



# Official Gazette

## City of Spokane, Washington

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

Volume 109

**JULY 10, 2019**

Issue 28



### 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

**NOTICE****MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, July 1, 2019**

The minutes for the Monday, July 1, 2019, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, July 17, 2019, issue of the *Official Gazette*.

**Public Safety & Community Health Committee**

Meeting Minutes – June 3, 2019

**Call to Order:** 1:16 PM**Attendance:**

**PSCHC Members Present:** PSCHC Chair CM Kinnear, CM Burke, CM Fagan, CM Stratton, CM Beggs, CP Stuckart, CM Mumm (arrived at 1:23 PM)

**Staff/Others Present:** SPD Chief Meidl, Major Olsen, Major King, Dir. MacConnel, Dir. Isaacson, Capt. Tracie Meidl, Capt. Thomas Hendren, Sgt. John Griffiths, Brian McClatchey, Mike Ormsby, Eric Finch, Police Ombudsman Bart Logue, SFD Asst. Chief John, Chief Jay Atwood, Mike Lopez, Patrick Striker, Carly Cortright, Erik Poulsen, Dan Kagely, Tim Sigler, Kyle Twohig,

**Approval of May 6, 2019 minutes:** Motion to approve by CM Fagan; M/S by CM Stratton. The committee approved the minutes from the May 6, 2019 PSCHC meeting unanimously.

**CONSENT AGENDA ITEMS****Monthly Reports:**

OPO Monthly Report – April 2019

ARU Program Analysis Executive Summary (SFD)

Sit &amp; Lie Enforcement Update (SPD)

Photo Red Update (SPD)

Strategic Initiatives Monthly Update (SPD)

**Consent Agenda Portion:**

DOJ/BJA Grant Application (Municipal Court)

2019 Residential Grind &amp; Overlay Projects (Public Works)

Erie Stormwater Project – Construction Contract (Public Works)

Annual Value Blanket for 6" Fire Hydrants (Public Works)

Purchase of Eagle Elgin Mechanical Sweeper (Fleet Services)

Purchase of Tymco Air Sweeper (Fleet Services)

Tire Purchasing Value Blanket with GCR Tire Center (Fleet Services)

Tire Purchasing Value Blanket with Wingfoot Commercial (Fleet Services)

Resolution Declaring "Hotsy" a Sole Source City Vendor (Fleet Services)

Gas Mask Grant - Request for approval to apply for grant (SFD)

FY 2019 Continuum of Care Unified Funding Agency Designation Award (CHHS)

Program Year 2019 Annual Action Plan (CHHS)

Professional Services for Master Data Management Solution (ITS)

**STRATEGIC PLANNING SESSION****Strategic Priority: Integrated 911/Dispatch**

NONE

**Strategic Priority: Integrated Response****CHAS Dental Clinic Update – Carly Cortright**

Ms. Cortright presented on a proposed lease by the City of a location for the planned CHAS Dental Clinic in the E. Central Neighborhood, which included a range of possible rental rate options per square foot. CM Kinnear asked about the overall project timeline for getting the clinic up and running. Ms. Cortright responded that the City's RFP deadline is June 17, with the longer-term goal of beginning remodel work at the leased facility by end of 2019. The goal is to get the clinic up and running early in 2020. CP Stuckart said that spending the state funds allocated for the dental clinic project potentially needs to occur before the state would allocate additional funding for other projects in the East Central Neighborhood. For that reason, he strongly encouraged Ms. Cortright to do everything possible to keep this project on track with the timeline. CP Stuckart also recommended looking into amending the SMC, in coordination with the Plan Commission, to ease floor space/lot coverage requirements on future projects of this nature. He explained that this will keep the City from having to make exceptions to existing law for future City projects and allow all potential projects to proceed under the amended regulations. Ms. Cortright indicated her support for this suggestion and said she would explore and follow up.

