations are entitled to a reduced business registration fee as specified in SMC 08.02.0206. Any applicant for a reduced fee registration must present sufficient proof the business is registered as a Social Purpose Corporation in the state of Washington.
- D. **Certified B Corporations**
Certified B Corporations are entitled to a reduced business registration fee as specified in SMC 08.02.0206. Any applicant for a reduced fee registration must present sufficient proof the business is actively certified as a Certified B Corporation.

E. Fee-Free Business Registration

For purposes of the business registration under chapter 08.01 SMC, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 (or higher

threshold as determined by city) and who does not maintain a place of business within the city, shall submit a business license registration to the Director or designee, which shall be issued with no fee to the business. The fee-free business registration does not apply to regulatory license requirements or activities that require a specialized permit.

Section 3. That there is adopted a new section 08.01.195 to chapter 08.01 of the Spokane Municipal Code to read as follows:

08.01.195 Engaging in Business Criteria

- A. This section sets forth examples of activities that constitute engaging in business in the City, and establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in de minimus business activities in the City without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in SMC 08.01.020. If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts and circumstances and applicable law.
- B. Without being all inclusive, any one of the following activities conducted within the City by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf constitutes engaging in business and requires a person to register and obtain a business license.
1. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal property, intangible personal property, or real property permanently or temporarily located in the City.
 2. Owning, renting, leasing, using, or maintaining, an office, place of business, or other establishment in the City.
 3. Soliciting sales.
 4. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
 5. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
 6. Installing, constructing, or supervising installation or construction of, real or tangible personal property.
 7. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
 8. Collecting current or delinquent accounts.
 9. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
 10. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services including the listing of homes and managing real property.
 11. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, veterinarians.
 12. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
 13. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the City, acting on its behalf, or for customers or potential customers.
 14. Investigating, resolving, or otherwise assisting in resolving customer complaints.
 15. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
 16. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.

- C. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the City but the following, it need not register and obtain a business license.
1. Meeting with suppliers of goods and services as a customer.
 2. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
 3. Attending meetings, such as board meetings, retreats, seminars, and conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of director member or attendee engaging in business such as a member of a board of directors who attends a board meeting.
 4. Renting tangible or intangible property as a customer when the property is not used in the City.
 5. Attending, but not participating in a "trade show" or "multiple vendor events". Persons participating at a trade show shall review the City's trade show or multiple vendor event ordinances.
 7. Conducting advertising through the mail.
 8. Soliciting sales by phone from a location outside the City.
- D. A seller located outside the City merely delivering goods into the City by means of common carrier is not required to register and obtain a business license, provided that it engages in no other business activities in the City. Such activities do not include those in SMC 08.01.195 B.
- E. The City expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus generating contact or subsequent contacts.

Section 4. That SMC 08.02.0206 is amended to read as follows:

08.02.0206 Business Registration

- A. A regular business registration basic fee is one hundred thirteen dollars (\$113) per twelve-month period.
- B. The basic fee for a nonresident business registration is one hundred thirteen dollars (\$113) per twelve-month period.
- C. In addition to the basic registration fee, each business must pay an additional fee for each personnel, per license year, as follows (all personnel of a business are charged the same amount corresponding to the respective category of the total number of personnel defined below):
1. Businesses with fewer than six personnel in total: Ten dollars per person.
 2. Businesses with six to ten personnel in total: Fifteen dollars per person.
 3. Businesses with more than ten personnel in total: Twenty dollars per person.
- D. Whenever there is a change of ownership, the holder of the registration must notify the Washington State business licensing service within thirty days of such event. The new owner must file an application with the Washington State business licensing service to acquire a new registration, as provided in chapter 08.01 SMC.
- E. For businesses qualifying under SMC 08.01.190(A) (low gross income businesses) for a reduced registration fee, the reduced business registration fee is one-half the basic registration fee, but all applicable personnel, inspection, or other applicable fees or charges apply in full.
- F. For businesses qualifying under SMC 08.01.190(B) (nonprofit organizations) for a reduced registration fee, the reduced business registration fee is one-half the basic registration fee. Nonprofit businesses are exempt from personnel fees.
- G. For businesses qualifying under SMC 08.01.190(C) (social purpose corporations) for a reduced registration fee, the reduced business registration fee is one-half the basic registration fee.
- H. For businesses qualifying under SMC 08.01.190(D) (Certified B Corporations) for a reduced registration fee, the reduced business registration fee is one-half the basic registration fee.

