



Official Gazette

City of Spokane, Washington

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

Volume 109

FEBRUARY 13, 2019

Issue 7



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, February 4, 2019****BRIEFING SESSION**

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

Roll Call

On roll call, Council President Stuckart and Council Members Beggs, Burke, Fagan, Kinnear, and Stratton were present. Council Member Mumm was absent.

City Attorney Mike Ormsby, City Council 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 February 1 2019, Advance Agenda items.

Purchase from Ferguson Waterworks (OPR 2019-0072 / BID 4310-356-2019)

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

Motion by Council Member Beggs, seconded by Council Member Kinnear, **to add** the purchase from Ferguson Waterworks for 21" sanitary sewer pipe for the Project Rose (Amazon) site; **carried unanimously (Council Member Mumm absent).**

Resolution 2019-0005

Motion by Council Member Beggs, seconded by Council Member Fagan, **to substitute** Resolution 2019-0005 (with a revised version and thereby replacing the previously filed version)—approving Partnership Umbrella Agreement with Spokane Public Schools, City of Spokane and Spokane Public Library; **carried unanimously (Council Member Mumm absent).**

Final Reading Ordinance C35697 (deferred from January 7, 2019, Agenda)

Motion by Council Member Burke, seconded by Council Member Kinnear, **to defer** Final Reading Ordinance C35697—reaffirming that the first floor lobby of City Hall is open to all members of the public; enacting a new section 12.05.050 of the Spokane Municipal Code—for two weeks (to February 25, 2019, Agenda); **carried unanimously (Council Member Mumm absent).**

Action to Approve February 11, 2019, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the February 11, 2019, 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 Burke, **to approve** the Advance Agenda for Monday, February 11, 2019 (as amended); **carried unanimously (Council Member Mumm absent).**

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council considered the February 4, 2019, Current Consent Agenda items.

CONSENT AGENDA

Motion by Council Member Fagan, seconded by Council Member Burke, the City Council unanimously (Council Member Mumm absent) approved Staff Recommendations for the following:

Change Order No. 1 with Knight Construction (Deer Park, WA) for Clarke Avenue 14-inch Force Main Extension—increase of \$15,578 (plus tax). Total contract amount: \$105,198.00 (plus tax). (OPR 2018-0769)

Contract Renewal 1 of 3 with Loomis Armored US, LLC (Houston, TX) from January 1, 2019, to December 31, 2019—\$54,000. (OPR 2017-0197)

Contract Extension and Amendment with Duncan Parking Technologies, Inc. (DPT), a subsidiary of CivicSmart, Inc. (Milwaukee, WI), for DPT Liberty meters for Parking Services—\$111,540. (OPR 2013-0460)

Spokane Transit Authority Infrastructure Improvements Master Design and Construction Agreement between the City and STA establishing the process and procedures for implementing cooperative projects—Revenue \$5,000,000. (OPR 2019-0048)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through January 25, 2019, total \$2,650,560.92 (Check Nos. 57216-557363; ACH Payment Nos. 59534-59707), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$2,149,208.72. (CPR 2019-0002)
- b. Payroll claims of previously approved obligations through January 26, 2019: \$6,829,675.77 (Payroll Check Nos. 551938-552064). (CPR 2019-0003)

City Council Meeting Minutes: January 24 and January 31, 2019. (CPR 2019-0013)

Council Recess/Executive Session

The City Council adjourned at 3:46 p.m. No Executive Session was held. 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, and Stratton were present. Council Member Mumm was absent.

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

Poetry at the Podium

Chris Cook presented his poem entitled “Goodnight Fred.”

PROCLAMATION

Month of February *Black History Month*

Council Member Beggs read the proclamation. Kurtis Robinson, NAACP President, who was accompanied by fellow associates, accepted the proclamation and presented remarks in recognition of “Black History Month.” The City of Spokane takes great pride in the members of our black community and honors organizations, families, and individuals of African-American descent and appreciates their invaluable contributions and professions and fields; including education, law, government, business, science, sports, the arts, and brave service in the United States armed forces that continue to enrich the history and culture of our City while continuing to unite and sustain as a community. In observance of “Black History Month,” the Spokane Public Library invites citizens to join in celebrating and learning about the achievements and challenges past and present of African-Americans. Throughout the month of February, each branch of the Spokane Public Library will host a variety of educational programs, poetry, artists, and special themed story times highlighting the rich historical heritage and the beauty of black culture. The proclamation declares a city-wide celebration of Black History Month and more importantly the study of black history and the continued work we must all do to realize racial and social justice for African-Americans in honor of the national and local legacy of African-Americans who have made significant contributions throughout our shared history and invites the community to engage in the many opportunities organized by our regional colleges and universities, churches, and community organizations.

ADMINISTRATION REPORT

Sister City Association – Jilin, China Sister City – and Spokane Chinese Association

Sam Song, member of Spokane Sister City Association and also the Spokane Jilin Sister City Society, noted that today is the first day of Chinese New Year in China. He introduced Ping Ping, President of the Spokane Chinese Association,

and recognized the ladies from the Chinese dancing team and families. Ms. Ping remarked on the Chinese New Year's celebration and noted it is the Year of the Pig. She stated the Chinese Lunar New Year usually lasts for 15 days. This most significant holiday symbolizes Chinese value on family, reunion, the harmony of family, friendship and honoring the traditions. Ms. Ping presented other remarks in recognition of the Chinese New Year. She then presented the Spokane Chinese Association Dance Team who performed two dances.

APPOINTMENTS

Citizens Transportation Advisory Board (CTAB) (2018-0032)

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **approved** (and thereby confirmed) the following appointments to CTAB:

- Appointment of Brian Duncan as the Council District 2 representative for a term ending on November 11, 2021.
- Appointment of John Dietzman as the member-at-large representative for a term ending on November 11, 2021.
- Appointment of Dennis Morford as the Plan Commission Transportation Subcommittee representative for a term ending on November 11, 2021.

COUNCIL COMMITTEE REPORTS

Public Safety and Community Health Committee

Council Member Kinnear reported on the Public Safety and Community Health Committee meeting held earlier today (February 4, 2019). Minutes of the Public Safety and Community Health Committee meetings are filed with the City Clerk's Office and are available for review following approval by the Public Safety and Community Health Committee.

OPEN FORUM

Jake Eakin and Rick Small presented remarks in opposition to abortion.

Val Waley spoke about the need for additional emergency day shelters and also remarked on sit and lie ordinance.

Jaclyn Gallion remarked on the measles outbreak in Clark County and spoke in opposition to House Bill 1638.

Jack Talcott remarked on homelessness and stated he is blessed to be of service to homeless in the community. He also remarked that some of the actions this city is taking do not represent himself as a citizen in this community. He also made reference to other speakers' comments.

Rick Bocook remarked on the homeless in the street and recited a poem he wrote in reference to homelessness.

Jennifer Bates remarked on the Gateway Bridge and improvements to the Sprague Corridor.

Barb Brock presented comments in reference to Camp Hope and day shelters.

James Earl piggybacked on Barb Brock's comments and stated cops need more compassion when dealing with people especially under Browne Street Bridge. He also remarked on Bill Burke and an incident with a projection on the Clock Tower (that occurred during Pig Out).