**Strategic Priority: Criminal Justice Reform**

NONE

**Strategic Priority: City-Wide Clean & Safe****Proposed Additions to the Homeless Shelter System for 2019 – Kelly Keenan**

Tim Sigler came before the committee to present on this item in Mr. Keenan's absence. CHHS has identified a feasible location (an old grocery outlet at 4210 E Sprague Ave.) for a new City-run homeless shelter. City staff members from multiple agencies have visited the site to perform assessments. They found that the challenges associated with this site are: advanced age of the facility, flat roof on the building, and dated HVAC system. Mr. Sigler said that those concerns will be addressed in the City's negotiations on a purchase agreement for the site. CM Mumm asked about transportation options to this potential location. Mr. Sigler said that the location was optimal for its connection to existing STA transit routes along the E. Sprague corridor, and that CHHS would continue to explore additional transportation options. CM Burke asked if the City planned to purchase the property or lease it, and asked who the current property owner is. Mr. Sigler responded that the City planned to purchase the property, and that it is currently owned by the Hutton Settlement. CM Mumm asked if leasing was a possibility for the site, and Mr. Sigler responded that Hutton Settlement is only interested in selling the property, not leasing it. CM Fagan asked what, if any, social services would be provided at the shelter. Mr. Sigler responded that the City's RFP would seek social service providers to operate out of the facility, including mental healthcare services, in addition to seeking organizations to primarily run and operate the shelter. CM Kinnear reiterated her demand that City of Spokane Valley contribute their general fund dollars to this shelter project, and Mr. Sigler assured the committee that conversations with the City of Spokane Valley are ongoing on that matter. CM Mumm said she supported CM Kinnear's demand and suggested that Council consider writing a letter in support of the Administration's attempts to secure contributions for homeless services from the City of Spokane Valley and Spokane County. CM Burke asked about CHHS's process for identifying potential shelter locations. Mr. Sigler responded that members of CHHS staff conducted their own searches, which mainly focused on potential sites along popular transit routes, and then compared their findings. CM Burke encouraged CHHS to search for additional locations in case the E. Sprague location falls through.

**CHHS Program Year 2018 Annual Action Plan Amendment – Kelly Keenan**

Mr. Keenan explained that CHHS is seeking Council approval for an amendment to its 2018 Annual Action Plan that would include funding for additional affordable housing and shelter projects. He instructed Council to visit the web link provided in the packet for detailed descriptions of each proposed project set to receive funding under the amended plan. This information would be helpful to Council members when deciding on whether to approve the amendment, Mr. Keenan concluded.

**Encampment Mitigation Pilot Project Update – Carly Cortright**

Ms. Cortright began her update by showing a video on the to-date outcomes of the Encampment Mitigation Pilot Project compiled by City Cable 5. She then presented graphical breakdowns of the statistics compiled during the initial 30-day pilot program, which began on May 1, 2019. The program first responded to a back-log of encampments reported earlier in the year before addressing complaints received after May 1. Prior to the launch of the pilot program, Ms. Cortright explained, multiple different City agencies responded on their own timelines to encampments to deal with different elements of clean-up and resolution. The new "pod" approach used by the pilot program dispatches two SPD Neighborhood Resource Officers, social workers and an accompanying clean-up crew to respond to encampments and perform mitigation as a cohesive City of Spokane response unit. Ms. Cortright displayed a map pinpointing the exact locations of encampments that have been reported in Spokane this year. She then summarized how law enforcement actions are only taken based on the availability of low-barrier shelter, as determined by the availability of shelter capacity from the previous night. The team members making up the response "pods" worked well together, Ms. Cortright continued, and the results showed with a drastic reduction in response times to cleaning up and resolving encampment cases. Of the 169 cases that the project responded to during the pilot period, law enforcement made 70 citations into Community Court and made seven arrests for controlled substances. However, the Neighborhood Resource Officers involved did report that all but three individuals contacted during the pilot period voluntarily admitted to using controlled substances.

Ms. Cortright then transitioned to examining the future of the program before opening up for questions. The hope is to bring mental health clinicians from Frontier Behavioral Health into the response pod going forward. The program's operations through the pilot period revealed that a majority of encampments within the city are cropping up on private property, which Ms. Cortright said was a valuable insight for future encampment mitigation efforts. On the whole, she concluded, the project was successful and taught many valuable lessons. The program will continue to operate going forward, but some funding decisions need to be made around litter crews, SPD staffing with NROs, and other considerations. CM Stratton asked about the timeline that campers were given under the program to pack up their belongings and vacate the camp. Ms. Cortright responded that, for encampments on public property, the answer depended on whether the response team encountered campers when they arrived, or if the encampment was empty at the time of contact. If campers were onsite, they were asked to leave immediately, but if the encampment was vacant, then NROs posted the customary 48-hour notice for the campers to clear out their possessions and move on. CM Fagan asked if the response teams ever encountered tripwires or other makeshift security measures at any of the encampments, but Ms. Cortright explained that she did not know. CM Burke asked about recourse for campers whose belongings are cleared out. Ms. Cortright said that there are options for those subject to encampment mitigation to pursue a hearing to contest loss of property. CM Burke then proceeded to make a tearful statement declaring the video "disrespectful" and said that the City's actions are "abusing" those who are living in illegal encampments. CM Beggs asked about how the program made enforcement decisions with respect to shelter availability. SPD officer Tim Sigler joined Ms. Cortright in explaining that response pods used shelter availability data from the previous night to make those determinations. CM Beggs asked if those statistics might be made publicly available so that people in the community can be aware of the possibility that enforcement actions might be taken. Ms. Cortright said that she would follow-up on that point with CM Beggs.

