



Official Gazette

City of Spokane, Washington

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

Volume 108

NOVEMBER 21, 2018

Issue 46



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT
BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, November 12, 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 November 19, 2018, Advance Agenda items.

Action to Approve November 19, 2018, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the November 19, 2018, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Beggs, **to approve** the Advance Agenda for Monday, November 19, 2018; **carried unanimously.**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed the November 12, 2018, Current Agenda for any changes.

Special Budget Ordinances C35704, C35705, and C35706

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

Motion by Council Member Fagan, seconded by Council Member Kinnear, **to add** Special Budget Ordinances C35704, C35705, and C35706 to today's (November 12) Legislative Agenda; **carried unanimously.**

Final Reading Ordinance C35698

Motion by Council Member Fagan, seconded by Council Member Kinnear, **to substitute** Ordinance C35698 (with version sent by the Budget Director to the City Clerk's Office on November 11, 2018, and thereby replacing the previously filed version); **carried unanimously.**

CONSENT AGENDA

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

Contract extensions for the Waste to Energy Facility from January 1, 2019 through December 31, 2019, with:

- a. Knight Construction & Supply, Inc. (Deer Park, WA) for the rebuild of gearboxes—\$50,000 (incl. tax). (OPR 2015-0014 / WTEF-07)
- b. Konecranes, Inc. (Spokane Valley, WA) for quarterly crane/hoist/trolley and lifeline preventative maintenance, inspections and service—\$60,000 (incl. tax). (OPR 2015-0092 / RFP 4075-15)
- c. Online Cleaning Services (Marysville, CA) for boiler blast cleaning services—\$300,000 (incl. tax). (OPR 2015-0095 / RFP 4062-14)
- d. Zampell Refractories, Inc. (Newburyport, MA), for refractory installation and sandblasting services—\$850,000 (incl. tax). (OPR 2015-0097 / RFP 4069-14)
- e. Bay Valve Service, LLC (Longview, WA) for on-site repair services—\$130,000 (incl. tax). (OPR 2015-0098 / RFP 4091-14)
- f. Hydrotech Generator Repair Plus, Inc. (Spokane Valley, WA.) for off-site rebuilding of hydraulic and pneumatic cylinders—annual estimate \$100,000 (incl. tax). (OPR 2016-0913 / RFP 4303-16)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through November 2, 2018, total \$4,834,568.16 (Check Nos. 554682-554875; ACH Payment Nos. 56170-56320), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,280,334.20. (CPR 2108-0002)
- b. Payroll claims of previously approved obligations through November 3, 2018: \$7,032,804.80 (Payroll Check Nos. 551158-551313). (CPR 2018-0003)

City Council Meeting Minutes: October 29, 2018. (CPR 2018-0013)

Purchase Bearcat Armored Vehicle from Lenco Industries (OPR 2018-0656) (Deferred from October 29, 2018, Agenda) (Taken Separately)

Upon 5-2 Voice Vote (Council Members Beggs and Burke voting “no”), the City Council **approved** the Purchase of a Bearcat armored vehicle from Lenco Industries (Pittsfield, MA) for the Police Department's SWAT unit using Federal GSA contract #GS-07F-169DA—Estimated purchase amount \$305,000.

Council Recess/Executive Session

The City Council adjourned at 3:46 p.m. and immediately reconvened into Executive Session to discuss pending litigation for five minutes. City Attorney Mike Ormsby and Assistant City Attorney Sam Faggiano were 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, Kinnear, Mumm, and Stratton were present.

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

Opening Remarks – Veterans Day

Council President Stuckart noted that last week a proclamation was read for Veterans Day. He noted the City is observing Veterans Day today, and he recognized Council Member Fagan and City Council Policy Advisor Brian McClatchey for their service to our community.

PROCLAMATION

November 13, 2018 *International Student and Scholar Day*

Council Member Beggs read the proclamation. No individuals were present to accept the proclamation. The City of Spokane is a world class city with diverse communities that welcome people from around the globe; recognizing that people from different places and with different customs make our city and our nation great, economically, intellectually, and through their contribution to the rich multicultural nation that we strive to become. International students and

scholars in Spokane contribute to building the vibrant and unique character of Spokane working together with educators and citizens alike to share their heritages and their values. The proclamation encourages all citizens to show appreciation for our international students and scholars and share with them some of the beautiful heritage, histories, and traditions that we enjoy while we engage in understanding and learning about the rich heritages, histories, and traditions that these students bring to our city.

November 17, 2018 *Adoption Day*

Council Member Stratton read the proclamation. No individuals were present to accept the proclamation. All children deserve to be raised in safe and loving homes and the Spokane community recognizes the importance of legally free foster children becoming part of stable and nurturing families through adoption. More than 20,000 foster youth nationwide age out of foster care each year without finding permanent families. In Washington State, there are more than 8,700 children currently in foster care with more than 1,550 of them legally free and waiting to join new families. Raising awareness of the many foster children waiting to join new families and outreach to potential adopted families is a critical step in moving children more quickly out of foster care and into loving homes.

ADMINISTRATIVE REPORT

Free Rental Rights Clinic

Denise, the housing attorney at the Center for Justice, reported on the Free Rental Rights Clinic that was started in August of this year. The Free Rental Rights Clinic is a free walk-in clinic focused on housing preservation and is open to the general public and focuses on landlord tenant issues. Denise provided the various times and locations where the clinics are held.

APPOINTMENTS

Plan Commission (CPR 1981-0295)

Upon 3-4 Voice Vote (Council President Stuckart and Council Members Beggs, Kinnear, and Mumm voting “no”), the City Council **rejected** the re-appointment of Patricia Kienholz to a four-year term on the Plan Commission, from January 1, 2019, to December 31, 2022.

Upon Unanimous Roll Call Vote, the City Council **approved (and thereby confirmed)** the re-appointment of Carole Shook to a four-year term on the Plan Commission, from January 1, 2019, to December 31, 2022.

OPEN FORUM

Jerry Beaver, Business Representative with the Pacific Northwest Regional Council of Carpenters, remarked on wage theft.

Monica Tittle questioned where the warming shelters are and spoke regarding homelessness.

Joe Shogan spoke regarding a final audit pertaining to Frank Straub matters performed by his firm Gordon & Shogan Consultants.

Alfredo Llamado remarked on the no sit and no lie ordinance and homelessness issues. He stated he is starting a 24/7 protest and hunger strike outside of City Hall beginning tonight until the Council either suspends enforcement or repeals the no sit and lie ordinance.

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

Special Budget Ordinances C35704, C35705, C35706

Subsequent to an overview of Special Budget Ordinances C35704, C35705, and C35706 by Community, Housing, and Human Services Director Kelly Kennan, public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed** the following Special Budget Ordinances amending Ordinance No. C35565 passed by the City Council December 11, 2017, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2018, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2018, and providing it shall take effect immediately upon passage, and declaring an emergency and appropriating funds in:

ORD C35704 Emergency Solutions Grant PY18
FROM: Dept. of House/Urban Development, \$61,519;
TO: Contractual Services, \$61,519.