- I. Any Certified B Corporation certified by B Lab is exempt from personnel fees.
- J. Annual Fee Adjustment.
Effective January 1, 2011, and the first of January of each year thereafter, the business registration fees set forth in this section shall be adjusted by the Chief Financial Officer by an amount equal to the consumer price index adjustment of the previous July – July U.S. All City Average (CPI-U and CPI-W). The newly determined amount shall be rounded up to the nearest dollar. In addition, the adjusted fees shall be presented to the City Council for approval and a copy of the approved fees filed with the Chief Financial Officer before becoming effective. The annual fee adjustment provided for in this section shall not apply to the personnel fee stated in SMC 08.02.0206(C).
- K. For businesses qualifying under SMC 08.01.190 E, there shall be no business registration fee.

Passed by City Council September 24, 2018
Delivered to Mayor September 28, 2018

ORDINANCE C35678

An ordinance vacating various right-of-ways in the City of Spokane to facilitate construction of the North Spokane Corridor; and declaring an emergency.

WHEREAS, pursuant to Resolution 2018-0072, the City Council initiated the vacation of portions of right-of-ways more particularly described below, and a hearing has been held on the resolution before the City Council as provided by RCW 35.79; and

WHEREAS, the Washington State Department of Transportation has agreed to and is committed to closing the vacated right-of-ways to City standards during construction of the North Spokane Corridor; and

WHEREAS, it is necessary for the City to adopt this ordinance as an emergency ordinance to enable it to be effective immediately upon passage to limit disruption to the City arterial system and facilitate the construction timeline of the many projects needed to complete the North Spokane Corridor; and

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

The City of Spokane does ordain:

Section 1. That the following right-of-ways are hereby vacated. Parcel numbers not assigned.

That portion of the northwest quarter of Section 03, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Hoffman Avenue from the east right-of-way line of Market Street to the west line of the existing Burlington Northern Santa Fe Railroad (BNSF) right-of-way as defined in the Record of Survey defining the BNSF right-of-way and recorded with the Spokane County Auditor in Book 151 pages 96-98 under Auditor's File Number 6222766.

Together with:

That portion of the southwest quarter of Section 03, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Gordon Avenue from the east right-of-way line of Market Street to the west right-of-way line of Greene Street.

Together with:

That portion of the northwest quarter of Section 03, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Lacrosse Avenue from the east right-of-way line of Market Street to the west line of existing Burlington Northern Santa Fe Railroad (BNSF) railroad right-of-way as defined in the Record of Survey defining the BNSF right-of-way and recorded with the Spokane County Auditor in Book 151 pages 96-98 under Auditor's File Number 6222766.

Together with:

Portions of the northwest and southwest quarters of Section 03, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Garland Avenue from a line that is 32 feet east of and parallel to the east right-of-way of Market Street, to the west line of the existing Burlington Northern Santa Fe Railroad (BNSF) right-of-way as defined in the Record of Survey defining the BNSF right-of-way and recorded with the Spokane County Auditor in Book 151 pages 96-98 under Auditor's File Number 6222766

Together with:

That portion of the southwest quarter of Section 03, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Glass Avenue from the east right-of-way line of Market Street to the west right-of-way line of Greene Street.

Together with:

That portion of the southwest quarter of Section 03, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Garnet Avenue between a line and the center of the right-of-way of Greene Street. Said line described as a line connecting the south-east corner of Lot 7, Block 31, of Minnehaha Addition (AFN3100500) and the north-west corner of the Washington State Department of Transportation owned portion of Lot 5, Block 26 of Minnehaha Addition as recorded with the Spokane County Auditor under AFN #3100500.