After Ms. Cortright had begun briefing her next agenda topic, CP Stuckart interrupted to return to encampment mitigation. He asked about the feasibility of producing system cards for every person registered in the City's HMIS that those individuals can swiped-in with when accessing services and staying in the City's shelter system (pointed to the City of Boise as an example). An HMIS card system like this would improve real-time data collection on homelessness services and associated issues, CP Stuckart explained. Eric Finch, the City's Chief IT Officer, joined the conversation and committed to studying the feasibility of CP Stuckart's proposal, finding out more information, and reporting back to the committee. CM Kinnear and CP Stuckart asked for commitment to a path forward and asked for a progress report to Council within two weeks. Mr. Finch said that there was a potential to route this idea through the City's Project Management Office based on available resources. Whether the idea manifests itself in a mobile application or a physical card system, Mr. Finch promised that City staff would work on a solution.

## **DISCUSSION ITEMS**

### **Staff Requests:**

#### **Hoopfest MOU – Carly Cortright**

Ms. Cortright presented on the City's negotiations with Hoopfest to keep the event located in downtown Spokane. Hoopfest has made clear that the organization couldn't afford to continue hosting in downtown Spokane unless security costs imposed by City were reduced. In response, the City did make some concessions to reduce those costs charged to Hoopfest in recognition of the large, positive economic impact that Hoopfest delivers in the city. CM Mumm pointed out some questions regarding the language of the draft MOU; Ms. Cortright said that she noted these concerns. CM Kinnear asked about the City's uniform policy around hosting large events like these and the rates at which it charges for security costs. Ms. Cortright responded that the City's default policy is to pursue 100% cost recovery from all permitted events, but she explained that the Administration can negotiate MOUs with individual events on a case-by-case basis and that those MOUs are always subject to Council approval. This is a commonly-used option, Ms. Cortright concluded.

### **Council Requests:**

#### **Public Safety Levy Spending Resolution & Budget Fund Ordinance – CM Kinnear & CP Stuckart**

CM Kinnear previewed the Levy spending resolution that endorses SPD and SFD prioritization plans as the City's official budget guides for spending levy dollars on public safety staffing. CP Stuckart said that the resolution serves a dual purpose as both a commitment to voters who approved the levy that the resulting funds would only be spent on purposes they approved and as budget guiding documents for those in the City Administration who will draft the 2020 City budget proposal. CM Beggs asked about funding decisions based on grants still available and grants already awarded to the City. Chief Meidl responded by going through a few hypothetical situations with pending grants and how SPD would respond to each going forward. CM Beggs wanted to flesh out how SPD and SFD funding decisions could change based on unforeseen conditions when the levy funds come online in 2020, and both SPD and SFD leadership committed to having further discussions after the meeting. CM Mumm thanked CP Stuckart and CM Kinnear for bringing these items forward. She also asked when, specifically, the levy funds would come online. CP Stuckart answered that the taxes will be levied beginning on January 1, 2020, but said he was unsure of exactly when SPD and SFD could access and use the money. Chief Meidl gave an overview on SPD's plan to hire 20 new officers with funds provided from the levy, but also acknowledged potential retirements within the department that might change certain details. CP Stuckart asked for an update on amount of SPD patrol officers who are out on injury leave currently. Chief Meidl and Major King provided updates. CM Beggs asked about funding for vehicle purchases that will be associated with new officers hired under the levy, and Chief Meidl and Major King said they would follow-up.

**SFD Overtime Update – CM Mumm**

CMs Mumm and Kinnear agreed to push this discussion to the next Finance, Administration & Sustainable Resources Committee meeting.