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

Special Budget Ordinance C35739

Upon 5-1 Roll Call Vote (Council Member Burke voting "no" and Council Member Mumm absent), the City Council **passed Special Budget Ordinance C35739** amending Ordinance No. C35703 passed by the City Council December 10, 2018, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage, and declaring an emergency and appropriating funds in:

Integrated Capital Management Fund
FROM: Unappropriated Reserves, \$116,375;
TO: Associate Engineer, same amount.

(This action creates one additional Associate Engineer position.)

Special Budget Ordinance C35740

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **passed Special Budget Ordinance C35740** amending Ordinance No. C35703 passed by the City Council December 10, 2018, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds, departments and programs of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage, and declaring an emergency and appropriating funds in:

General Fund

FROM: Unappropriated Reserves, \$150,000;

TO: Operating Transfer to Arterial Streets, same amount.

and

Arterial Streets Fund

FROM: Operating Transfer from General Fund, \$50,000;

TO: Arterial Streets I90/I195 Professional Services, same amount.

and

Arterial Streets Fund

FROM: Operating Transfer from General Fund, \$100,000;

TO: Arterial Streets Ben Burr Trail/Bicycle Pedestrian Bridge Professional Services, same amount.

(This action provides funds to the I90/ I195 SRTC contract, as well as the need to fund a study of the Ben Burr Trail and Bicycle Pedestrian Bridge.)

There were no **Emergency Ordinances**.

There were no **Resolutions**.

FINAL READING ORDINANCE**Final Reading Ordinance C35737**

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **passed Final Reading Ordinance C35737** relating to payment of City Utility bills; amending sections 4.02.140 and 13.01.0314 of the Spokane Municipal Code. (Seeks approval to increase utility bill repayment terms from 10 days to 20 days.)

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

SECOND OPEN FORUM

Cameron Vessy remarked on jail reform and stated that Spokane is a city of progress and with that comes various problems such as increased homelessness, more crime, larger burden on public schools, and loss of decency.

Kristine Schuler stated she is standing up for people who have to use sign language and questioned the 48-hour notice that has to be given by individuals requesting reasonable accommodation.

Richard Dahl remarked on homelessness.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:16 p.m.

SPECIAL MEETING MINUTES**SPOKANE CITY COUNCIL****Thursday, January 24, 2019**

A Special Meeting of the Spokane City Council was held on the above date in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. The meeting was called to order at 3:31 p.m. Council President Stuckart and Council Members Burke, Fagan, Kinnear, Mumm, and Stratton were present. Council Member Beggs was absent.

The purpose of the special meeting was to hold the City Council's regularly scheduled study session and to hold a Special Legislative Session to consider Special Budget Ordinance C35738. In addition, the City Council held an Executive Session.

STUDY SESSION AGENDA

City Council held discussion on a proposed Pedestrian Safety Ordinance. This portion of the meeting was open to the public. The study session portion of the meeting was conducted in a study session format. No public testimony was taken during the Study Session and discussion was limited to appropriate officials, presenters and staff.

The study session portion of the meeting ended at 3:35 p.m.

EXECUTIVE SESSION

Immediately following the study session portion of the meeting, the City Council (with Council Member Beggs absent) adjourned into an executive session to discuss pending litigation matters for ten minutes. City Attorney Mike Ormsby and Assistant Attorney Pat Dalton were present during the Executive Session.

SPECIAL LEGISLATIVE SESSION / AGENDA

Following the Executive Session, the City Council immediately reconvened into a Special Legislative Session at 3:45 p.m. This portion of the meeting was open to the public.

Roll Call

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

Special Budget Ordinance C35738

The City Council considered Special Budget Ordinance C35738 creating an additional Municipal Court Community Court Coordinator position. Council President Stuckart provided an overview of the ordinance. No public testimony was received. Following an opportunity for Council commentary, the following action was taken:

Upon Unanimous Vote (all voting “aye,” with Council Member Beggs absent), the City Council passed the following Special Budget Ordinance:

| | |
|-------------------|--|
| ORD C35738 | General Fund – Municipal Court |
| FROM: | Reserve for Total Compensation, \$102,000; |
| TO: | Community Court Coordinator (from 0 to 1 position), same amount. |

(This action creates an additional Municipal Court Community Court Coordinator position.)

ADJOURNMENT

The special meeting adjourned at 3:48 p.m.

**STUDY SESSION MEETING MINUTES
SPOKANE CITY COUNCIL
Thursday, January 31, 2019**

A regularly scheduled study session meeting of the Spokane City Council was held on the above date at 3:33 p.m. in the City Council Briefing Center, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington.

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

The following topic was discussed:

- CTAB Applicant Interview
- Capital Improvement Plan for Fire and Police

The meeting was open to the public, but was conducted in a study session format. No public testimony was taken and discussion was limited to appropriate officials and staff.

The meeting adjourned at 4:50 p.m.

General Notices

NOTICE CITY OF SPOKANE PROPOSED FRANCHISE ORDINANCE C35734

SUMMARY:

Franchise to ExteNet Systems Inc., a Delaware Limited Liability Company whose home office is 3030 Warrenville Road, Suite 340, Lisle, Illinois 60532, to use the public right of way to provide noncable telecommunications service within its legal authority. Franchise term: 10 years. For more information, contact Colleen DeShazer, phone: 503-396-2551; email: cdeshazer@extenetsystems.com

Publish: January 23, 30 & February 6 & 13, 2019.

NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **Hughes Fire Equipment Inc.**, 910 Shelly Street, Springfield, OR 97477 to provide the following:

Refurbishment of Pierce Mfg brand Aerial Fire Apparatus to meet OEM Specifications, with OEM parts and to be OEM certified for City of Spokane Fire Department to include:

Basic Scope of Work – The refurbishment process results in a vehicle that is essentially new and includes an extensive list of new components and overhaul procedures. For the sake of brevity, the following list is a summary of only the major areas of work:

Tractor: Interior and exterior repainted/new graphics installed, upgraded emergency lighting (LED) installed, the existing engine and transmission rebuilt, suspension and brakes overhauled.

Trailer: Exterior and interior compartments repainted/new graphics installed, tiller cab interior repainted, upgraded emergency lighting (LED) installed, minor sheet metal modifications completed, upgraded TAK-4 suspension installed.

Aerial: Removed and completely disassembled, new electrics and hydraulics installed, repainted, reinstalled on trailer, recertified by independent third party.

Firms who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to Thea Prince, Senior Procurement Specialist at: tprince@spokanecity.org **by February 22, 2019 at 5:00 pm**. The City of Spokane does not guarantee that firms responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Firms who have not already done so should register at www.mrscrosters.com.

Dated this 5th day of February, 2019

Thea Prince
Senior Procurement Specialist

Publish: February 13 & 20, 2019

SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA**Wednesday, February 20, 2019****City Council Briefing Center****808 W. Spokane Falls Blvd.****I. Public Hearing: 3:00 P.M.**

- A. Spokane Register Nomination (per SMC 17D.100.020):**
 - 1. Hotel Aberdeen – 101 S Stevens St
 - 2. Toevs House – 1212 S Bernard St
- B. Determination of Eligibility (per SMC 17D.100.020):**
 - 1. Heinz Building (Dance Street Studio) – 433 W Dean Ave
 - 2. Carnation Garage – 444 W Cataldo Ave
- C. Certificate of Appropriateness (per SMC 17D.100.200):**
 - 1. Carnation Garage – 444 W Cataldo Ave
 - 2. Holy Names Academy – 1216 N Superior St

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 Council Chambers and the Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., are both wheelchair accessible. The Council Briefing Center is equipped with an audio loop system for persons with hearing loss. The Council Chambers currently has an infrared system and headsets may be checked out by contacting 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.