(This action allows appropriation of additional funds to support homeless outreach and encampment response programming.)

ORD C35705 General Fund
FROM: Contributions/Donations, \$11,000;
TO: Contractual Services, \$11,000.

(This action allows appropriation of additional funds to support homeless outreach and encampment response programming.)

ORD C35706 General Fund
FROM: Unappropriated Reserves, \$296,482;
TO: Other Misc. Services, \$296,482.

(This action allows appropriation of additional funds to support homeless outreach and encampment response programming.)

There were no **Emergency Ordinances**.

RESOLUTION

Resolution 2018-0093

Council President Stuckart provided an overview of Resolution 2018-0093. Public testimony was received and Council commentary held, after which the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2018-0093** granting Comcast Cable Communications Management, LLC, a franchise extension through June 30, 2019.

FINAL READING ORDINANCES

Final Reading Ordinance C35696

Council President Stuckart provided an overview of Final Reading Ordinance C35696. Public testimony was received and Council commentary held, after which the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C35696** providing for procedures for impoundment of abandoned or unauthorized vehicles and making related technical corrections; amending section 16A.61.790 of the Spokane Municipal Code.

Final Reading Ordinance C35697

Council Member Burke provided an overview of Final Reading Ordinance C35697. Council President Stuckart noted there is a new version of the Ordinance that includes (adds) the following language under Section 12.05.050.D. that reads, as follows:

The Mayor or the Mayor's Designee may activate City Hall for purposes of a warming center, cooling center, safe air center, or emergency center in compliance with activation criteria set forth in SMC 18.05.020. Any working condition impacts to City of Spokane employees from the activation of City Hall as a warming center, cooling center, safe air center, or emergency shelter may be subject to mandatory bargaining.

He requested a motion to add the language. The following action was taken:

Motion by Council Member Mumm, seconded by Council Member Kinnear, **to accept** Section D as read (by Council President Stuckart); **carried unanimously**.

Public testimony was received on Ordinance C35697, as amended, and Council commentary held. Council Member Stratton noted Local 270 has sent a letter to the Administration demanding to negotiate this decision (Ordinance C35697) and the impacts, and requested a deferral of the matter. The following action was taken:

Motion by Council Member Stratton, seconded by Council Member Stratton, **to defer** Final Reading Ordinance C35697 for one month (to December 17, 2018); **carried 5-2 (Council Member Beggs and Fagan voting "no")**.

Final Reading Ordinance C35698

Subsequent to an opportunity for public testimony and an opportunity for Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C35698** updating the annual City of Spokane property tax levy for 2019.

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

HEARINGS**Hearing on Citywide Capital Improvement Program 2019-2024 and Final Reading Ordinance C35695**

Council President Stuckart stated the Hearing on the Citywide Capital Improvement Program 2019-2024 and related Ordinance C35695 was going to be held tonight and Council Member Beggs has a change and now it's been requested to defer it for a week. Council Member Beggs presented an amendment to the Citywide Capital Improvement Program 2019-2024 and then people would have a week then to know what the amendment was. He stated the amendments do not require a funding source at this time – they're just being placed in the plan – but presumably they would come from the excess REET funds that the City has been receiving the last few years and are not spoken for at this time. The following actions were taken:

Motion by Council Member Beggs, seconded by Council Member Fagan, **to amend** Section 8 of the Six-year Capital Improvement Program (2019-2024) to provide for either the purchase or remodeling of one million dollars in emergency housing shelter and amend Section 13 of the Program, which is the Streets Department, to add one million dollars of sidewalk repairs for 2019 through 2024; **carried unanimously**.

Motion by Council Member Beggs, seconded by Council Member Burke, **to defer** for one week (to November 19, 2018) (the Hearing on Citywide Capital Improvement Program 2019-2024 and Final Reading Ordinance C35695); **carried unanimously**.

Continuation of Hearing on 2019 Proposed Budget (FIN 2018-0001) (Continued from November 5, 2018)

The City Council continued its hearing on the 2019 Proposed Budget. Public testimony was received from one individual. The following action was taken:

Motion by Council Member Mumm, seconded by Council Member Fagan, **to continue** the Budget Hearing to November 19, 2018; **carried unanimously**.

(1) Hearing on the Intention to Change Certain Assessment Rates within the Downtown Parking and Business Improvement Area, (2) Hearing on the Intention to Expand the Boundary of the Downtown Parking and Business Improvement Area and (3) Final Reading Ordinance C35694

The City Council held hearings on the above described matters. The following action was taken:

Motion by Council Member Kinnear, seconded by Council Member Fagan, **to amend** Ordinance No. C35694 by adding a Section 4 as follows:

Section 4. Effective Date

Section 1 of Ordinance No. C35694 amending SMC 4.31.020 shall become effective on January 1, 2020.

Motion carried unanimously.

Mark Richard, President and CEO of the Downtown Spokane Partnership, presented an overview of the matters and there was an opportunity for public testimony on each of the items and Council commentary held. The following actions were taken:

Motion by Council Member Fagan, seconded by Council Member Kinnear, **to close** the Hearing on the intention to change certain assessment rates within the Downtown Parking and Business Improvement Area, including changes for residential condominiums, hotel rooms and parking, and non-profit organizations; **carried unanimously**.

Motion by Council Member Fagan, seconded by Council Member Kinnear, **to close** the Hearing on the intention to expand the boundary of the Downtown Parking and Business Improvement Area to include additional property in the northwest quadrant; **carried unanimously**.

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C35694** (as amended) relating to the Downtown Parking and Business Improvement Area regarding changing certain assessment rates and modifying the boundary; amending SMC sections 4.31.020, 4.31.040 and 4.31.080.

SECOND OPEN FORUM

Cherrie Barnett remarked on Asia Bibi, a Christian in Pakistan, who was arrested for blasphemy.

Amal remarked on the importance of having a safe and unbiased place for homeless people to warm themselves, restore, and rest.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 8:10 p.m.

Hearing Notices

NOTICE OF HEARING

RESOLUTION NO. 2018-0085

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE DOWNTOWN PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2019 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C32923, as codified and amended in Chapter 4.31 SMC, the City Council intends to hold a hearing on the assessments levied upon businesses and properties within the Downtown Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above- identified Ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for businesses and properties prepared under Ordinance C32923, as codified and amended in Chapter 4.31 SMC, will be on file in the Office of the City Clerk on the 16th day of November 2018, and are open for public inspection.
2. The City Council has fixed the 17th day of December of 2018 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd., Spokane, Washington, as the time and place for hearing upon said rolls.
3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C32923, as codified and amended in Chapter 4.31 SMC. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.
4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at or prior to the date fixed for hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to Chapter 4.31 SMC.

5. Business & Developer Services is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the business and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.
 6. The City clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being fifteen days before the date fixed for public hearing.
- ADOPTED by the City Council this 22nd day of October, 2018.