**Police Upper Management Structure Analysis – CM Beggs**

CM Beggs asked about the precinct model for SPD and how it comports with the department's current upper command structure. Chief Meidl said that the precinct model was built on practices in Tacoma, WA, and answered with specific details about how the management structure responds to real-time hotspots and crime/incident locations by directing officers out in the field. Chief Meidl said that responding officers are obligated to come up with proactive strategies to address hotspot areas they encounter and respond to them. He continued that SPD's current neighborhood policing model is successful, which has contributed to the City's 13% YTD decrease in crime rates. Chief Meidl said that six of SPD's 6 precinct captains also sit on various boards and commissions throughout the City to improve the interface between SPD and the community. CM Kinnear then asked for SPD captains in attendance to come forward and share their experiences and suggestions on the model. Captains Thomas Hendren and Tracie Meidl both came forward and offered insights. CM Beggs asked how the various lieutenants figure into the SPD command structure under the commanding precinct captains. Chief Meidl responded that lieutenants assist the captains and specialize in case management and organization, as well as serving as liaisons to Spokane County. Lieutenants are also the most immediate resource up the chain of command for SPD's neighborhood resource officers in the field. Chief Meidl concluded by explain how precinct captains determine the broader vision for strategic public safety and crime reduction, while lieutenants manage putting that vision into action.

**State Legislative Update:**

NO UPDATE NECESSARY

**ADMINISTRATION REQUESTS:** NONE**Action Items:** NONE**Executive Session:** NONE

**Adjournment:** CM Kinnear adjourned the meeting at 2:17 PM. The next PSCHC meeting will be held Monday, July 1, 2019.

**Attachments/Briefing Papers:**

May 6, 2019 PSCHC Meeting Minutes

CHAS Dental Clinic Briefing Paper & Draft Lease Agreement

Proposed Additions to the Homeless Shelter System for 2019 Briefing Paper

CHHS Program Year 2018 Annual Action Plan Amendment Briefing Paper

Hoopfest MOU Briefing Paper & Draft MOU

Public Safety Levy Spending Resolution & Budget Fund Ordinance

Referenced attachments to the minutes are on file in the Office of the City Clerk.

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# Hearing Notices

**NOTICE OF PUBLIC HEARING  
TRANSFER OF  
CITY-OWNED PROPERTY TO  
SPOKANE SCHOOL DISTRICT NO. 81  
MONDAY, July 22, 2019  
6:00PM**

**CITY COUNCIL CHAMBERS – MUNICIPAL BUILDING  
808 W. SPOKANE FALLS BLVD.  
SPOKANE, WASHINGTON**

The City of Spokane is proposing to exchange surplus real property with Spokane School District No. 81. The City of Spokane property consists of unimproved land located near:

**1250 E. North Foothills Drive  
Spokane, Washington 99201  
And  
E. 63rd Avenue and S. Altamont Street  
Spokane Washington, 99223**

The City's properties would be exchanged for land owned by the School District located near 2904 E. Sprague Avenue in Spokane, Washington and in consideration of other agreements to be entered into by the parties. Copies of the proposed agreements are on file with the City Clerk's Office in City Hall, 808 W. Spokane Falls Blvd., and are available for public inspection. Overhead maps of the proposed exchange properties may be obtained by contacting the City of Spokane's Asset Management Program at 509-625-6064.

The School District proposes to use the City properties for the construction of new schools. The City of Spokane proposes to use the School District property for the construction of a new library.

# General Notices

**REGULAR MEETING OF THE CIVIL SERVICE COMMISSION**

**9:30 AM JULY 16, 2019  
CITY HALL – COUNCIL CHAMBERS  
808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201**

**1. CALL TO ORDER/ROLL CALL**

**2. APPROVAL OF MINUTES**

- a. June 18, 2019 Minutes

***Action Required***

**3. PUBLIC COMMENT**

**4. PRESENTATIONS**

- a. Q2 Performance Measures  
(Martin)  
b. Item Bank Update  
(Ackermann)

**5. CHIEF EXAMINER'S REPORT**

**6. UNFINISHED BUSINESS**

- a. Budget Discussion

***Action Required***

**7. DISCUSSION**

- a. Employee Satisfaction Survey

**8. ADJOURN**

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**SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA**

Wednesday, July 17, 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. German American Society Hall – 25 W 3rd Ave
2. Kimmel House – 934 W 14<sup>th</sup> Ave

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

**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 Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [msteinolfson@spokanecity.org](mailto:msteinolfson@spokanecity.org). Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# Ordinances

**These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.**

**ORDINANCE NO. C35780**

An ordinance vacating portions of Erie Street

WHEREAS, pursuant to Resolution 2019-0033, the City Council initiated the vacation of portions of Erie Street and more particularly described below, and a hearing has been held on the resolution before the City Council as provided by RCW 35.79; and

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

The City of Spokane does ordain:

Section 1. That those portions of Erie Street described below is hereby vacated. Parcel number not assigned.