Together with:

That portion of the southwest quarter of Section 03, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Bridgeport Avenue from the west line of Lot 10, Block 17, of Minnehaha Addition as recorded with the Spokane County Auditor under AFN #3100500, to the center of the right-of-way line of Greene Street.

Together with:

That portion of the southwest quarter of Section 03, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Liberty Avenue from the west line of Lot 2, Block 3, of Minnehaha Addition as recorded with the Spokane County Auditor under AFN #3100500, to the east right-of-way line of Greene Street.

Together with:

That portion of the northwest quarter of Section 10, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Fairview Avenue from the west line of Lot 12, Block 5, of Minnehaha Addition, as recorded with the Spokane County Auditor under AFN #3100500, to the west right-of-way line of Ralph Street.

Together with:

Those portions of the southwest quarter of Section 03, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

The west half of Greene Street from the north right-of-way line of Garnet Avenue to the south right-of-way line of Bridgeport Avenue, and Greene Street from the south right-of-way line of Bridgeport Avenue to the north right-of-way line of Euclid Avenue

Together with

That portion of the northwest quarter of Section 10, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Cleveland Avenue from the west right-of-way line of Greene Street to the west right-of-way line of Ralph Street:

Together with:

That portion of the northwest quarter of Section 10, Township 25 North, Range 43 East, Willamette Meridian, and more particularly described as:

Greene Street from the south right-of-way line of Euclid Avenue to the south right-of-way line of Cleveland Avenue.

Section 2. An easement is reserved and retained over and through Greene Street from the south right-of-way line of Euclid Avenue to the south right-of-way line of Cleveland Avenue, for Avista Utilities and the City of Spokane for ingress/egress and to operate, maintain, or repair existing utilities. No permanent obstructions can be placed within the easement without permission from the City Engineer.

Section 3. An easement is reserved and retained over and through Greene Street from the south right-of-way line of Bridgeport Avenue to the north right-of-way line of Euclid Avenue, for Avista Utilities to protect existing utilities.

Section 4. An easement is reserved and retained over and through Lacrosse Avenue from the east right-of-way line of Market Street to the west line of existing Burlington Northern Santa Fe Railroad (BNSF) railroad right-of-way as defined in the Record of Survey defining the BNSF right-of-way and recorded with the Spokane County Auditor in Book 151 pages 96-98 under Auditor's File Number 6222766 for the City of Spokane for ingress/egress and to operate, maintain, or repair existing utilities. No permanent obstructions can be placed within the easement without permission from the City Engineer.

Section 5. An easement is reserved and retained over and through Bridgeport Avenue from the west line of Lot 10, Block 17, of Minnehaha Addition as recorded with the Spokane County Auditor under AFN #3100500, to the center of the right-of-way line of Greene Street for the City of Spokane and Avista Utilities for ingress/egress and to operate, maintain, or repair existing utilities. No permanent obstructions can be placed within the easement without permission from the City Engineer.

Section 6. An easement is reserved and retained over and through Liberty Avenue from the west line of Lot 2, Block 3, of Minnehaha Addition as recorded with the Spokane County Auditor under AFN #3100500, to the west right-of-way line of Greene Street for the City of Spokane for ingress/egress and to operate, maintain, or repair existing utilities. No permanent obstructions can be placed within the easement without permission from the City Engineer.

Section 7. An easement is reserved and retained over and through Fairview Avenue from the west line of Lot 10, Block 5, of Minnehaha Addition, as recorded with the Spokane County Auditor under AFN #3100500, to the west right-of-way line of Ralph Street for the City of Spokane for ingress/egress and to operate, maintain, or repair existing utilities. No permanent obstructions can be placed within the easement without permission from the City Engineer.

Section 8. An easement is reserved and retained over and through Cleveland Avenue from the west right-of-way line of Greene Street to the west right-of-way line of Ralph Street for the City of Spokane for ingress/egress and to operate, maintain, or repair existing utilities. No permanent obstructions can be placed within the easement without permission from the City Engineer.

Section 9. Emergency Ordinance. The City Council finds that this ordinance, passed by a majority plus one of the whole membership of the City Council as an emergency ordinance is necessary for the public health, safety and welfare and for the immediate support of City government and its existing public institutions, and shall be effective immediately upon its passage.