Publish: November 21 and 28 and December 5 and 12, 2018

NOTICE OF HEARING

RESOLUTION NO. 2018-0086

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2019 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C35377, as codified and amended in Chapter 4.31C SMC, the City Council intends to hold a hearing on the assessments levied upon businesses and properties within the East Sprague Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above- identified Ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for businesses and properties prepared under Ordinance C35377, as codified and amended in Chapter 4.31C SMC, will be on file in the Office of the City Clerk on the 16th day of November 2018, and are open for public inspection.
2. The City Council has fixed the 17th day of December 2018 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd., Spokane, Washington, as the time and place for hearing upon said rolls.
3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C35377, as codified and amended in Chapter 4.31C SMC. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.
4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at or prior to the date fixed for hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to City Ordinance C35377, as codified and amended in Chapter 4.31C SMC.

5. Business & Developer Services is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the business and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.
6. The City clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being fifteen days before the date fixed for public hearing.

ADOPTED by the City Council this 22nd day of October, 2018.

Publish: November 21 and 28 and December 5 and 12, 2018

General Notices

**NOTICE OF CITY COUNCIL PUBLIC HEARING
PROPOSED AMENDMENT TO SPOKANE MUNICIPAL CODE
SECTION 08.02.033 OF CHAPTER 08.02 FEES AND CHARGES; CHAPTER 17F.060 ELEVATOR CODE; SECTION
17F.080.120 OF CHAPTER 17F.080 FIRE CODE; AND, TABLE 1.05.150 TO PRESCRIBE PENALTIES
(Proposed Ordinance No. C35699)**

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **November 26, 2018 at 6:00 p.m.** in the City Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington, to receive public testimony on a proposed ordinance to amend the City's Elevator and related codes. Full project details can be found at: <https://my.spokanecity.org/projects/elevator-code-update/>.

This ordinance was brought forward by staff conducting conveyance inspections within the City of Spokane. Amendments to the city's elevator and related codes include: amending section 08.02.033 of Chapter 08.02 Fees and Charges; amending chapter 17F.060 Elevator Code; amending section 17F.080.120 of Chapter 17F.080 Fire Code; and, amending table 1.05.150 to prescribe penalties.

Text amendments codify the City's authority regarding witnessed testing of conveyance systems; revise elevator permit and inspection fees; add penalties for failure to comply with inspection and decommissioning of conveyances; include text edits related to common industry terms; clarify the permitting process and requirements to meet other adopted codes; and, add specific reference to the City's adoption of the International Building Code.

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

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

*Business & Development Services
Attn: Duane Leopard
808 West Spokane Falls Boulevard
Spokane, WA 99201-3329
Phone (509) 625-6129
dleopard@spokanecity.org*

SEPA: This proposal is categorically exempt from SEPA, per 17E.050.080.

More information on the process: The City Council will be briefed on this proposal on Monday, November 12, 2018 at 3:30 p.m. There is no public testimony at the briefing. The 1st Reading of the ordinance before City Council is scheduled for Monday, November 19, 2018. Generally, no presentations are made at the 1st reading, and no public testimony is taken at the 1st reading. The 2nd reading and public hearing for the proposed amendment is scheduled for Monday, November 26, 2018, at 6:00 p.m., as indicated above. At this meeting there will be opportunity for public testimony. The public may also submit written comment to the City Council at citycouncil@spokanecity.org. The City Council reserves the right to continue this public hearing.

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

Publish: November 14 and 21, 2018

**** SPECIAL MEETING ****
SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA
Wednesday, November 28, 2018
Downtown Spokane Public Library, Room 1A
906 W Main Ave

I. Public Hearing: 3:00 P.M.

A. **Spokane Register Nomination (per SMC 17D.100.020):**

1. Warner House – 2627 S Manito Blvd

B. **Certificate of Appropriateness (per SMC 17D.100.200):**

1. Wilson Elementary – 911 W 25th Ave

C. **Special Valuation Application (per SMC 17D.100.310):**

1. Dyar-Kiesling House – 526 E 12th Ave
2. Genesee Block – 821 W Riverside Ave
3. McClintock Trunkey – 119 S Stevens St
4. Hobson Building – 1213 W Railroad Ave
5. Engelhorn/Danmor Apts – 410 W 3rd Ave
6. Masonic Temple – 1110 W Riverside Ave

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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. C35694

An ordinance relating to the Downtown Parking and Business Improvement Area regarding changing certain assessment rates and modifying the boundary; amending SMC sections 4.31.020, 4.31.040 and 4.31.080.

The City of Spokane does ordain:

Section 1. That SMC section 4.31.020 is amended to read as follows:

4.31.020 Bid Boundaries

The BID shall be within the boundaries described below and as shown on the map attached as Appendix A, which is incorporated herein by reference:

~~((Beginning at a point at the northwest corner of Spokane Falls Boulevard and Division Street; thence west along the north line of Spokane Falls Boulevard to the northwest corner of Spokane Falls Boulevard and Browne Street; thence south along the west line of Browne Street to the northwest corner of Brown Street and Sprague Avenue; thence west along the north line of Sprague Avenue to the northwest corner of Sprague Avenue and Bernard Street; thence south along the west line of Bernard Street to the northwest corner of Bernard Street and First Avenue; thence west along the north line of First Avenue to the northwest corner of First Avenue and Washington Street; thence south along the west line of Washington Street to the intersection of Washington Street and the Railroad Viaduct; thence west along the north~~

~~line of the Railroad Viaduct to the intersection of the Railroad Viaduct and the east line of Walnut Street; thence north along the east line of Walnut Street to the northeast corner of Walnut Street and Riverside Avenue; thence east along the north line of Riverside Avenue to the northwest corner of Riverside Avenue and Wright Street; thence north along the west line of Wright Street to the southwest corner of Wright Street and Main Avenue; thence east along the south line of Main Avenue to the Northeast Corner of Lot 34, Block 4, Glovers Addition; thence north along said east property line extended to the south line of the Spokane River; thence northeast along the south line of the Spokane River to Monroe Street; thence north along the east line of Monroe Street to the southeast corner of Monroe Street and Bridge Avenue; thence west across Monroe Street to the west line of Monroe Street; thence north along the west line of Monroe Street to the Southeast corner of County Assessor Parcel No. 35183.0095; thence west along the south line of said parcel to the Southwest corner of said parcel; thence north along the west property line of said parcel to the Southwest corner of County Assessor Parcel No. 35183.1302; thence east along the south line of said parcel to the southeast corner of said parcel; thence north along the east property line of said parcel to Broadway Avenue; thence east along the south line of Broadway Avenue to the southeast corner of Broadway Avenue and Post Street; thence north along the east line of Post Street to the southeast corner of Post Street and Mallon Avenue; thence east along the south line of Mallon Avenue to the southeast corner of Mallon Avenue and Howard Street; thence north along the east line of Howard Street to the southwest corner of Lot 33, Block 8, Keystone Addition; thence east along the south line of said lot to the southwest corner of Lot 27, Block 8, Keystone Addition; thence north along the west line of said lot to the south line of Cataldo Avenue; thence east along the south line of Cataldo Avenue to the northeast corner of Lot 17, Block 8, Keystone Addition; thence south along the east line of said lot to the southeast corner of said lot; thence east along the south line of Block 8, Keystone Addition to the northeast corner of County Assessor Parcel No. 35181.0032; thence south along the east line of said parcel to the southeast corner of said parcel; thence east along the south line of County Parcel No. 35181.4410 to the east line of Washington Street; thence north along the east line of Washington Street to the southeast corner of Washington Street and North River Drive; thence east along the south line of North River Drive to the southwest corner of North River Drive and Division Street; thence south along the west line of Division Street to the point of beginning.))~~