AGENDA—REGULAR MEETING OF THE CIVIL SERVICE COMMISSION**9:30 AM FEBRUARY 19, 2019****CITY HALL – COUNCIL CHAMBERS****808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201**

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF MINUTES** *Action Required*
- 3. PUBLIC COMMENT**
- 4. APPEAL PROCEEDINGS**
 - a. A. Eva Procedural Hearing
- 5. CHIEF EXAMINER'S REPORT**
- 6. PRESENTATIONS**
 - a. Item Bank
(Ackermann)
- 7. NEW BUSINESS** *Action Required*
 - a. Special Budget Ordinance for Project Employee (Richards)
 - b. Travel Card Approval for Chief Examiner (Richards)
 - c. Police Agency Disqualifiers (Richards)
- 8. EXECUTIVE SESSION - PERFORMANCE OF A PUBLIC EMPLOYEE - RCW 42.30.110(1)(g)**
- 9. ADJOURN**

Notes:

- The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

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 Council Chambers and the Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., are both wheelchair accessible. The Council Briefing Center is equipped with an audio loop system for persons with hearing loss. The Council Chambers

currently has an infrared system and headsets may be checked out by contacting 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.

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 C35737

An Ordinance relating to payment of City Utility bills; amending sections 4.02.140 and 13.01.0314 of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1: That section 4.02.140 of the Spokane Municipal Code is amended to read as follows:

4.02.140 Time for Payment

The director establishes the period for payment of utility bills, which is at least ~~((ten))~~ twenty days after date of issuance of the bill.

Section 2: That section 13.01.0314 of the Spokane Municipal Code is amended to read as follows:

13.01.0314 Miscellaneous

A. Payments.

Bills are due and payable ~~((ten))~~ twenty calendar days after the date of issuance reflected on the bill.

B. Delinquent Charge.

Except where limited by law, a delinquent charge of one percent per month is assessed on any unpaid amounts ~~((beginning with the next regular billing cycle))~~ after a bill is due, or ~~((thirty))~~ twenty days after billing ~~((whichever is first))~~.

Passed by City Council February 4, 2019

Delivered to Mayor February 7, 2019

ORDINANCE C35739

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the Integrated Capital Management 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 Integrated Capital Management Fund, and the budget annexed thereto with reference to the Integrated Capital Management Fund, the following changes be made:

| | | | |
|-------|---------------------------|--|-------------------|
| FROM: | 4250-99999 | Integrated Capital Management Unappropriated Reserves | <u>\$ 116,375</u> |
| TO: | 4250-30210 38141-02320 | Integrated Capital Management Associate Engineer | <u>\$ 116,375</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 create an additional Associate Engineer position upon the approval of the master agreement (OPR 2019-011) between WSDOT and the City, 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 February 4, 2019

Delivered to Mayor February 7, 2019

ORDINANCE C35740

An ordinance amending Ordinance No. C-35703, passed by the City Council December 10, 2018, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2019, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2019, and providing it shall take effect immediately upon passage", and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2019 budget Ordinance No. C-35703, as above entitled, and which passed the City Council December 10, 2018, it is necessary to make changes in the appropriations of the General Fund and Arterial Streets 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 Arterial Streets Fund , and the budget annexed thereto with reference to the General Fund and Arterial Streets Fund, the following changes be made:

| | | |
|-------|---|------------------|
| FROM: | General Fund -- Unappropriated Reserves 0100-99999-99999- | <u>\$150,000</u> |
| TO: | General Fund -- Operating Transfer to Arterial Streets 0980-89000-97140-80101-99999 | <u>\$150,000</u> |
| FROM: | Arterial Streets -- Operating Transfer from General Fund 3200-49855-99999-39710-99999 | <u>\$50,000</u> |
| TO: | Arterial Streets I90/I195 Professional Services 3200-49855-42800-54101-99999 | <u>\$50,000</u> |
| FROM: | Arterial Streets -- Operating Transfer from General Fund 3200-49856-99999-39710-99999 | <u>\$100,000</u> |
| TO: | Arterial Streets Ben Burr Trail/ Bicycle Pedestrian Bridge Professional Services 3200-49856-42800-54101-99999 | <u>\$100,000</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 **provide funds to the I90/ I195 SRTC contract**, as well as the need to **fund a study of the Ben Burr Trail and Bicycle Pedestrian Bridge**; 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 February 4, 2019

Delivered to Mayor February 7, 2019

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 5600-19-03 / LGL 2004-0020

EFFECTIVE DATE: JANUARY 1, 2005

REVISION EFFECTIVE DATE: JANUARY 17, 2019 (REPLACES ADMIN 5600-14-03 AND ADMIN 1400-14-01)

TITLE: PURCHASING POLICY

1.0 GENERAL

1.1 PURPOSE

This document sets forth the City's policy for the proper purchases of goods, services and Public Works.

1.2 CONTROLLING LAW

All procurements shall comply with applicable state law requirements and Spokane Municipal Code (SMC) 07.06. Should this policy conflict with these requirements, the more restrictive provision shall prevail.

Purchases that include federal funding shall also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR 200), as well as any specific funder requirements.

The City follows the procurement threshold exceptions to 2 CFR 200 for federal funded purchases allowed by Memorandum M-18-18 issued by the Office of Management and Budget (OMB).

1.3 PROPER AUTHORIZATION

Only authorized individuals, pre-approved in writing by the department head may obligate the City to acquire goods and services. These individuals are designated as Departmental Purchasers and will be required to sign an authorization agreement prior to being allowed to make procurements. Individuals making procurements on behalf of the City without proper authorization shall be personally liable to the vendor and the City, and shall be subject to disciplinary action up to and including discharge.

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2.0 DEPARTMENTS / DIVISIONS AFFECTED.

This policy shall apply to all City departments and divisions except the Library Department.

3.0 REFERENCES

Uniform Guidance 2 CFR 200
Revised Code of Washington (RCW)
Washington State Records Retention Schedule
Spokane Municipal Code (SMC) 07.06

4.0 DEFINITIONS

"Architecture and Engineering" means services rendered by any person, other than a City employee, to perform activities within the scope of the professional practice of architecture (RCW 18.08), professional practice of engineering and land surveying (RCW 18.43), and/or professional practice of landscape architecture (RCW 18.96). All procurements in this category must follow RCW 39.80.

“Consultant Roster” means a list of registered consultants which includes a statement of qualifications. The Consultant Roster may be used by the City, in lieu of formal advertising, to solicit proposals for specific professional services.

“Formal Competition” means the process of advertising and receiving sealed bids or proposals from prospective contractors or suppliers. Responses to formal solicitations are opened in a public setting.

“Goods, Supplies and Materials” as defined by SMC 07.06.050, means all things which are movable at the time of identification to the purchase contract.