Passed by City Council September 24, 2018
Delivered to Mayor September 28, 2018

ORDINANCE C35679

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:	0260-32100 14230-59951	General Fund – City Clerk's Office Reserve for Budget Adjustment	\$3,052
TO:	0260-32100 14230-08070	General Fund – City Clerk's Office City Clerk (from Grade 48 to 51 M&P-A)	\$1,960

0260-32100
14230-08050

General Fund – City Clerk's Office
Deputy City Clerk
(from Grade 40 to 42 M&P-A)

\$1,092

\$3,052

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 implement classification and pay adjustments in accordance with approved union agreements and City policies, 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 September 24, 2018
Delivered to Mayor September 28, 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.

CUSTOMER SERVICE ASSISTANT SPN 099 **OPEN ENTRY**

DATE OPEN: Monday, October 1, 2018

DATE CLOSED: Sunday, October 14, 2018 at 11:59 p.m.

SALARY: \$32,698.08 annual salary, payable bi-weekly, to a maximum of \$50,571.36

DESCRIPTION:

Perform various routine, repetitive tasks relating to record keeping, transaction processing, and customer service work over the telephone or via written correspondence

DUTIES:

- Interacts with the public to provide a full range of customer service related support activities, which includes providing information, handling or obtaining details of complaints, and receiving payments for various City services.
- Receives and responds to a high volume of telephone inquiries and web/chat requests, representing the City to public over the telephone and through written correspondence in a professional and effective manner.
- Resolves service or billing complaints by providing detailed information regarding policies and regulations, refunding money or adjusting bills when appropriate, or referring unresolved customer grievances to the appropriate department for further investigation.
- Registers participants for parks and recreation activities and provides information on scheduled classes or events; calculates and quotes rates for tours, activities, or other products and services.
- Performs various clerical and office support tasks to include typing, proofreading, filing, record keeping, mailing, sorting and retrieving documents.
- Operates a variety of office equipment to correspond with customers, and transmits information and documents using a desktop computer, facsimile machine, or postal mail.
- Utilizes various computer software applications to perform record-keeping activities including, but not limited to, the following:
 - o determine the status of accounts,
 - o enter monetary transactions and issue receipts,
 - o create or make adjustments to service requests,
 - o document details of customer interactions, including any actions taken, and
 - o retrieve, research, and review information related to customer comments, inquiries or complaints.
- May assist with in-person customer inquiries or payments for services at the public counter, depending on the department to which assigned.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

*Minimum qualifications must be met at time of application.

Open Entry

- **Education:** High school diploma or equivalent
- **Experience:** Six months of customer service experience in a call center or other environment where a significant portion of the work included using a computer to enter and retrieve data.

NOTE: Your application must clearly indicate how you meet the minimum qualifications for the position. Resumes will not be accepted in lieu of completing the "Work Experience" section of the online application.

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, weighted at 100%.

WRITTEN TEST DETAILS:

Written tests will be conducted in the Civil Service Test Room (4th Floor, City Hall) the week of **October 21, 2018**. The approximate duration of the test is 2 hours. Additional test sessions may be made available depending on the number of applicants.

Written test self-scheduling: Accepted applicants will be notified to schedule their test session online. Test sessions are filled on a first-come, first-served basis.

The written test may include such subjects as: Customer Service; Interpersonal Relations; Basic Computer Literacy; Office Practices; Business Math; Proofreading & Accuracy; and Grammar, Punctuation, and Spelling.

Please see the **Test Information Guide** for further details on our written testing process.

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.

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 27th day of September 2018.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

STATIONARY ENGINEER SPN 604
PROMOTIONAL

DATE OPEN: Monday, October 1, 2018

DATE CLOSED: Sunday, October 14, 2018 at 11:59 p.m.

SALARY: \$46,332.72 annual salary, payable bi-weekly, to a maximum of \$76,274.64

DESCRIPTION:

Performs lead and skilled work in the operation and maintenance of high pressure stationary steam and refrigeration equipment.