Beginning at the intersection of N Washington St and W North River Dr, thence east along W North River Dr to N Division St, thence south to the intersection of W Spokane Falls Blvd and N Division St, thence west along W Spokane Falls Blvd to N Browne St, thence south to W Sprague Ave, to N Bernard St, thence south to W 1st Ave, thence west to S Washington St, thence south to the Railroad, thence west along the railroad to S Walnut St, thence north to W Riverside Ave, thence northeast to the southwestern corner of lot 15 block 4 of the Glover's Addition, thence north to W Main Ave, thence east to a point 294 feet west of the intersection of N Monroe St and W Main Ave, thence north for a distance of 187.8 feet, thence east for a distance of 115.6 feet, thence north to the Spokane River, thence northeast to N Monroe St, thence north to a point 222.3 feet north of the intersection of N Monroe St and W Summit Parkway, thence west to the western boundary of parcel 35183.0095, thence north to the Broadway-College Alley, thence east a distance of 50.1 feet, thence north to W Broadway Ave, thence east to N Monroe St, thence north to W Mallon Ave, thence east to N Howard St, thence northwest for a distance of 85.6 feet, thence east to the southwest corner of Lot 28 Block 8 of the Keystone Addition, thence north to W Cataldo Ave, thence east for a distance of 294.5 feet, thence south to the northern boundary of parcel 35181.0032, thence east to the northeast corner of said parcel, thence south to the southeast corner of said parcel, thence north to the intersection of N Washington St and W North River Dr.

The above description will hereafter be referred to as the "business improvement district" or "BID." Businesses, as described in RCW 35.87A.020, real properties (including improvement thereon), multifamily residential, mixed-use projects, hotels, motels, government property and parking lots available to the public which are occupied for a fee located within the BID shall be subject to special assessments as authorized by RCW 35.87A.010.

Section 2. That SMC section 4.31.040 is amended to read as follows:

4.31.040 Levy of Special Assessments

- A. To finance the programs set forth in SMC 4.31.030, there shall be levied and collected an annual special assessment upon the "businesses" and "multifamily residential or mixed-use" projects, as defined in RCW 35.87A.020(3) (including real property improvements thereon) as set forth on the special assessment formula for the BID, which shall be adopted annually by ordinance and incorporated by this reference as if fully set forth herein.
- B. For purposes of levying and collecting special assessments within the BID, the BID will be divided into ~~((six))~~ four zones (the boundaries of which are set forth in Appendix A hereto and incorporated herein by this reference). Within each such zone, the City will levy and collect special assessments at different rates based on whether the entity being assessed is a tenant (and, if so, the type of tenant) or a property owner, and whether the property to which such assessment applies is a governmentally-owned park. The City will levy and collect special assessments on an annual basis within the BID.

- C. The rates at which special assessment within the BID will be imposed for calendar year ~~((2002))~~ 2019 are set forth in Appendix B hereto (which is incorporated herein by reference and which shall be annually adopted as amended as part of the ordinance approving and confirming the assessment roll). The city council finds that the benefit to the property owners, businesses and multifamily residential or mixed-used projects subject to the special assessment is a special benefit which would not otherwise accrue, but for the activities, programs and services carried out with the funds provided by the special assessments authorized pursuant to this chapter.
- D. ~~((The City anticipates that any s))~~ Subsequent increases in the amounts of the special assessments for all flat-fee assessments will be adjusted based on the increase, if any, of the Consumer Price Index ~~((CPI))~~ of the U.S. City Average for all urban consumers (CPI-U). The percentage increase in the assessment formula shall be computed as follows:
1. $[(\text{Ending CPI-U} - \text{Beginning CPI-U}) \div \text{Beginning CPI-U}] \times 100 = \text{Percentage Increase}$
- E. Any change in the assessment rate shall only be made by ordinance and as authorized in RCW 35.87A.130 through RCW 35.87A.140. No increase shall occur in the assessment rate unless recommended by the ratepayer advisory board.

Section 3. That SMC section 4.31.080 is amended to read as follows:

4.31.080 Ratepayer Advisory Board

- A. Pursuant to RCW 35.87A.110, there is hereby created a nineteen-member BID advisory board, to be known as the "Ratepayer Advisory Board." The ratepayer advisory board shall not exceed a membership of nineteen persons, who, if they are ratepayers, are in good standing either residing within the BID, owning property, or operating a "business" or "multifamily residential or mixed-use" projects in the BID. "Persons in good standing" are those ratepayers who are not more than sixty days delinquent on any BID assessment unless the ratepayer has appealed the BID assessment and is in the appeal process, in which case the ratepayer retains his or her "in good standing" status through completion of the appeal process.
- B. Board positions are designated by geography, business, and property type to ensure that the BID's interests are well represented and served. To the extent individuals are willing to serve, Ratepayer Advisory Board positions consist of:
1. ~~((one))~~ six individuals ~~((each))~~ from zones one through ~~((six))~~ four, ~~((respectively (six positions)))~~ with at least one individual from each zone;
 2. one individual from a retail business within the BID occupying more than twenty thousand square feet;
 3. one individual from a retail business located within the BID occupying less than twenty thousand square feet;
 4. the Superintendent of School District 81 or his/her designee;
 5. four individuals representing professional service businesses located within the BID, including such as legal services, accounting, and architecture;
 6. one individual from a non-profit organization which is either located within, or provides services inside, the BID;
 7. one individual from a small business located within the BID with up to twenty-five employees;
 8. one individual from a business located within the BID with more than twenty-five employees;
 9. two individuals who reside within the BID area; and
 10. one appointee from the City Council.

The program manager shall provide administrative staff to the ratepayer advisory board.

- C. Each member of the ratepayer advisory board will be elected by businesses and property owners within the BID for a term of two years from the date of election (unless such member is appointed by the ratepayer advisory board to fulfill the remaining unexpired term of a prior member).
1. A subcommittee of ratepayer advisory board members will receive nomination applications and will select a slate of candidates for open ratepayer advisory board positions to be presented at the annual meeting.
 2. New ratepayer advisory board members will be elected by a majority vote of ratepayers in good standing who attend the annual meeting.
 3. The initial ratepayer advisory board shall consist of the ratepayer advisory board for the City's previous PBIA that was created pursuant to Ordinance C32438. All subsequent Board elections shall be pursuant to the ratepayer advisory board's bylaws.
 4. The City Council hereby approves through the adoption of this chapter the revised "Bylaws of the Downtown Spokane Business Improvement District" which are attached to the ordinance codified in this section (ORD C32923 and Recodification Ordinance C33995) as Appendix C. Subsequent proposed amendments shall be brought before City Council for approval on or before November 25th of each year in which the amendments are proposed.