“Informal Competition” means a competitive bid, price quotation or proposal for supplies or services that does not require a formal sealed bid, public opening or other formalities.

“Ordinary Maintenance” means work that is performed on a regularly scheduled basis to service check or replace items that are not broken; or work that is not regularly scheduled but is required to maintain the asset so that repair does not become necessary. Purchases in this category are subject to payment of prevailing wage as required by RCW 39.12.020.

“Personal Services” as defined by 07.06.070 means the furnishing of labor, time or effort by a person as an independent contractor, not involving the delivery of a specific end product. This includes professional or technical services by a consultant to accomplish a specific study, project task or other work statement; and services provided to accomplish routine, continuing and necessary functions. Does not include services in connection with anticipated litigation or other legal proceedings.

“Procurement” includes all functions that pertain to purchasing, including description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.

“Professional Services” means services that involve technical expertise which are mostly intellectual in nature. Examples include accounting, legal, comprehensive planning and real estate services. Selections in this category are generally based on an assessment of the expertise of the competing firms, selecting the most highly qualified firm, and negotiating the final project scope and associated fee.

“Public Works”, defined by RCW 39.04.010 and SMC 07.06.080, means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

“Purchased Services” means services that are generally routine, repetitive or mechanical in nature and supports the City’s day to day operations. May include Ordinary Maintenance.

“Purchasing” defined by SMC 07.06.090 means the purchasing, lease-purchasing, leasing or other acquisition or disposition of any goods. For the purposes of this policy, it also means the processes utilized for the procurement of Public Works, supplies, materials and services at the most favorable overall total cost through the utilization of accepted practices that encourage competition, including best value and quality considerations, thus ensuring that the public good is best served.

“Small Works Roster” means a roster of qualified contractors maintained for use in a modified formal bid process. When the contract amount for a Public Works project is below the formal public bid threshold, the City may follow the Small Works Roster process for construction of a Public Work or improvement as an alternative to formal competitive bid requirements.

5.0 POLICY

5.1 POLICY STATEMENT

It is the policy of the City of Spokane to provide for the fair and equitable treatment of persons who deal with the City procurement system; to maximize economy in procurement activities; and to foster effective broad-based competition in the purchase of goods, the acquisition of services and the performance of Public Works

5.2 PURCHASING CODE OF ETHICS

Employees making procurements for the City shall conduct themselves in an ethical manner as follows:

They shall not participate in the selection, award or administration of a purchase if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or member of the employee’s immediate family, his or her partner, or an organization which employs or is about to

employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract.

They will refrain from the acquisition of unnecessary or duplicative items.

They will regard public service as a sacred trust and give primary consideration to the interests of the public agency that employs them.

They will behave with impartiality, fairness, openness, integrity, and professionalism in their dealings with suppliers.

They will at no time or under any circumstances accept, directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions.

They will not seek or dispense personal favors that are in conflict with their professional responsibility.

They will strive to obtain the maximum ultimate value of each dollar expenditure.

They will demand honesty in sales representation whether through verbal or written statement, advertisement, or sample of product.

They will make every reasonable effort to negotiate a fair and mutually agreeable settlement of any conflicts with suppliers.

They will follow the policies and procedures of the City of Spokane, using reasonable care and granted authority.

5.3 PURCHASING THRESHOLDS

5.3.1 Goods, Supplies and Materials

Purchases \$5,000 or less do not require competition

Purchases over \$5,000 to \$300,000 require informal competition

Purchases over \$300,000 require formal competition

5.3.2 Purchased and Personal Services

Purchases \$10,000 or less do not require competition

Purchases over \$10,000 to \$300,000 require informal competition

Purchases over \$300,000 require formal competition

5.3.3 Professional Services including Architecture and Engineering

All purchases in this category require use of the Consultant Roster or Formal Competition. Architecture and Engineering procurement may not use price as a selection factor and thresholds are based on anticipated project cost.

Purchases up to \$300,000 may be procured by informal competition.

Purchases over \$300,000 must be procured using formal competition.

5.3.4 Public Works

All informal competition purchases in this category require the use of the Small Works Roster.

Purchases \$10,000 or less do not require competition

Purchases over \$10,000 to \$300,000 require informal competition.

Purchases over \$300,000 require formal competition.

5.4 EXEMPTIONS TO COMPETITIVE PURCHASING

Competitive procurement may be waived for the following special circumstances. For purchases under this section, the factual basis for the exemption must be documented and retained by the purchaser.

5.4.1 Sole Source

RCW 39.04.280(1)(a) and SMC 07.06 authorize purchases that are clearly and legitimately limited to a single source of supply.

5.4.2 Purchases Involving Special Facilities or Market Conditions

RCW 39.04.280(1)(b) and SMC 07.06 authorize purchases if and exceptional opportunity arises to purchase favorably-priced equipment or supplies or used goods that will be sold before the City can conduct the procurement process.

5.4.3 Auctions

RCW 39.30.045 authorized the purchase of supplies, materials and equipment through an auction conducted by an agency of the State of Washington, and agency of the United States, any municipality or other government agency, or any private party if the items can be obtained at a competitive price.

5.4.4 Surplus Property

RCW 39.33.010 allows for the purchase of surplus property from another government when it is possible to obtain bargains through the procurement of surplus or distress material, supplies or equipment.

5.4.5 Emergency Purchases

RCW 39.04.280(1)(C) and SMC 07.06 allows for purchases made in the event of an emergency.

5.4.6 Interlocal Agreements

RCW 39.34.030 and SMC 07.06 allows the City to enter into interlocal agreements with other public agencies. The competitive process of the original jurisdiction must be consistent with the requirements of the City.

6.0 PROCEDURE

The Purchasing Procedure Manual contains expanded explanation and procedures for accomplishing the procurement of goods and services in accordance with this policy. The Director of Purchasing maintains responsibility for updating this manual in accordance with the applicable State Law, Purchasing Policy and Spokane Municipal Code as approved by City Council.

7.0 RESPONSIBILITIES.

The Purchasing Department is responsible for administering this policy.

Department Heads are responsible for ensuring compliance with this policy for purchases made by Departmental Purchasers.

Purchasers are responsible for compliance with all purchasing laws, policies and procedures. They are also responsible for maintaining records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: all solicitation documentation, supplier selection or rejection, and basis for price. Records will be retained according to the State of Washington Records Retention Schedule.

8.0 APPENDICES

City of Spokane Purchasing Procedure Manual

APPROVED BY:
Theresa Sanders
Sally Stopher
James Richman

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE**ADMIN 0325-18-3 / LGL 2004-0021****EFFECTIVE DATE: JULY 1, 2004****REVISION EFFECTIVE DATE: DECEMBER 3, 2018****TITLE: STANDARDIZED FORMATS AND UNIFORM PROCEDURES FOR ADOPTION AND MAINTENANCE OF ADMINISTRATIVE POLICIES AND PROCEDURES, DEPARTMENTAL POLICIES AND PROCEDURES, EXECUTIVE ORDERS, AND PUBLIC RULES AND REGULATIONS****1.0 GENERAL****1.1 PURPOSE**

The purpose of this policy is to establish standardized formats and uniform procedures for the adoption and maintenance of administrative policies and procedures, departmental policies and procedures, executive orders, and public rules and regulations.