That portion of the right-of-way of Erie street as shown on the plat of Dennis & Bradley's addition, as recorded in volume "a" of plats, pages 160 and 161, city of Spokane, Spokane County, Washington, described as follows;

Beginning at the southwest corner of lot 6, block 24, of said plat; thence along the east right-of-way line of Erie street the following two (2) calls:

- 1) South 02°10'35" east 82.84 feet to the true point of beginning;

2) Continuing south 02°10'35" east 186.85 feet; thence leaving said right-of-way line, south 72°46'52" west 19.72 feet to a point on a 281.25 foot radius nontangent curve to the left, concave southwesterly, the center of circle of which bears south 67°56'05" west; thence northwesterly along the arc of said curve through a central angle of 15°33'43", 76.39 feet; thence along a nontangent line, north 04°24'05" west 15.42 feet; thence north 36°37'56" east 27.69 feet; thence north 39°56'09" west 12.98 feet to a point on a 447.00 foot radius nontangent curve to the left, concave northwesterly, the center of circle of which bears north 55°52'23" west; thence northeasterly along the arc of said curve through a central angle of 11°31'13", 89.88 feet to the true point of beginning;

Containing 6,193 square feet, more or less.

Together with

That portion of the right-of-way of Erie street as shown on the plat of Dennis & Bradley's addition, as recorded in volume "a" of plats, pages 160 and 161, city of Spokane, Spokane County, Washington, described as follows;

Beginning at the northeast corner of lot 5 of the binding site plan of Spokane river properties z2006-30-fbsp, according to the plat recorded in volume 3 of binding site plans, pages 57 and 58, said point lying on the west right-of-way line of Erie street; thence along the boundary of said binding site plan the following two (2) courses:

1) Along the west line of said right-of-way, north 02°12'22" west 75.00 feet;

2) Along the northwest line of said right-of-way, north 35°55'33" east 163.54 feet to a point on a 101.00 foot radius nontangent curve, concave southeasterly, the center of circle of which bears south 59°46'40" east; thence leaving said boundary and said right-of-way line, southwesterly along the arc of said curve through a central angle of 7°05'53", 12.51 feet to a point of compound curve of a 637.50 foot radius curve to the left, concave southeasterly, the center of circle of which bears south 66°52'33" east; thence southwesterly along the arc of said curve through a central angle of 14°18'35", 159.22 feet to the point of tangent; thence south 08°48'52" west 45.04 feet to the point of curve of a 348.50 foot radius to the right; thence southwesterly along the arc of said curve through a central angle of 17°49'08", 108.38 feet to a point on said boundary and on said west right-of-way line of Erie street; thence along said boundary and said west right-of-way line, north 02°12'22" west 103.88 feet to the point of beginning;

Containing 8,625 square feet, more or less.

Section 2. An easement is reserved and retained over and through the entire vacated area areas for the utility services of Avista Utilities, CenturyLink, Comcast, and the City of Spokane to protect and maintain existing and future utilities, and no building or other structure shall be erected or placed thereon without the City's prior written approval.

**Passed by City Council July 1, 2019**  
**Delivered to Mayor July 5, 2019**

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### **ORDINANCE NO. C35787**

An ordinance creating a Public Safety Personnel and Crime Reduction Fund and describing its use; enacting a new section 07.08.153 to Chapter 07.08 of the Spokane Municipal Code.

**WHEREAS**, on December 10, 2018, the Spokane City Council adopted Resolution 2018-0103 requesting that a special election be held for voters to consider a proposition by the City of Spokane ("Proposition No. 1") for a property tax levy lid lift ("Public Safety Levy") to fund police and fire personnel, as well as crime reduction programming; and

**WHEREAS**, voters in the city of Spokane approved "Proposition No. 1" in the special election of February 12, 2019;

The City of Spokane does ordain:

**Section 1.** That there is adopted a new section 07.08.153 to Chapter 07.08 of the Spokane Municipal Code to read as follows:

#### **Section 07.08.153 Public Safety Personnel and Crime Reduction Fund**

- A. There is created a special revenue fund known as the "public safety personnel fund" into which shall be deposited all tax levy funds received from the levying of property taxes for the purpose of hiring additional police and fire personnel and funding crime reduction programs pursuant to Resolutions 2018-0103 and 2019-0043.