- D. The ratepayer advisory board shall:
1. establish and maintain a database which includes a list and classification of all ratepayers;
 2. represent the interests of ratepayers by developing projects, programs, and budgets; proposing assessments; monitoring service delivery; and planning for the future of the BID; and
 3. make determinations regarding ratepayer disputes as provided in SMC 04.31.120, including, as appropriate, the adjustment of assessment rates, methods, classification, special benefits, and all matters reasonably related thereto. For the purpose of considering ratepayer disputes, the ratepayer advisory board may act through a committee comprised of ratepayer advisory board members.
 4. make recommendations to the program manager on matters relating to the BID budget, expenditures, and programs for the purpose of monitoring the contract to administer the BID.

Section 4. Effective Date

Section 1 of Ordinance No. C35694 amending SMC 4.31.020 shall become effective on January 1, 2020.

Passed by City Council November 12, 2018
Delivered to Mayor November 19, 2018

ORDINANCE NO. C35696

An ordinance providing for procedures for impoundment of abandoned or unauthorized vehicles and making related technical corrections; amending section 16A.61.790 of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That section 16A.61.790 of the Spokane Municipal Code is amended to read as follows:

Section 16A.61.790 Vehicle Immobilization and Impoundment

A. Definitions

1. "Boot" means a device which clamps and locks on to a wheel of the vehicle and impedes movement of the vehicle.
2. "Impound" means to take and hold a vehicle in legal custody. There are two types of impounds—public and private.
3. "Public impound" means that the vehicle has been impounded at the direction of a law enforcement officer or by a public official having jurisdiction over the public property upon which the vehicle was located.
4. "Public Property" means any street, road, public highway or other publicly owned property.
5. "Scofflaw" means a vehicle which has been involved in four (4) or more parking tickets which remain unpaid more than forty-five (45) days after the issuance of the ticket.
6. "Unauthorized vehicle" means a vehicle that is subject to impoundment after being left unattended in one of the following circumstances:
 - a. Constituting an accident or a traffic hazard as defined in RCW 46.55.113;
 - b. On a highway and tagged as described in RCW 46.55.085;
 - c. In a publicly owned or controlled parking facility, properly posted under RCW 46.55.070; or
 - d. In violation of any of the restrictions subject to vehicle impoundment under Chapter 16A.61 SMC.

- B. If a vehicle is in violation of the time restrictions of RCW 46.55.010(14) as set forth in subsections (4)(a) or (4)(c) above, it may be immediately impounded by a registered tow truck operator at the direction of a law enforcement officer or other public official with jurisdiction if the vehicle is on public property. Vehicles in violation of (4)(b) above may be impounded within twenty-four (24) hours.

- C. If a vehicle is in violation of any of the restrictions subject to vehicle impoundment set forth in section (4)(d) above, it may be impounded by a registered tow truck operator at the direction of a law enforcement officer or other public official with jurisdiction if the vehicle is on public property.
- D. In addition to law enforcement officers, the Director of the Office of Neighborhood Services and Code Enforcement, or his or her designee, is a public official with jurisdiction over the public property and with authority to authorize impoundment of unauthorized vehicles on public property.
- E. The impoundment of unauthorized vehicles on public property under this section shall incorporate all procedures related to vehicle impoundment as set forth in Chapter 46.55 RCW. Chapter 46.55 RCW, as now enacted or hereinafter amended, is hereby adopted by reference as if fully set forth herein.
- F. ~~((Creation of))~~ Scofflaw List.

As frequently as practicable, parking services, working in conjunction with Spokane Municipal Court and the City's contracted collection agency, shall prepare, maintain and update a scofflaw list~~((consisting of all vehicles involved in four or such greater number of parking tickets unpaid more than forty five days after their issuance))~~.

1. Civil Penalties to Cover Administrative Costs.

There is imposed upon the owner of every vehicle on the scofflaw list a civil penalty of the amount specified in SMC 8.02.083 to cover costs of administering the scofflaw list. There is also imposed upon the owner of every vehicle on the scofflaw list that is immobilized or impounded hereunder a civil penalty of the amount specified in SMC 8.02.083 to cover the additional administrative costs of immobilization and/or impoundment.

2. Notice.

- a. The City's contracted collection agency shall give notice by first class mail to the last known registered owner of the vehicle, as disclosed by the vehicle license number and as provided by the Washington state department of licensing or equivalent vehicle licensing agency of the state in which the vehicle is registered for each vehicle on the scofflaw list, stating that the vehicle is on the scofflaw list; and
- i. the date and the nature of each ticket overdue and the amount due on each;
 - ii. that a scofflaw list fee in the amount specified in subsection ~~((B))~~1 of this section has been imposed to cover administrative costs;
 - iii. the total amount currently due;
 - iv. a specific deadline for response, no less than ten (10) days after the date of mailing;
 - v. that the owner shall, by said deadline, respond to the notice. Response shall be by paying the total amount due, scheduling a hearing with the Spokane Municipal Court, or by arranging a payment schedule with the City's contracted collection agency for payment of the total amount due; and
 - vi. that if the vehicle owner fails to respond within the prescribed time period, the listed vehicle will be subject to immediate immobilization or impoundment pursuant to the procedures in SMC ~~((16A.61.790(D) Immobilization and SMC 16A.61.790(E) Impoundment))~~ 16A.61.790 (F)(3) and (4), payment of the civil penalties imposed under subsection in SMC 8.02.083 and payment of the costs of immobilization, towing and storage.
- b. The notice required by this subsection is sufficient if mailed to the address provided by the Washington state department of licensing; provided, however, that if the City's contracted collection agency, after exercising due diligence, to discover any mailing address, then notice is sufficient if it is posted on the vehicle, or personally served on the vehicle owner or driver, or provided by any other means reasonably calculated to provides notice to vehicle owner or driver.
- c. If the vehicle owner or an agent of the owner pays the fines and fees, including the amount(s) specified in SMC 8.02.083, and all towing and storage charges, if any, schedules a hearing with the Spokane Municipal Court, or arranges a payment plan through the City's contracted collection agency, parking services shall remove the vehicle from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent appears to pay or sets a hearing with the Spokane Municipal Court, such subsequent tickets shall also be paid or bond shall be posted therefore before the vehicle is removed from the scofflaw list.