DUTIES:

- Plans, assigns and supervises the operating and maintenance schedules for high pressure boilers, refrigeration systems, compressors, air conditioning, odor control, biofilters, methane systems and auxiliary equipment.
- Performs more difficult or dangerous work such as locating and repairing pressure or methane gas leaks.

- Makes periodic inspections of machinery and equipment, diagnoses trouble, directs or effects repair, checks work performed. Supervises overhaul of boilers, refrigerants, compressors, cooling tower, pumps and motors.
- Maintains facility in good condition which includes various building repairs and pump station HVAC.
- Instructs employees in occupational hazards and safety precautions; trains new employees in duties.
- Purchases supplies as needed.
- Analyzes records on energy consumption. Suggests equipment usages or changes that may reduce energy consumption. Performs regulated combustion analysis and monitoring on boilers.
- Advises department head on contract service engineering work; schedules and supervises contract services for engineering maintenance.
- Analyzes water chemistry for boilers, cooling towers, condensate and closed loop system.
- Performs research for development ideas related to facility operations and safety improvement.

MINIMUM QUALIFICATIONS:

Promotional Requirements: Current classified employees who meet the open entry requirements (below) may apply on a promotional basis.

Open Entry Requirements: (Required at the time of application)

Work Experience: Completion of two years of experience in the operation and maintenance of large high pressure heating plants with some experience or training on refrigerating plants or HVAC equipment.

Education Substitution: Course work at an accredited college in air conditioning, refrigeration, and heating, or related field may be substituted on a year-for-year basis for up to one year of the required experience (45 quarter or 30 semester credit hours equals one year of education)

Certifications and Licenses:

- Valid first or second class boiler operator's license as issued by the City of Spokane. (Incumbents will be required to obtain a first class boiler operator's license within one year of hire date.)
- Valid driver's license.

*College transcripts will need to be attached to your application if you are substituting work experience with education. Unofficial transcripts are acceptable.

** The City of Spokane offers boiler certification tests the second Tuesday of each month. If you meet the requirements to test, please schedule your test for October 9th. You will receive your certification immediately upon passing the test. You may contact Department of Building Services at 509-625-6300 or visit my.spokanecity.org for additional information.

EXAMINATION DETAILS:

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

Written test	80%
Performance examination	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.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/job> 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 27TH day of September.

MARK LINDSEY
Chair

AMBER RICHARDS
Acting Chief Examiner

**WELDER SPN 608
PROMOTIONAL**

DATE OPEN: Monday, October 1, 2018

DATE CLOSED: Sunday, October 14, 2018 at 11:59 p.m.

SALARY: \$42,407.28 annual salary, payable bi-weekly, to a maximum of \$66,231.36

DESCRIPTION:

Performs skilled, journey-level work in the cutting, welding, hard-facing, brazing, and machining of a variety of metal products; employee is subject to call at any time during an emergency breakdown of equipment or water pipes.

DUTIES:

- Consults with the supervisor, and works from oral or written instructions, rough sketches, or blueprints.
- Fabricates a variety of large diameter water pipe fittings. Cuts, welds, brazes, and fabricates a wide variety of metal parts and pieces of equipment using either oxy-acetylene or electric arc equipment, electric powered hydraulic metal shears, plasma arc, carbon arc, lathe, drill press, sheer and bend brake, calipers, micrometers, band saw, assorted with welding. Fabricates and modifies various truck bodies and frames, grill guards, refuse boxes, and other metal products. Moves or repairs truck dump bodies. Performs related heavy equipment body welding and repair work.
- Heats and straightens parts of truck frames or other equipment frames, tools, and parts of machinery.
- Cuts and welds sewer and water pipe connections in the field.
- Repairs backhoes, dozers, cranes, and other heavy construction equipment.
- Repairs and maintains tools and equipment used. May modify existing tools.
- Performs related work as required

MINIMUM QUALIFICATIONS:

Promotional Requirements (must be met at time of test)

Present permanent City employee who meet the Open requirements may apply on a promotional basis.