- B. The "Public Safety Personnel Fund" may be accumulated or expended only for the following purposes:
1. Spokane Police Department personnel;
  2. Spokane Fire Department personnel; and
  3. Crime reduction programs.

**Passed by City Council July 1, 2019**  
**Delivered to Mayor July 5, 2019**

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**ORDINANCE NO. C35788**

An ordinance relating to fixed outdoor electric deicing and snow-melting equipment; enacted a new Section 17F.050.165 of the Spokane Municipal Code.

**WHEREAS**, in February 2019, Zach Harper's dog, Hank, was electrocuted on a public sidewalk due to electric snow melt equipment that met code when it was installed over 40 years ago, but had not been updated with modern safety equipment that would prevent such an incident; and

**WHEREAS**, ground fault circuit interrupters (GFCIs) are designed to detect stray current and turn off power to electric snow melt systems, reducing the potential risk of electrocution for all users; and

**WHEREAS**, GFCIs have been required for all new installations of electric snowmelt equipment since 1993, but retroactive installation of the safety equipment was not previously required; and

**WHEREAS**, Council recognizes the need to make the walking environment safer for all users of public and private sidewalks that utilize electric snowmelt systems by considering enacting "Hanks Law."

**NOW THEREFORE**, the City of Spokane does ordain:

**Section 1.** That there is enacted a new chapter section 17F.050.165 of the Spokane Municipal Code to read as follows:

**Section 17F.050.165 Fixed Outdoor Electric Deicing and Snow-Melting Equipment**

- A. Ground-fault protection of equipment shall be provided in compliance with the National Electric Code for all fixed outdoor electric deicing and snow melting equipment that is embedded in driveways, sidewalks, steps, or other areas that are publically traversable. This requirement shall apply to all embedded systems and shall apply retroactively to systems that were installed under older versions of the National Electrical Code.
- B. All fixed outdoor electric deicing and snow melting systems shall be maintained by the property owner according to ANSI/IEEE 515.1-2012. Systems located within the public right of way shall be maintained by the adjacent property owner. Testing of the systems shall be conducted by the property owner and shall occur annually
- C. Property owners with a fixed outdoor electric deicing and snow melting systems located within the adjacent public right of way or on public property shall register the system with the City Engineer on a form approved by the city engineer. The registration shall include a site plan showing the location of the system. In addition to any required permits, registration submittals for new installations shall include manufacturers cut sheets.

**Passed by City Council July 1, 2019**  
**Delivered to Mayor July 5, 2019**

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**ORDINANCE NO. C35792**

An ordinance 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 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. C35703, 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, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

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

<b>FROM:</b>	<b>0100-99999- 99999-99999</b>	<b>General Fund--Unappropriated Reserves</b>	<b><u>\$200,000</u></b>
<b>TO:</b>	<b>0300-53010- 65410-54999</b>	<b>General Fund—Human Services Other Misc Charges</b>	<b><u>\$200,000</u></b>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to **appropriate additional funds to support night-time shelter services for single women at House of Charity until the new Hope House Shelter is available for use**, 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.

Section 3. Be it resolved, by the City Council, that it authorizes staff to enter into contract for \$120,000 for Family Promise to ensure capacity for 60 family slots and \$20,000 for Transitions for the purpose of weekend hours for single women. These funds would be distributed from previously allotted grant funding that council approved all but \$140,000. These funds are located CHHS department waiting for distribution.

**Passed by City Council July 1, 2019**  
**Delivered to Mayor July 5, 2019**

# 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.**

## AMENDMENT

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### WATER QUALITY COORDINATOR

SPN 653

(Announcement of 6/24/2019)

The above titled announcement is hereby amended to read:

**EXAMINATION DETAILS:** Closing Date/Time Sun. 07/14/2019 11:59 PM Pacific Time

**PUBLIC DEFENDER I SPN 095**  
**OPEN ENTRY**

**DATE OPEN:** Monday, July 8, 2019

**DATE CLOSED:** Sunday, July 21, 2019 at 11:59 p.m.

**SALARY:** \$57,065.04 annual salary, payable bi-weekly, to a maximum of \$68,384.09

**DESCRIPTION:**

Performs entry-level professional legal work in defending indigent clients referred by the Municipal Probation Department or Municipal Court against misdemeanor and gross misdemeanor charges before the Municipal Court and occasionally before Spokane County District and Superior Courts.