- d. The owner of a vehicle that is subject to the procedures of this section and in SMC ((16A.61.790(D) Immobilization and SMC 16A.61.790(E) Impoundment))16A.61.790(F)(3) and (4), is entitled to a hearing in the Spokane municipal court pursuant to RCW 46.55.120 (2)(b) to contest the validity of the immobilization, impoundment or the amount of towing and storage charges. Any request for a hearing and the resolution thereof shall be as set forth in RCW 46.55.120 (3), which are hereby adopted by reference as now exist or hereafter may be amended.
 - e. Failure to appear for a scheduled hearing or to remain current and in good standing on any arranged payment plan with the City's contracted collection agency, will result in the vehicle returning to the scofflaw list and being eligible for immediate immobilization.
3. Immobilization.
- a. If the owner of a vehicle to whom notice has been sent pursuant to SMC ((16A.61.790(C)) 16A.61.790(F)(2)) fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges then due, including but not limited to the amount(s) specified in SMC 8.02.083, or posting a bond to cover such fines, fees and charges such that the vehicle can be removed from the scofflaw list under SMC ((16A.61.790(C)) 16A.61.790(F)(2)(c)), then, at the discretion of a limited commissioned or commissioned City officer, the vehicle may be immobilized by installing a boot on the vehicle((a device known as a "boot," which clamps and locks on to a wheel of the vehicle and impedes movement of the vehicle)).
 - b. The person installing the boot shall leave under the windshield wiper or otherwise attach to such vehicle a notice advising the owner that:
 - i. the vehicle has been immobilized by the City of Spokane for failure to pay four or more uncontested parking tickets within forty-five (45) days of their issuance,
 - ii. that release of the boot may be obtained by paying the fines, fees and civil penalties due,
 - iii. that unless such payments are made within two (2) business days of the date of the notice, the vehicle will be impounded, and
 - iv. that it is unlawful for any person to remove or attempt to remove the boot, to damage the boot, or to move the vehicle with the boot attached.
 - c. No parking restriction otherwise applicable to the vehicle applies while the vehicle is immobilized by a boot installed under the provisions of this section.
 - d. Before the vehicle may be released from immobilization, the vehicle owner or an agent of the owner shall:
 - i. pay all fines and fees then due, including but not limited to the amounts specified in SMC 8.02.083; or
 - ii. post a bond to cover such fines, fees, and charges, or
 - iii. arrange any combination of payment and bond to cover the total due.

Upon such payment, the vehicle shall be removed from the scofflaw list, and a limited commissioned parking services officer shall promptly remove the boot from the vehicle. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent pays, the subsequent tickets shall also be paid before the vehicle may be removed from the scofflaw list or released from immobilization.

4. Impoundment.
- a. At the discretion of a limited commissioned or commissioned City officer, the following vehicles may be impounded:
 - i. A vehicle that was involved in eight (8) or more parking tickets that are unpaid forty-five (45) or more days after the date of their issuance, where the registered owner of the vehicle was sent a notice pursuant to SMC 16A.61.790(C) and the owner fails to respond to the notice within the deadline therein specified by paying all fines, fees, towing, storage and administrative charges or posting a bond to cover such fines, fees and charges such that the vehicle can be removed from the scofflaw list under SMC ((16A.61.790(C))16A.61.790(F)(2)(c)); or

- ii. A vehicle that was immobilized pursuant to SMC 16A.61.790(D) and the vehicle's owner failed to pay all fines, fees, and administrative charges or post a bond to cover such fines, fees and charges within two (2) business days of the date the vehicle was immobilized such that the vehicle can be removed from the scofflaw list under SMC ((~~16A.61.790(C)~~))16A.61.790(F)(2)(c); or
 - iii. As otherwise authorized by the model traffic code as adopted by reference in SMC 16A.02.010.
- b. Limited commissioned City officers, as applicable, shall use the uniform impound authorization and inventory form provided for by administrative rule by the Washington state patrol pursuant to RCW 46.55.075.
 - c. If a vehicle has been impounded pursuant to SMC ((~~16A.61.790(E)~~))16A.61.790(F)(4), before the vehicle may be released from impound, the vehicle owner or an agent of the owner shall pay all fines and fees then owing, including but not limited to the amounts specified in SMC 8.02.083; and all towing and vehicle storage charges. Upon such payment, the vehicle shall be removed from the scofflaw list. If any parking ticket not included on the scofflaw list for which the owner is liable becomes overdue before the owner or agent pays, such subsequent tickets shall also be paid before the vehicle may be removed from the scofflaw list or released from impoundment.

Passed by City Council November 12, 2018
Delivered to Mayor November 19, 2018

ORDINANCE NO. C35698

An ordinance updating the annual City of Spokane property tax levy for 2019.

WHEREAS, the Spokane City Council, the governing body of the City of Spokane, a taxing district ("District" or "City") of the State of Washington, has met and considered its budget for the calendar year 2019, holding public hearings thereon; and

WHEREAS, the District's actual regular levy amount from the previous year (2018) was \$58,933,450.15 exclusive of administrative refunds and the 2014 Library Levy Lid Lift which expired at the end of 2017; and

WHEREAS, the City Council, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Spokane requires a regular levy as provided hereafter, as well as an EMS levy as provided hereafter, both of which include an increase in property tax revenue from the previous year, and amounts resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, and amounts authorized by law as a result of any annexations that have occurred and refunds made, and authorized refunds, in order to discharge the expected expenses and obligations of the City and in its best interest; and

WHEREAS, the District population is more than 10,000; Now, Therefore,

The City of Spokane does ordain:

Section 1. Regular Levy.

- A. An increase in the regular annual property tax levy is hereby authorized for the levy to be collected in the 2019 tax year, said increase to be in the amount of \$589,334.50, which is a percentage increase of 1% from the previous year's actual levy, prior to the inclusion of administrative refunds and the 2014 library lift in the 2018 levy.
- B. This increase is exclusive of additional revenue in 2019 resulting from new construction, improvements to property, newly constructed wind turbines, increases in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law.
- C. Resolution No. 2016-0093 concerning a levy for library services, passed by the Spokane City Council on November 14, 2016 and approved by the voters in the election of April 25, 2017, provides for an increase in the regular property tax levy in excess of state law beginning in 2018. The voter approved Measure authorizes an increase in the regular property tax levy of \$0.07 per \$1,000 of assessed valuation. Based on preliminary assessed value figures, voter approval of Measure 1 allows for an estimated \$1,365,692.71 to be collected and used specifically for library services. This voter approved levy will remain in effect for a period of seven years and is in addition to the Regular Levy amounts listed in Sections 1A and 1B above.

- D. The total regular property tax levy for 2019, including amounts estimated for new construction, annexations, refunds, any other add-ons, and the voter approved levy for library services, is estimated at \$60,600,000 and is a percentage increase of 2.83% from the previous year's actual levy prior to the inclusion of 2018 administrative refunds and the 2014 library levy. Inclusive of 2018 administrative refunds and the expiring library levy, the 2019 levy represents a 2.66% increase.

Section 2. Existing GO Bonds.

In the case of the tax levied to raise \$8,653,676 for Principal and Interest on the City of Spokane's outstanding General Obligation Bonds, the County Assessor, in spreading the tax upon the rolls shall determine the dollar rate required.

Section 3. EMS Levy.