1.2 TABLE OF CONTENTS

1.0 GENERAL

2.0 DEPARTMENTS/DIVISIONS AFFECTED

3.0 REFERENCES

4.0 DEFINITIONS

5.0 POLICY

6.0 PROCEDURE

7.0 RESPONSIBILITIES

8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

Except as otherwise provided, this policy shall apply to all City departments and divisions. This policy and procedure shall not apply to departmental policies and procedures initiated and adopted by the City Council, Civil Service Commission, Library Board, and Park Board. Nor shall this policy and procedure apply to policies and procedures established and maintained by the City of Spokane Fire and Police Departments relating to firefighting/EMS and/or law enforcement.

3.0 REFERENCES

None.

4.0 DEFINITIONS

4.1 "Administrative Policies and Procedures" are used by City departments to inform other departments and staff of policies / procedures for the direction and management of Citywide operations.

4.2 "Departmental Policies and Procedures" are used to inform and provide direction for internal departmental management and operation of City departments. They affect primarily or exclusively single departments or divisions.

4.3 "Executive Orders" are issued from time to time formalizing specific mayor / city administrator decisions.

4.4 "Public Rules and Regulations" as required by the Spokane Municipal Code, are any department order, directive or regulation of general applicability, and (1) the violation of which subjects a person to a penalty; or (2) which subject a person to a payment of a fee; or (3) which establish, alter, or revoke any procedure, practice or requirement relating to departmental hearings; or (4) which establish, alter, or revoke any qualifications or standards for the issuance, suspension or revocation of licenses to pursue any commercial activity, trade or profession as may be otherwise defined by the Spokane Municipal Code.

5.0 POLICY

5.1 Except as provided in section 2.0 above, all administrative policies and procedures, departmental policies and procedures, executive orders, and public rules and regulations shall be developed and maintained in a standardized fashion using the format in the attached standardized templates. Note: To allow for frequent review, easy modification, and effective, best practice management in a changing and evolving business environment, procedures may be set forth in separate procedural manuals. Procedures manuals are not required to follow the standardized template format; however, the manuals shall be written in a consistent style and format.

5.2 Approval Process for Policies and Procedures

- 5.2.1 Administrative Policies and Procedures. Administrative policies and procedures may be initiated by department directors, division directors or the Mayor / City Administrator. Copies of proposed policies and procedures shall be provided to all affected departments for review and comment for at least a two-week period prior to final adoption, unless directed otherwise by the Mayor or City Administrator. Documentation of the notification to other departments shall be attached to any policy or procedure submitted for final adoption. Unless otherwise provided, policies and procedures shall be effective immediately after being signed by the Mayor or City Administrator. Unless otherwise stated, amendments and repeals of existing policies and procedures shall follow the same process as the adoption of a new policy or procedure. Administrative policies and procedures by the City Council, Civil Service Commission, Library Board and Park Board are signed by the authorized representative of the board / commission.
- 5.3.2 Departmental Policies and Procedures. Departmental policies and procedures may be initiated by department directors or division directors. If other departments will be affected by the policy, copies of proposed department policies and procedures shall be provided to all affected departments for a two-week review and comment period prior to final adoption. Documentation of the notification to other departments shall be attached to any policy or procedure submitted for final adoption. Policies and procedures initiated by departments shall have prior approval of the division director. Unless otherwise provided, department policies and procedures shall be effective immediately after being signed by the department director or division director.
- 5.3.3 Executive Orders. Executive orders are initiated by the Mayor or City Administrator. They are effective immediately after signature by the Mayor or City Administrator unless otherwise stated.
- 5.3.4. Public Rules and Regulations. Public rules and regulations may be initiated by department directors, division directors or the Mayor / City Administrator. It is anticipated, however, that most public rules and regulations will be adopted by Ordinance. Copies of proposed rules and regulations shall be provided to all departments for review and comment for at least a two-week period prior to final adoption. Documentation of the notification to the departments shall be attached to any rule or regulation submitted for final adoption. In addition to the internal review, the public shall be given the opportunity to comment on all proposed rules and regulations. The public may send written comments to the department responsible for initiating the rule or regulation, and/or provide verbal comment at a scheduled public hearing. Rules and regulations are effective 30 days after being signed by the Mayor or City Administrator unless otherwise stated. Amendments and repeals of existing rules and regulations shall follow the same process as the adoption of a new rule or regulation. Public rules and regulations by the Library Board and the Park Board are signed by the authorized representatives of the boards.
- 5.3.5 In those cases deemed appropriate by the Mayor or City Administrator, any policy, procedure, rule or regulation may be referred to a "stakeholder committee" for public review or comment. The committee should be composed of a representative sample of affected persons or entities.

5.4 Publication

- 5.4.1 Except as otherwise provided, or unless otherwise protected from public disclosure by State or Federal Law, adopted administrative policies and procedures, executive orders, and public rules and regulations shall be published in the official gazette. Notices of adopted departmental policies and procedures shall be published in the official gazette.
- 5.4.2 The City Clerk shall be responsible for the scope and manner of electronic publication of adopted administrative policies and procedures, executive orders and public rules and regulations on the City's internet web page.

- 5.5 The administration and maintenance of the City's policy and procedure system is centralized in the office of the City Clerk. The City Clerk shall maintain the original copy of administrative policies and procedures, executive orders and public rules and regulations. The Clerk shall provide all departments with a copy of the adopted administrative policy and procedure, executive order, or public rule or regulation. Unless otherwise protected from public disclosure by State or Federal law, the original copy of any departmental policies and procedures shall be maintained in the initiating department with a copy filed with the City Clerk. The Clerk shall also maintain an index of all current policies, procedures, executive orders, rules and regulations organized by department.

6.0 PROCEDURE

- 6.1 Determine what type of document is to be written. (Reference the information contained under sections 4.0 and 5.0.)
- 6.2 ADMINISTRATIVE POLICIES AND PROCEDURES / DEPARTMENT POLICIES AND PROCEDURES / PUBLIC RULES AND REGULATIONS.

Use the following numbered and capitalized section headings and standards:

TITLE: Provide a brief descriptive title for the document. The title should provide readers with a clear overview of what the directive is meant to convey. Avoid titles that label rather than describe the document. The title should distinguish it from others which may be similar.

For example:

| | |
|-------------|--|
| (Not Clear) | Public Disclosure |
| (Clear) | Handling Requests for Disclosure of Public Records |

EFFECTIVE DATE. For policies of specific duration, indicate the beginning and ending dates of the policy's effect. For policies of indeterminate duration, leave blank. The City Clerk will add the effective date for administrative policies and public rules, unless otherwise stated in the document.