**DUTIES:**

- Prepares and conducts legal defense before the Court.
- Gathers evidence and conducts legal research to formulate defense against charges.
- Interviews clients and witnesses and may work with an investigator to ascertain case facts, and handles other details in preparation for trial.
- Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of the case.
- Negotiates resolution with prosecutors on non-trial cases.
- Represents client in court, examining and cross-examining witnesses. Summarizes case to jury.
- Confers with colleagues with specialty in area of law to establish and verify basis for legal proceedings.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Open Entry** (Must be met at time of application.)

- *Education and Experience:* Membership in good standing in the Washington State Bar Association.

**Important Note Regarding Salary:** Successful Public Defender I employees are eligible for promotion after one year to Public Defender II, which has a maximum annual salary of \$95,526.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. The examination will consist of a training and experience evaluation (T&E) with scoring weight assigned as follows:

- T&E: 100%

**T&E EVALUATION DETAILS**

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.
- 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.

Qualified applicants are encouraged to apply immediately.

**TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of July 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**ACCOUNTING CLERK SPN 106**  
**OPEN ENTRY**

**DATE OPEN: Monday, July 8, 2019**

**DATE CLOSED: Sunday, July 21, 2019 at 11:59 p.m.**

**SALARY: \$36,907.49 annual salary, payable bi-weekly, to a maximum of \$57,992.11**

**DESCRIPTION:**

Performs varied and difficult entry-level accounting work for a variety of internal customer departments.

**DUTIES:**

*This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

- Processes accounts payable invoices or requests for reimbursement, including review for accuracy, completeness, and compliance with city policies and procedures.
- Ensures that contract payments comply with contract terms and the City's purchasing policies.
- Manages the timely replenishment of petty cash/imprest funds.
- Prepares and reviews accounts receivable invoices for accuracy, completeness, and sufficiency of supporting data for billing to internal and external customers.
- Maintains, requests, or prepares monthly reconciliations of accounts receivable data to its subsidiary ledger details.
- Performs timely review of accounts receivable data to ensure amounts due can be collected.
- Follows established City policy and procedure regarding the subsequent collection of any past due amounts.
- Prepares timely and accurate cash receipting, in compliance with city cash handling policies and procedures.
- Performs reconciliation of various accounts, to include bank reconciliations, daily cash receipts, and general ledger accounts.
- Enters accounting documents into the financial system (journal entries, payment documents, accounts receivable invoices) in a consistent and accurate method, adhering to any stated Departmental policies and procedures.
- Analyzes accounting data electronically, in order to identify data consistency and/or data anomalies. Such data may be used in complex calculations (e.g. determination of equipment or benefit rates) or to assist in the development of fiscal budgets, or to evaluate various scenarios.
- Maintains general and subsidiary records according to established account classifications and prepares periodic reports from these records.
- Prepares or reviews payrolls and time sheets for accuracy and completeness.
- Maintains a variety of files and records in accordance with the City's records retention policies.
- Prepares and maintains spreadsheets, subsidiary ledgers, and other data for cost accounting, grant draws, loans, and other analysis.
- Follows the policies and procedures of the Office of Grants Management.
- Maintains familiarity with grantor requirements in order to ensure that any accounting transactions affecting grants are properly recorded and are in compliance with grant requirements.
- Provides ad hoc financial reporting and assistance with accounting functions to the senior-level accounting staff.
- Performs periodic or annual inventories of city property, some of which may include traveling offsite to remote locations or working in extreme weather/site conditions.
- Performs related work and tasks as required.

**MINIMUM QUALIFICATIONS:****Open Entry Requirements:**

(Applicants must meet either the "Education Only" or the "Education and Experience" requirements when they apply.)

- *Education Only:* Completion of a two-year (AA) college degree in accounting; or
- *Education and Experience:* One year of work experience as an accounting clerk or full-charge bookkeeper, and completion of all accounting courses required for a two-year college degree in accounting.

**EXAMINATION DETAILS:**

You need to meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test, weighted at 100%.

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

**Written Test Details:**

Written testing will be conducted in the Civil Service Test Room (4th floor, City Hall) during the week of July 29, 2019. Standard start times are 9 a.m. or 1 p.m. The approximate duration of the test is 2.5 hours.