Ordinance C-35366 concerning a levy for emergency medical services (EMS), passed by the Spokane City Council on February 22, 2016 and approved by the voters in the election of April 26, 2016, provides for a levy for six consecutive years beginning in 2017, with the rate in the first year being 50 cents per \$1,000 of assessed valuation.

- A. As required by RCW 84.55.120, this ordinance must specifically state the dollar increase requested, as well as the percent change from the previous year. For 2019 the City is requesting an increase of \$85,505.57 which is a 1% increase over the 2018 EMS Levy.
- B. This increase is exclusive of additional revenue in 2019 resulting from new construction, improvements to property, newly constructed wind turbines, increase in the value of state assessed property, and any annexations that have occurred and refunds made or amounts as required or permitted by law. The total EMS levy for 2019, including amounts we have estimated for new construction, annexations, refunds, and other add-ons, is estimated at \$8,790,000 and is a percentage increase of 2.80% from the previous year levy of \$8,550,556.84.

Section 4. Certification; Filing.

The City Council certifies all information as stated herein. Appropriate City staff is directed to transmit all required information required to the Clerk of Spokane County Board of County Commissioners and County Assessor, including budget estimates of amounts to be raised by taxation on assessed value of property (RCW 84.55.020), estimated beginning and ending cash balances (RCW 84.52.025), and the amount of taxes levied on assessed value within the City (RCW 84.52.070). Pursuant to Section 19 of the City Charter, this measure takes effect immediately on first reading and passage.

**Passed by City Council November 12, 2018
Delivered to Mayor November 19, 2018**

ORDINANCE C35704

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:	1540-95478- 99999-33114	Emergency Solutions Grant PY18 Dept. of House/Urban Development	<u>\$ 61,519</u>
TO:	1540-95478 65410-54201	Emergency Solutions Grant PY18 Contractual Services	<u>\$ 61,519</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to appropriate additional funds to support homeless outreach and encampment response programming, 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 November 12, 2018
Delivered to Mayor November 19, 2018

ORDINANCE C35705

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:	0300-53015- 99999-36710	General Fund Contributions/Donations	<u>\$ 11,000</u>
TO:	0300-53010- 65410-54201	General Fund Contractual Services	<u>\$ 11,000</u>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to appropriate additional funds to support homeless outreach and encampment response programming, 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 November 12, 2018
Delivered to Mayor November 19, 2018

ORDINANCE C35706

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

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

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

The City of Spokane does ordain:

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

FROM:	0100-99999 99999-	General Fund Unappropriated Reserves	<u>\$ 296,482.00</u>
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TO: 0300-53010 General Fund
65410-54999 Other Misc Services \$ 296,482.00

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 appropriate additional funds to support homeless outreach and encampment response programming, 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 November 12, 2018
Delivered to Mayor November 19, 2018

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE
ADMIN 5300-18-07 / LGL 2018-0019
EFFECTIVE DATE: NOVEMBER 15, 2018
TITLE: ADMINISTRATOR PRIVILEGES

1.0 GENERAL

1.1 This policy shall establish security guidelines to ensure safe computing practices. Running a computer system with administrative privileges poses a significant risk to the confidentiality, integrity, security, and availability of the City of Spokane's information assets.

1.2 TABLE OF CONTENTS

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- 7.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS/VENDORS AFFECTED

2.1 Applicable to all divisions, organizations and vendors that administer technology and systems on the behalf of the City of Spokane.

3.0 REFERENCES

CIS Critical Security Control Guideline # 4 - Controlled Use of Administrative Privileges
City of Spokane's Information Security Policy
NIST Cybersecurity Framework – PR.AC-4, PR.AT-2, PR.MA-2, PR.PT-3
NERC-CIP – CIP-005-5 Cyber Security – Electronic Security Perimeters
CIP-004-5 Access Management Program
PCI-DSS v3.2 Sections 7.1, 10.2.2
RCW 19.255.020 - Liability of processors, businesses, and vendors
RCW 42.56.420 – Security
Washington State Patrol Procedure #01.01.000 - Section II, Part A

4.0 DEFINITIONS

4.1 "Administrative Privileges" is the highest level of permission that can be granted to a computer user.

- 4.2 “Application Administrator” is when support and maintenance occurs on an internal and/or a third party application. This includes service account rights and maintenance, writing and running database queries, analyzing database/reporting results, troubleshooting and resolving application and reporting problems.
- 4.3 “CIS Controls” is the Center for Internet Security Critical Security Controls for Effective Cyber Defense and is a set of actions for cyber defense that provides a specific and actionable way to thwart the most pervasive attacks. The CIS Controls are a relatively short list of high-priority, highly effective defensive actions that provide a “must-do, do-first” starting point for every enterprise seeking to improve cyber defense.
- 4.4 “CJIS” is a division of the United States Federal Bureau of Investigations that stands for Criminal Justice Information Services. CJIS is a computerized criminal justice information system that is repository for all criminal information.
- 4.5 “Domain Administrator” is an account granted administrative access to all computing devices within the City of Spokane’s computer networks, clients and servers.
- 4.6 “Elevated Privileges” is when a user is granted the ability to do more than a standard user.
- 4.7 “Enterprise class system” is described as hardware and software designed to meet the demands of a large organization.
- 4.8 “Local Administrator” is when a user is granted full permissions on their assigned computing device with no other access to any other devices on the City of Spokane’s networks.
- 4.9 “NERC-CIP” stands for North American Electric Reliability Corporation Critical Infrastructure Protection, which is a set of requirements designed to secure the assets required for operating North America’s bulk electric system.
- 4.10 “Network Administrator” is responsible for keeping an organization’s computer network, routers, switches, and firewalls secure and running smoothly.
- 4.11 “NIST Cybersecurity Framework” provides a framework for computer security guidance for how organizations in the United States can assess and improve their ability to prevent, detect and respond to cyber-attacks.
- 4.12 “PCI DSS” stands for Payment Card Industry Data Security Standard, and is a worldwide security standards assembled by the Payment Card Industry Security Standards Council (PCI SSC).
- 4.13 “Standard User Account” is a basic account a user is granted for normal everyday tasks. Standard user accounts are for users who need to run applications but are restricted in their administrative access to the computer.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane that all accounts that access technology do so with a standard user account.
- 5.2 Elevated account privileges shall be restricted, ensuring all elevated access is based on need-to-know and with the least amount of privileges possible.
- 5.3 Administrative Privileges Requirements
 - 5.3.1 Individuals granted administrative privileges for specific business requirements shall be provided a second network account specifically for elevated computing activities.
 - 5.3.2 Local administrative privileges on any City of Spokane computing device shall be granted only when a technical workaround is not available to allow employees to perform their role.
 - 5.3.3 All accounts that are granted administrative privileges with elevated permissions to enterprise class systems must use Multi-Factor Authentication (MFA) while accessing administrative accounts and shall be managed with an enterprise security application.

- 5.3.4 Accounts with elevated privileges shall only be used for administrative activities and not for general computing tasks nor general internet access.
- 5.3.5 Each organization shall identify any roles within their organization with elevated privileges that require additional protection.
- 5.3.6 For auditing requirements, a list of all individuals that is granted administrative privileges shall be kept up-to-date at all times.
- 5.3.7 All employees who are granted administrative privileges shall be reviewed periodically to validate that the employee has the correct level of access.