Open Entry Requirements

High school diploma, trade school certificate, or equivalent. Satisfactory completion of formal training in welding, and two years experience in both oxy-acetylene and electric arc welding.

EXAMINATION DETAILS:

You must pass the examination for this classification to be eligible for promotion by the City of Spokane. This exam will consist of a written test, performance evaluation (PAR), and a pass/fail performance test, with scoring weights assigned as follows: written test 80%, performance evaluation 20%. **The top candidates based on the written test and PAR score will be invited to take the performance test.** Those who pass the performance test will then receive their final rankings on the eligible list.

WRITTEN TEST DETAILS:

Written tests will be conducted in the Civil Service Test Room on **Thursday, October 18 at 1:00 pm**. The approximate duration of the test is 2 hours.

Upon acceptance of your application, you will receive an e-mail with a confirmation of the above test date and time. The written test may include such subjects as:

- Welding Tools, Materials, and Terminology
- General Welding Knowledge
- Safety and First Aid
- Math

PROMOTIONAL EVALUATION DETAILS:

The PAR should be administered by the employee's supervisor within the past year.

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

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

PERFORMANCE TEST DETAILS:

The performance test will be conducted as follows:

SMAW 3G (vertical) test on 3/8" carbon steel beveled plate.

You will be contacted to schedule your performance test if you are in the top ranks after the written test and PAR scores are combined. You must pass this test in order to be placed on the eligible list.

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.

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/job> 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.or 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 27th day of September 2018.

MARK LINDSEY
Chair

AMBER RICHARDS
Acting Chief Examiner

**SENIOR INSTRUMENT TECHNICIAN SPN 647
PROMOTIONAL**

DATE OPEN: Monday, October 1, 2018

DATE CLOSED: Sunday, October 14, 2018 at 11:59 p.m.

SALARY: \$46,332.72 annual salary, payable bi-weekly, to a maximum of \$76,274.64

DESCRIPTION:

Performs responsible technical and supervisory work at the senior journey level in the installation, maintenance and repair of electronic, electrical, mechanical instruments and process control computer systems in the secondary sewage treatment plant, CSO facilities, and associated pump stations.

DUTIES:

- Schedules, supervises, trains, and participates in the installation, calibration, maintenance and repair of electronic, electrical, mechanical instruments and gauges used to indicate, record and control operating conditions, such as, but not limited to, pressure, temperature, flow, volume, electrical output, and related conditions.
- Assists in estimating needs, specifying, ordering and maintaining the department's instrumentation, data processing, telemetry, communication systems, and control systems, including hardware and software. Assists the supervisor in projecting 6-year budget.
- Assists and advises contractors, engineers, and management. Provides instrumentation data used to engineer critical systems to the engineers and management. Designs and implements methods to collect raw data. Designs and implements control systems. Assists in construction management. Coordinates inter-department projects.
- Utilizes computer systems for programming and maintenance of control systems, instrumentation, department's data acquisition systems, variable frequency drives, motor operated valves, and programmable logic controllers.
- Diagnoses from charts, test equipment or by visual inspection, the cause for abnormal operation or equipment failure. Repairs or modifies electronic, electrical, mechanical instrumentation, controls, and computer systems.
- Troubleshoots and repairs instruments and control devices; repairs solid state circuits and printed circuit boards. Troubleshoots, repairs, and programs motor operated valves, AC and DC drives, and associated motors. Tests electrical wiring of panel with instruments such as ohmmeter, voltmeter, and ammeter.

- Inspects, adjusts, and repairs remote data collection and control systems, including alarm systems, automatic telephone dialers, related telephone equipment, network equipment, and wireless communications.
- Analyzes data from open channel flow monitoring equipment to detect problems; determines corrective action to be taken in the field to resolve questionable data.
- Operates an automobile or light truck among several work locations.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Completion of two years service with the City in the classification of Instrument Repair Technician or Electrician with the Wastewater Management Department. Applicants must possess a valid driver's license

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for these positions to be eligible for hire. The examination will consist of a written test and promotional evaluation, with weights assigned as follows:

- Written test 80%
- Promotional Evaluation 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 DETAILS:

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Tuesday, October 30, 2018, at 9:00 a.m.** The approximate duration of the test is 2 hours.