- 1.0 **GENERAL.** Provide a brief description of the purpose of the document in subsection 1.1. List the table of contents in subsection 1.2.
- 2.0 **DEPARTMENTS / DIVISIONS AFFECTED.** If applicable to all departments, state "Applicable to all departments". If applicable to most departments, state "Applicable to all departments, except _____". If applicable to only a few departments or one department, list only the department(s) which are affected.
- 3.0 **REFERENCES.** Provide a list of applicable laws, regulations, ordinances, charter or other legal or managerial authority for the document.
- 4.0 **DEFINITIONS.** Provide a list, beginning with 4.1, which defines all terms, abbreviations and acronyms necessary for a complete understanding of the document.
- 5.0 **POLICIES.** Policies should set forth the general principles or plan to be followed in specific operations or management.
- Provide a list, beginning with 5.1, which clearly describes all decisions that management has made regarding the purpose of the document.
- A primary purpose of writing policies is to save management from re-deciding issues that are already resolved. Another basic function of a written policy is to ensure consistency, predictability, and a proper foundation for rules and procedures. Policies answer the question "What should be done?" For a clean, active document, avoid too much information and philosophy on "why" policies are being done.
- 6.0 **PROCEDURES.** Procedures provide information and procedural instructions for implementation of the policy or provide information on where any procedural documents may be found.
- 7.0 **RESPONSIBILITIES.** Provide a list, beginning with 7.1, of responsibilities, duties, or authorities of affected parties, grouped by agency. The responsibilities section allows affected persons quick access to their part of responsibilities in a given policy.
- 8.0 **APPENDICES.** Use this section for including procedural manuals and/or information that does not fit into the other sections for reasons of format, size, etc. List appendices and titles starting with 8.1.

6.3 EXECUTIVE ORDERS.

Use the following sections and standards for writing executive orders:

TITLE: Provide a brief descriptive title for the document. The title should provide readers with a clear overview of what the directive is meant to convey. Avoid titles that label rather than describe the document. The title should distinguish it from others that may be similar.

EFFECTIVE DATE. Indicate the beginning date of the order's effect.

EXPIRATION DATE: If known, indicate an expiration date. Executive orders that include an expiration date will be removed from the City's website 90 days after expiration.

WHEREAS. Provide, in a series of paragraphs, the reasons and causes for the document. Begin each new paragraph with WHEREAS, in capital letters.

NOW, THEREFORE. Provide the body of the document or description of what will be done. Begin the body section with: NOW, THEREFORE, I, (mayor's name in capital letters), Mayor, do order that. Each following paragraph in the body will start with FURTHERMORE (in capitals).

If the document is to be effective only for a specific period of time, event, or set of circumstances, this should be stated in the body as the last statement of the body.

SIGNATURE. This section should not appear on a separate page without some portion of the body of the order appearing on the same page.

7.0 RESPONSIBILITIES

- 7.1 The initiating department is responsible for writing all policies, procedures, rules and regulations. In addition, initiating departments shall be responsible for reviewing policies and procedures to ensure compliance with federal, state and local laws, as well as to ensure they reflect current circumstances and best practices.
- 7.2 The Mayor is responsible for writing all executive orders.
- 7.3 The City Attorney's Office is responsible for circulating policies, procedures, and rules and regulations to departments for review and comment, unless other arrangements have been made with the initiating department.
- 7.4 The City Clerk is responsible for assigning document code numbers to all policies and procedures, executive orders, and public rules and regulations, in addition to the responsibilities listed under sections 5.4 and 5.5.

8.0 APPENDICES

Template - Administrative Policy and Procedure
Template - Department Policy and Procedure
Template - Executive Order

Templates are on file and available for review in the Office of the City Clerk.

Approved by:
Theresa Sanders
Michael Ormsby

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE
ADMIN 0620-18-22 / LGL 2009-0027
EFFECTIVE DATE: JUNE 1, 2000
REVISION EFFECTIVE DATE: DECEMBER 29, 2018
TITLE: ILLNESS LEAVE

1.0 GENERAL

- 1.1 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules and regulations, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules and regulations will prevail.
- 1.2 TABLE OF CONTENTS
 - 1.0 GENERAL
 - 2.0 DEPARTMENTS/DIVISIONS AFFECTED
 - 3.0 REFERENCES
 - 4.0 DEFINITIONS

5.0 POLICY
6.0 PROCEDURE
7.0 RESPONSIBILITIES
8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONSAFFECTED

This policy applies to all non-uniformed employees in all City divisions and departments.

3.0 REFERENCES

RCW 49.12.270
WAC 162-30-020
SMC Chapter 3.04
WAC 296-128-610
RCW 49.76
RCW 49.46.200
RCW 49.46.210

4.0 DEFINITIONS

“Family Member” in this policy is defined as:

- Child (regardless of age or dependency status) includes biological children, adopted children, foster children, stepchildren, children to whom the employee is “in loco parentis”, children to whom the employee is a legal guardian, and children to whom the employee is a “de facto” parent.
- Parent (including biological, adopted, foster, step or person who stood “in loco parentis” when the employee was a minor child, legal guardian, and “de facto” parent.
- Spouse
- Registered domestic partner
- Grandparent and Grandchild
- Sibling

5.0 POLICY

5.1 Statement of Policy.

The City of Spokane provides its employees illness leave to be used for the following:

- An employee's own illness, injury, health condition, treatment, or an employee's need for preventive medical care;
- Care of a family member with an illness, injury, health condition and/or preventive medical care;
- Closure of the employee's place of business by order of a public official for any health-related reason, or when an employee's child's school/place of care is closed by order of a public official for any health-related reasons;
- If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking.

5.2 Accrual of Illness Leave.

5.2.1 Illness leave shall accrue to each employee at the rate of six(6.0) hours each bi-weekly pay period, split in half, with three (3) hours going into the regular accrual account and three (3) hours going into a reserve account, provided, the employee is in a paid status eighty percent (80%) of that pay period. Permanent part-time employees shall accrue illness leave on a pro rata basis. Total accumulation of illness leave shall be unlimited. For purposes of Section 5.3 – Illness Leave Payout, the two accounts will be merged and considered as one account.

5.2.2 Temporary/Seasonal and Project Employees accrue illness leave at the rate of one (1) hour for every forty (40) hours worked. Temporary/Seasonal Employees and Project Employees may use accrued illness leave beginning ninety (90) calendar days after the start of employment.

5.3 Illness Leave Payout.

5.3.1 Forty percent (40%) of an employee's accrued illness leave, to a maximum accrual of nine hundred and sixty (960) hours shall be paid to the employee at time of retirement, or to the

employee's estate in the event of death. Payment shall be made at the employee's current hourly rate of pay.

- 5.3.2 Twenty-five percent (25%) of an employee's accrued illness leave to a maximum accrual of nine hundred and sixty (960) hours shall be paid to an employee who terminates in good standing after five (5) or more years of service for reasons other than retirement. Payment shall be made at the employee's current hourly rate of pay.
- 5.3.3 If an employee at the time of retirement or death has total illness leave accruals equal to or greater than fifteen hundred (1500) hours, then the payout in subsection 5.3.1 will be increased to sixty percent (60%). The maximum leave payout would then become nine hundred and sixty (960) hours x sixty percent (60%) = five hundred and seven-six (576) hours.
- 5.3.4 Temporary/Seasonal and Project Employees forfeit unused sick leave accruals at the termination of their assignment.

6.0 PROCEDURE

6.1 Use of Illness Leave.

Employees using illness leave must comply with departmental procedures regarding notification and obtaining approval. In most cases, the employee is required to notify their supervisor that they will be unable to report for work due to illness or injury fifteen (15) minutes prior to the start of their work shift. Certain departmental policies may require more notification due to their need to dispatch crews timely.