6.0 RESPONSIBILITIES

- 6.1 The Information Security Officer is responsible for the annual review of the Local System Administrator Policy.
- 6.2 The Information Security Office will annually audit all accounts with administrative privileges within all divisions and organizations.
- 6.3 Domain Administrator, Application Administrator and Network Administrator Privileges shall be reviewed and approved by the ITSD Director or an appointed delegate.
- 6.4 All elevated access requests shall be reviewed by the user's Director and shall be approved by the ITSD Director or the appointed delegate.

7.0 APPENDICES

- 7.1 The justification form for Administrative Privileges is located on the city's SharePoint website. Search for City-Wide Documents. The justification form is located within the Information Technology folder.

APPROVED BY:
Theresa Sanders
Michael A. Sloon
James Richman

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.

CASH ACCOUNTING CLERK II SPN 102 PROMOTIONAL

DATE OPEN: Monday, November 19, 2018 DATE CLOSED: Sunday, December 2, 2018 at 11:59 p.m.
SALARY: \$35,642.16 annual salary, payable bi-weekly, to a maximum of \$55,645.20

DESCRIPTION:

Performs cashier and supervisory work in the receipt and disbursement of money.

DUTIES:

- Functions as head cashier: Supervises and participates in the receipt of money from the public, calculates change and issues receipts, and cashes warrants and other authorized negotiables.
- Reviews the daily cash receipts of subordinates: Balances receipts, reconciles daily cash receipts and disbursements, and prepares trial balance on daily cash flow for utilities, LID's, and miscellaneous receipts.
- May prepare monthly and yearly reports.

- Supervises and assists with handling the daily payments which are received by mail. Supervises bank deposits, balances the accounts, and replenishes cash fund.
- Determines procedures to be followed in a cashier's cage or scale house. Hires and trains subordinates on procedures, and counsels on problems they encounter.
- May prepare schedules for up to two shifts per day, 7 days per week and may verify time cards of subordinate staff.
- Provides general or technical information for public requests.
- Operates a cash register, calculator, OCR, encoder, computer and other office machines. May be required to drive a City vehicle to multiple sites.

MINIMUM QUALIFICATIONS:**Promotional Requirements** (Must be met at time of examination)

Completion of the probationary period with the City in the classification of Cash Accounting Clerk I or a similar classification in which the receiving and handling of currency and checks is involved.

Applicants must possess a valid driver's license.

EXAMINATION DETAILS:

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

WRITTEN TEST DETAILS

Written tests will be conducted in the Civil Service Test Room on **Thursday, December 13, 2018, at 9:00 a.m. and 1:00 p.m.** The approximate duration of the test is 2 hours.

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

The written test may include such subjects as:

Attention to Detail
Computer Skills
Customer Service
Internal Controls
Interpersonal Skills
Recordkeeping
Supervision & Training

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.

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 13th day of November 2018.

MARK LINDSEY
Chair

AMBER RICHARDS
Acting Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

Spokane Arterial Street Preservation Project – North (Phase 1)

Engineering Services File No. 2017148

This project consists of the construction of approximately 64,000 square yards of HMA pavement grinding, 2,000 linear feet of cement concrete curb, 1,500 square yards of sidewalk, 60,000 square yards of 2-inch thick HMA pavement, 4,000 square yards of 4-inch thick HMA pavement, 6,000 squared yards of pavement repair, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane Security Guards, First floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201–3316, will receive sealed bids until 1:00 p.m., December 3, 2018 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cash, cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

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

CALL FOR BIDS**Rossmoor Ridge Force Main Replacement****Engineering Services File No. 2018049**

This project consists of the construction of approximately 1,400 linear feet of sanitary sewer force main, 4 drainage structures, 2,075 square yards of 4-inch thick pavement patching, 276 square yards of 2-inch thick pavement patching, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. December 10, 2018 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers located on the basement level of City Hall.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cash, cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

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

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

Publish: November 21 and 28 and December 5, 2018

AMENDED - CALL FOR BIDS**SPOKANE FALLS BOULEVARD LIGHTING UPGRADE, POST STREET TO WASHINGTON STREET (SOUTHSIDE)****Engineering Services File No. 2018075**

This project consists of the construction of approximately six street lights, two electrical service cabinets, 103 square yards of sidewalk, 134 lineal feet of curb, sundry utility adjustments, and other related miscellaneous items.

~~((The City of Spokane Purchasing Department Fourth floor, City Hall, 808 West Spokane Falls Boulevard, Spokane WA 99201-3316, will receive sealed bids on the first floor at the security desk until 1:00 p.m., November 26, 2018 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers.))~~

The City of Spokane will receive bids until 1:00 pm December 3, 2018 (a one week delay) for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services.

Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers located on the basement level of City Hall.

Copies of the Contract Documents are available at www.cityofspokaneplans.com. The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: www.spokaneengineering.org/bid-information.

The City of Spokane, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulation, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally- Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin, or sex in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cash, cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

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

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

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

Publish: November 21, 2018

Notice for Bids

Supplies, Equipment, Maintenance, etc.

**CONSTRUCTION MANAGEMENT SERVICES FOR
SIX (6) LIBRARY LOCATIONS**
Spokane Public Library

RFQ #112018-01

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on December 10, 2018 at the Spokane Public Library-Downtown Library, 906 West Main Avenue, Spokane, Washington 99201, for CONSTRUCTION MANAGEMENT SERVICES FOR SIX (6) LIBRARY LOCATIONS for the Spokane Public Library.

The Request for Proposals document is available at the following web page:

www.spokanelibraryplanroom.com

Questions must be directed to Andrew Staples, City of Spokane, P 509-625-6303, astaples@spokanecity.org.

Proposal documents must be submitted to Spokane Public Library no later than 1:00 p.m. on the opening date.

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

Spokane Public Library
Attn: Caris O'Malley
906 West Main Avenue
Spokane, Washington 99201

Spokane Public Library reserves the right to reject any and all Proposals.

All response packages are to be submitted in a sealed envelope clearly marked with:
"RFQ – Construction Management Services for Six Library Projects"

Penny Brown
Spokane Public Library

Publish: November 14 and 21, 2018

FIXED ASSET SYSTEM

City of Spokane Innovation and Technology Services Division

RFP #4495-18

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, DECEMBER 10, 2018**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **FIXED ASSET SYSTEM** for the City of Spokane Innovation and Technology Services Division.

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

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

Proposal documents should be submitted **no later than 1:00 p.m. on Monday, December 10, 2018**. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals delivered late. **Only firm Proposals with signatures will be evaluated.**

Submit one (1) paper original, one (1) paper copy, and one (1) reproducible 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.

All response packages are to be clearly marked with:
"RFP #4495-18, FIXED ASSET SYSTEM, DUE: 12/10/2018"

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

Publish: November 14 & 21, 2018