Written test self-scheduling: Accepted applicants will be notified to schedule their test session online. Once scheduled, the assigned test session may only be changed to accommodate department staffing needs during the test period. Additional sessions may be added depending on the number of applications accepted.

The written test may include such subjects as: Technical Knowledge and Problem Solving; Safety; and Supervision and Administration.

PROMOTIONAL EVALUATION DETAILS:

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

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

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/job> 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.or 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 27TH day of September.

MARK LINDSEY
Chair

AMBER RICHARDS
Acting Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR QUALIFICATIONS

LANDSCAPE ARCHITECT SERVICES FOR 2019-2020 PROJECTS

City of Spokane Engineering Services Department

RFQ #4491-18

Sealed Statement of Qualification Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, OCTOBER 15, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LANDSCAPE ARCHITECT SERVICES FOR 2019-2020 PROJECTS** for the City of Spokane Engineering Services Department.

The Request for Qualifications document is available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

It is the responsibility of Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Qualifications.

Statement of Qualification Proposal documents should be submitted **no later than 1:00 p.m. on Monday, October 15, 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 Statement of Qualification Proposals delivered late. **Only firm Statement of Qualification Proposals with signatures will be evaluated.**

Submit one (1) paper original, three (3) paper copies, and one (1) reproducible electronic copy (CD or thumb drive) of the Proposal to:

DELIVERY BY MAIL:

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

HAND DELIVERY:

City of Spokane – “My Spokane” Service Desk
1st Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201

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

All response packages are to be clearly marked with:

“RFQ #4491-18, LANDSCAPE ARCHITECT SERVICES FOR 2019-2020 PROJECTS, DUE: 10/15/2018”

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

Publish: September 26 & October 3, 2018

REQUEST FOR QUALIFICATIONS**LANDSCAPE ARCHITECT SERVICES FOR 2019-2020 FEDERAL AID PROJECTS****City of Spokane Engineering Services Department****RFQ #4492-18**

Sealed Statement of Qualification Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, OCTOBER 15, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **LANDSCAPE ARCHITECT SERVICES FOR 2019-2020 FEDERAL AID PROJECTS** for the City of Spokane Engineering Services Department.

The Request for Qualifications document is available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

It is the responsibility of Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Qualifications.

Statement of Qualification Proposal documents should be submitted **no later than 1:00 p.m. on Monday, October 15, 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 Statement of Qualification Proposals delivered late. **Only firm Statement of Qualification Proposals with signatures will be evaluated.**

Submit one (1) paper original, three (3) paper copies, and one (1) reproducible electronic copy (CD or thumb drive) of the Proposal to:

DELIVERY BY MAIL:

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

HAND DELIVERY:

**City of Spokane – “My Spokane” Service Desk
1st Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201**

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

All response packages are to be clearly marked with:

“RFQ #4492-18, LANDSCAPE ARCHITECT SERVICES FOR 2019-2020 FEDERAL AID PROJECTS, DUE: 10/15/2018”

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

Publish: September 26 & October 3, 2018

REQUEST FOR QUALIFICATIONS**GEOTECHNICAL ENGINEERING SERVICES FOR 2019-2020 PROJECTS****City of Spokane Engineering Services Department****RFQ #4493-18**

Sealed Statement of Qualification Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, OCTOBER 15, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **GEOTECHNICAL ENGINEERING SERVICES FOR 2019-2020 PROJECTS** for the City of Spokane Engineering Services Department.

The Request for Qualifications document is available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

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All response packages are to be clearly marked with:

“RFQ #4493-18, GEOTECHNICAL ENGINEERING SERVICES FOR 2019-2020 PROJECTS, DUE: 10/15/2018”

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

Publish: September 26 & October 3, 2018

REQUEST FOR QUALIFICATIONS

GEOTECHNICAL ENGINEERING SERVICES FOR 2019-2020 FEDERAL AID PROJECTS

City of Spokane Engineering Services Department

RFQ #4494-18

Sealed Statement of Qualification Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, OCTOBER 15, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **GEOTECHNICAL ENGINEERING SERVICES FOR 2019-2020 FEDERAL AID PROJECTS** for the City of Spokane Engineering Services Department.