6.1.1 Pandemic Illnesses.

If an employee has contracted a pandemic or serious epidemic disease as declared by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC) or the Spokane Regional Health District, the City may request employee self-reporting to the Pandemic Coordinator through the Human Resources Department for monitoring and workload planning considerations. The City shall follow all provisions to safeguard private health information as provided by ADMIN 0620-11-58 HIPAA Privacy Compliance policy.

6.1.2 Authorized use of illness leave for domestic violence, sexual assault or stalking includes:

- Seeking legal or law enforcement assistance or remedies to ensure the health and safety of employees and their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault or stalking.
- Seeking treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault or stalking.
- Attending health care treatment for a victim who is the employee's family member.
- Obtaining, or assisting the employee's family member(s) in obtaining services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault or stalking.
- To obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault or stalking.
- Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault or stalking.

6.2 Maternity Disability Leave.

- 6.2.1 Pregnant employees shall be treated the same for all employment-related purposes as other persons not so affected but similar in their ability or inability to work by reason of physical condition. As long as a pregnant employee is able to perform the major functions of her job, she must be treated like any other healthy employee. Supervisors may not require pregnant employees to stop working unless they are no longer able to perform their job duties.
- 6.2.2 Childbirth is to be considered as any other temporary disability; and illness leave may be used for the period of actual disability.

6.2.3 If additional leave is desired beyond the period of actual disability, the employee may apply for family leave.

6.3 Paternity Leave.

An employee may request illness leave for paternity purposes in accordance with their applicable collective bargaining agreement.

6.4 Bereavement Leave.

An employee may request illness leave for bereavement purposes in accordance with his/her applicable collective bargaining agreement.

6.5 Physician's Statements or Other Justification.

An employee's supervisor may require the employee to furnish evidence supporting the need for the use of illness leave after three (3) consecutive absences. If the supervisor requires verification, verification must be provided within a reasonable time period during or after the leave. Verification requirements may not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law.

6.6 Employees found to be abusing the provisions of this policy may be subject to disciplinary action.

6.7 Retaliation for using illness leave for allowed purposes is prohibited.

7.0 RESPONSIBILITIES

The Human Resources Department is responsible for administering this policy.

8.0 APPENDICES

None

APPROVED BY:
Theresa Sanders
Chris Cavanaugh
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.

PRINCIPAL PLANNER SPN 260 OPEN/PROMOTIONAL ENTRY

DATE OPEN: Monday, February 11, 2019 **DATE CLOSED:** Sunday, February 24, 2019 at 11:59 p.m.
SALARY: \$75,606.48 annual salary, payable bi-weekly, to a maximum of \$101,790.00

DESCRIPTION:

Performs responsible supervisory, professional and management work in the administration of a division in the area of City planning, design, development implementation, zoning, or community development.

DUTIES:

- Outlines studies and directs the preparation of reports and plans for land use; neighborhood plans; the layout of subdivisions; recommendations on zonings, permits, PUD's, etc.; the location of special uses; the general layout of an arterial street system; living conditions, design of public buildings, correction of unhealthful housing conditions; and preparation of the comprehensive plan for the City.

- Supervises the planning, developing and coordination of planning and development projects, including economic positioning, development master planning and project implementation.
- Develops plans relative to the environment, urban economic positioning, the conservation, rehabilitation and redevelopment of residential and non-residential areas, for building studies and analysis, community development programs, growth management plans, capital improvement programs, economic development programs, annexation programs and the implementation of the comprehensive City plan.
- Develops methods, and directs and participates in the compilation and analysis of planning data and research related to the development of the general plan of the City to include population, economic and land use trends, housing conditions, etc. Participates in the development of departmental policy.
- Reviews and prepares recommendations on current and long-range planning problems and opportunities. Supervises studies on rezoning, development coding, population forecasts, growth management, economic development and annexation proposals, and prepares recommendations.
- Participates in processing rezoning petitions, development applications and land subdivisions.
- Answers inquiries and letters on urban development, meets the public in administering land use regulations; assists developers in design and development problems.
- Coordinates with other departments and other agencies. Presents reports and recommendations.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open-Entry Requirements:

(Open-entry applicants must meet all requirements at the time of application.)

- **Education:** Graduation from an accredited four-year college or university with a degree in a major field of study related to city planning or community development functions.
- **Experience:** Six years of experience commensurate with the degree, including at least two years as a responsible senior supervisor.
- **Substitution (optional):** Completion of course work toward an advanced degree in city planning or directly related field may substitute on a year-for-year basis for non-supervisory experience.
- **Additional:** Applicants must possess a valid driver's license or evidence of equivalent mobility.

Promotional Requirements:

(Current City of Spokane employees may apply on a promotional basis. Promotional requirements must be met by the close of the recruitment.)

- **Experience:** Two years of experience with the City in the classification of Associate Planner.
- **Additional:** All applicants must possess a valid driver's license or evidence of equivalent mobility.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

For open-entry candidates, the examination will consist of a training and experience evaluation (T&E) only.

For promotional candidates, the examination will consist of a T&E and a performance evaluation (PAR), with scoring weights as follows:

- T&E: 80%
- PAR: 20%

NOTE: Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies. "All candidates who attain a passing score on the examination shall be certified for the vacancy in the order of their final rating and without regard to promotion preference."

T&E EVALUATION DETAILS (ALL CANDIDATES)

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "QUESTIONS" on the job announcement page. The T&E must be submitted online at the time of application. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the closing date.

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.

- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

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 7th day of February 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

SPORTS FIELD MAINTENANCE SUPERVISOR SPN 674
PROMOTIONAL

DATE OPEN: Monday, February 4, 2019

DATE CLOSED: Sunday, February 17, 2019 at 11:59 p.m.

SALARY: \$42,190.13 annual salary, payable bi-weekly, to a maximum of \$65,732.33

DESCRIPTION:

Serves as lead worker and performs skilled work on a sports complex crew responsible for the daily and long-term maintenance and management of the sport fields in the Parks and Recreation owned complexes and outlying field areas.

DUTIES:

- As primary liaison to the public and event organizers, offers ongoing direct customer relations to facility users and tournament directors. Manages simultaneous events at up to three complexes. Maintains complexes through preventative maintenance practices.
- Oversees and implements staff scheduling as well as daily and weekly goals. Plans event staffing schedules and leads or aids in daily staff supervision.
- Lays out various details of the many optional sports field layouts and specifications for sports such as soccer, softball, baseball, football, rugby, and lacrosse.
- Implements basic turfgrass agronomic practices, including fertilizer and pesticide applications. Performs irrigation application and repair.
- Operates various equipment as required, such as a dual cone field laser grader, trucks, tractors, front-end loaders, backhoes, sprayers, and riding lawn mowers; also performs minor equipment maintenance, repairs, and welding.
- Assists with and leads crews on general building and grounds maintenance such as snow removal, litter pickup, rest room janitorial, graffiti removal, shoveling, and raking.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Permanent, non-probationary City employees who have completed six months in a lower-level position in the Parks Department and who meet the Open Entry requirements may apply on a promotional basis.

License and Certifications:

(Qualified applicants and employees in this job class must meet these requirements.)

- Possession of a valid driver's license.
- Sports Field Maintenance Supervisors must obtain a WSDA Public Operator license for restricted-use pesticide application within one year of appointment. Employees must maintain this license while they hold this job class.