The Request for Qualifications document is available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

It is the responsibility of Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Qualifications.

Statement of Qualification Proposal documents should be submitted **no later than 1:00 p.m. on Monday, October 15, 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 Statement of Qualification Proposals delivered late. **Only firm Statement of Qualification Proposals with signatures will be evaluated.**

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Spokane, Washington 99201

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

All response packages are to be clearly marked with:

“RFQ #4494-18, GEOTECHNICAL ENGINEERING SERVICES FOR 2019-2020 FEDERAL AID PROJECTS, DUE: 10/15/2018”

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

Publish: September 26 & October 3, 2018

REQUEST FOR QUALIFICATIONS**PART 12D INDEPENDENT CONSULTANT INSPECTION AND REPORT
FOR UPRIVER DAM**

City of Spokane Water & Hydroelectric Services Department

RFQ #4496-18

Sealed Statement of Qualification Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, OCTOBER 8, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **PART 12D INDEPENDENT CONSULTANT INSPECTION AND REPORT FOR UPRIVER DAM** for the City of Spokane Water & Hydroelectric Services Department.

The Request for Qualifications document is available for download on the City of Spokane Purchasing Webpage: <https://my.spokanecity.org/administrative/purchasing/current-projects/>

It is the responsibility of Proposers to check the Purchasing Webpage above for Addenda or other additional information that may be posted regarding this Request for Qualifications.

Statement of Qualification Proposal documents should be submitted **no later than 1:00 p.m. on Monday, October 8, 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 Statement of Qualification Proposals delivered late. **Only firm Statement of Qualification Proposals with signatures will be evaluated.**

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

DELIVERY BY MAIL:

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

HAND DELIVERY:

City of Spokane – “My Spokane” Service Desk
1st Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201

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

All response packages are to be clearly marked with:

“RFQ #4496-18, PART 12D INDEPENDENT CONSULTANT INSPECTION AND REPORT FOR UPRIVER DAM, DUE: 10/8/2018”

Thea Prince
City of Spokane Purchasing

Publish: September 26 & October 3, 2018

PARKWATER WELL STATION PUMP #4

Water Department

BID #4497-18

Sealed bids will be opened at 1:15 p.m., **MONDAY, OCTOBER 8, 2018** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **PARKWATER WELL STATION PUMP #4** for the Water & Hydroelectric Services Department.

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

DELIVERY BY MAIL:

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

HAND DELIVERY:

**City of Spokane – “My Spokane” Service Desk
1st Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201**

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

Envelopes containing proposals are to be marked:

“PARKWATER WELL STATION PUMP #4, BID #4497-18, DUE 1/8/18”.

Thea Prince
Purchasing Department

Publish: September 26 & October 3, 2018

UPRIVER DAM POWER HOUSE #1 KAPLAN GENERATOR DETAILED MAINTENANCE AND REPAIR

Water & Hydro Electric Services Department

BID #4498-18

Sealed bids will be opened at 1:15 p.m., **MONDAY, OCTOBER 22, 2018** in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **UPRIVER DAM POWER HOUSE #1 KAPLAN GENERATOR DETAILED MAINTENANCE AND REPAIR** for the Water & Hydro Electric Services Department.

PRE-BID CONFERENCE. A pre-bid conference will be held on Thursday, October 11, 2018 at 9:00 am at 2701 N. Waterworks St, Spokane, WA, 99212

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:

DELIVERY BY MAIL:

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

HAND DELIVERY:

City of Spokane – “My Spokane” Service Desk
1st Floor – City Hall
808 W. Spokane Falls Blvd.
Spokane, Washington 99201

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

Envelopes containing proposals are to be marked: **“UPRIVER DAM POWER HOUSE #1 KAPLAN GENERATOR DETAILED MAINTENANCE AND REPAIR, BID #4498-18, DUE 10/22/18”**.

Thea Prince
Purchasing Department

Publish: October 3 & 10, 2018