Open Entry Requirements:

- *Education:* An associate degree or completion of a two-year college certificate program in horticulture, landscape maintenance, turfgrass, golf course maintenance, agronomy, or related field.
- *Experience:* Two years of working supervisory experience in a related field.

Substitution: Additional supervisory experience in sports complex field maintenance may be substituted on a year-for-year basis for the education

EXAMINATION DETAILS:

You are required to meet the posted minimum qualifications and pass the examination for this position to be eligible for hire. The exam includes multiple elements, with scoring weights assigned as follows:

- Training & Experience Evaluation (T&E) = 32%
- Written Test score = 48%
- Promotional Evaluation (PAR) = 20%

T&E DETAILS:

The T&E is a job-related supplemental questionnaire, which is completed online as part of your application. You may preview the questions and instructions by clicking on "QUESTIONS" near the top of the online job announcement.

WRITTEN TEST DETAILS:

- The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Tuesday, February 26, 2019 at 1:00 pm**. The approximate duration of the test is 2 hours.
- Additional test sessions *may* be added, depending on the number of applications accepted.
- The multiple-choice written test may include such subjects as: Sports complex operations and maintenance; turf maintenance and soil chemistry; Supervision; Interpersonal communication
- Upon acceptance of your application, you will receive an email appointment confirmation for your Civil Service test.

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.

We encourage you to apply immediately using the online application system. Submit your completed City of Spokane employment application online by 11:59 p.m. on the closing 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 24th day of January 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

SPORTS FIELD MAINTENANCE SUPERVISOR SPN 674
OPEN ENTRY

DATE OPEN: Monday, February 4, 2019 DATE CLOSED: Sunday, February 17, 2019 at 11:59 p.m.
SALARY: \$42,190.13 annual salary, payable bi-weekly, to a maximum of \$65,732.33

DESCRIPTION:

Serves as lead worker and performs skilled work on a sports complex crew responsible for the daily and long-term maintenance and management of the sport fields in the Parks and Recreation owned complexes and outlying field areas.

DUTIES:

- As primary liaison to the public and event organizers, offers ongoing direct customer relations to facility users and tournament directors. Manages simultaneous events at up to three complexes. Maintains complexes through preventative maintenance practices.
- Oversees and implements staff scheduling as well as daily and weekly goals. Plans event staffing schedules and leads or aids in daily staff supervision.
- Lays out various details of the many optional sports field layouts and specifications for sports such as soccer, softball, baseball, football, rugby, and lacrosse.
- Implements basic turfgrass agronomic practices, including fertilizer and pesticide applications. Performs irrigation application and repair.
- Operates various equipment as required, such as a dual cone field laser grader, trucks, tractors, front-end loaders, backhoes, sprayers, and riding lawn mowers; also performs minor equipment maintenance, repairs, and welding.
- Assists with and leads crews on general building and grounds maintenance such as snow removal, litter pickup, rest room janitorial, graffiti removal, shoveling, and raking.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

(Applicants who are not current employees of the City of Spokane may meet these requirements. Open-entry applicants must meet all requirements when they apply.)

- *Education:* An associate degree or completion of a two-year college certificate program in horticulture, landscape maintenance, turfgrass, golf course maintenance, agronomy, or related field.
- *Experience:* Two years of working supervisory experience in a related field.
- *Substitution:* Additional supervisory experience in sports complex field maintenance may be substituted on a year-for-year basis for the education requirements.

License and Certifications:

(Qualified applicants and employees in this job class must meet these requirements.)

- Possession of a valid driver's license.
- Sports Field Maintenance Supervisors must obtain a WSDA Public Operator license for restricted-use pesticide application within one year of appointment. Employees must maintain this license while they hold this job class.

EXAMINATION DETAILS:

You are required to meet the posted minimum qualifications and pass the examination for this position to be eligible for hire. The exam includes multiple elements, with scoring weights assigned as follows:

- Training & Experience Evaluation (T&E) = 40%
- Written Test score = 60%

T&E DETAILS:

The T&E is a job-related supplemental questionnaire, which is completed online as part of your application. You may preview the questions and instructions by clicking on "QUESTIONS" near the top of the online job announcement.

WRITTEN TEST DETAILS:

- The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Tuesday, February 26, 2019 at 1:00 pm**. The approximate duration of the test is 2 hours.
- Additional test sessions *may* be added, depending on the number of applications accepted.
- The multiple-choice written test may include such subjects as: Sports complex operations and maintenance; Turf maintenance and soil chemistry; Supervision; Interpersonal communication
- Upon acceptance of your application, you will receive an email appointment confirmation for your Civil Service test.

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 31st day of January 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Five Mile Road – Lincoln Road to Strong Road Engineering Services File No. 2015056

This project consists of the construction of approximately 7236 cubic yards of excavation and embankment, 1200 linear feet of storm sewer, 21 drainage structures, 3000 square yards of sidewalk, 13,050 square yards of 5-inch thick HMA pavement, a roundabout at Five Mile and Strong Road intersection, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 25, 2019 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 West 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. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2018 Standard Specifications prior to bidding the project.

******Due to factors including clay soils and school schedule, the construction window in which the project is to be constructed has been detailed in section 1-07.23(1) which states that Five Mile and Strong Roads may not be closed to traffic until June 17th.**

Publish: February 6, 13 and 20, 2019

3rd Avenue & 2nd Avenue Storm Sewer
Engineering Services File No. 2016199

This project consists of the construction of approximately, 1,800± linear feet of 12 inch to 18 inch diameter storm sewer, 11± drainage structures and several catch basin modifications, 5,800± cubic yards of rock excavation, 50± linear feet of sidewalk, 5,800± square yards of 7-inch thick asphalt pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 25, 2019 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. Bidder's should allow sufficient time to familiarize themselves with the WSDOT 2018 Standard Specifications prior to bidding the project.

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

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

Publish: February 6, 13 and 20, 2019

**Five Mile Booster Station
(Belt Street and Woodside Avenue)**
Engineering Services File No. 2017104

This project consists of the construction of a CMU Booster Station Building (approx. 72'-8" Length by 20'-4" Wide by 16'-3" High), including vertical turbine line shaft pumps, motors, motor control centers, 12" and 18" to 30" diameter piping, paved access and parking area, electrical, backup power generation, plumbing, heating and cooling systems, excavation, site grading and restoration, water and sewer connections, electrical and conduit work, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 4, 2019 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 FIVE (5) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

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

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

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

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

Publish February 13, 20 and 27, 2019

Residential Chip Seal Program - 2019
Engineering Services File No. 2019043

This project consists of the construction of approximately **102,700** square yards of chip seal, including associated crack sealing, pavement repair, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 25, 2019 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: February 6, 13 and 20, 2019

RPWRF MAINTENANCE & WAREHOUSE HVAC UPGRADE
Engineering Services File No. 2019070

This project consists of the construction of the replacement and upgrade of the existing, aging, HVAC system in a portion of the maintenance and warehouse areas of the Spokane City, Riverside Park Water Reclamation Facility, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 25, 2019 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.

A prebid conference will be held at the Riverside Park Water Reclamation Facilities at 10:00 a.m. on February 14, 2019.

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: February 6, 13 and 20, 2019