Self-schedule written test date and time: Upon passing the minimum qualification review, you will receive an e-mail with complete instructions to self-schedule your test session. Multiple sessions may be made available depending on the number of applicants and are filled on a first come, first served basis.

The written test may include such subjects as:

Accounting Methods and Practices

Mathematics

Problem Solving

Excel

Reading

We encourage you to apply immediately. Applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

**TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of July 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**ACCOUNTING CLERK SPN 106  
PROMOTIONAL**

**DATE OPEN:** Monday, July 8, 2019

**DATE CLOSED:** Sunday, July 21, 2019 at 11:59 p.m.

**SALARY:** \$36,907.49 annual salary, payable bi-weekly, to a maximum of \$57,992.11

**DESCRIPTION:**

Performs varied and difficult entry-level accounting work for a variety of internal customer departments

**DUTIES:**

*This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:*

- Processes accounts payable invoices or requests for reimbursement, including review for accuracy, completeness, and compliance with city policies and procedures.
- Ensures that contract payments comply with contract terms and the City's purchasing policies.
- Manages the timely replenishment of petty cash/imprest funds.
- Prepares and reviews accounts receivable invoices for accuracy, completeness, and sufficiency of supporting data for billing to internal and external customers.
- Maintains, requests, or prepares monthly reconciliations of accounts receivable data to its subsidiary ledger details.
- Performs timely review of accounts receivable data to ensure amounts due can be collected.
- Follows established City policy and procedure regarding the subsequent collection of any past due amounts.
- Prepares timely and accurate cash receipting, in compliance with city cash handling policies and procedures.
- Performs reconciliation of various accounts, to include bank reconciliations, daily cash receipts, and general ledger accounts.
- Enters accounting documents into the financial system (journal entries, payment documents, accounts receivable invoices) in a consistent and accurate method, adhering to any stated Departmental policies and procedures.
- Analyzes accounting data electronically, in order to identify data consistency and/or data anomalies. Such data may be used in complex calculations (e.g. determination of equipment or benefit rates) or to assist in the development of fiscal budgets, or to evaluate various scenarios.
- Maintains general and subsidiary records according to established account classifications and prepares periodic reports from these records.
- Prepares or reviews payrolls and time sheets for accuracy and completeness.
- Maintains a variety of files and records in accordance with the City's records retention policies.
- Prepares and maintains spreadsheets, subsidiary ledgers, and other data for cost accounting, grant draws, loans, and other analysis.
- Follows the policies and procedures of the Office of Grants Management.
- Maintains familiarity with grantor requirements in order to ensure that any accounting transactions affecting grants are properly recorded and are in compliance with grant requirements.
- Provides ad hoc financial reporting and assistance with accounting functions to the senior-level accounting staff.
- Performs periodic or annual inventories of city property, some of which may include traveling offsite to remote locations or working in extreme weather/site conditions.
- Performs related work and tasks 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:* One year with the City in a Clerk III or higher clerical classification.
- *Education:* Completion of 10 quarter or 6 semester credit hours of college-level accounting courses.

Current, non-probationary, City employees within the line of progression may apply for this promotional recruitment if you meet either the open or promotional requirements (Rule VI Section 5 of the Civil Service Rules).

**Open Entry Requirements:**

(Applicants must meet either the "Education Only" or the "Education and Experience" requirements when they apply.)

- *Education Only:* Completion of a two-year (AA) college degree in accounting; or
- *Education and Experience:* One year of work experience as an accounting clerk or full-charge bookkeeper, and completion of all accounting courses required for a two-year college degree in accounting.



**EXAMINATION DETAILS:**

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

- Written test 80%,
- Performance evaluation 20%.

**WRITTEN TEST DETAILS:**

The written test will be conducted in the Civil Service Test Room during the week of July 29, 2019. Standard start times are 9 a.m. or 1 p.m. The approximate duration of the test is 2.5 hours.

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

The written test may include such subjects as:

Accounting Methods and Practices

Mathematics

Problem Solving

Excel

Reading

**PROMOTIONAL EVALUATION DETAILS**

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

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

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

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

**TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of July 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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**REFUSE COLLECTOR II SPN 550  
PROMOTIONAL**

**DATE OPEN:** Monday, July 8, 2019

**DATE CLOSED:** Sunday, July 21, 2019 at 11:59 p.m.

**SALARY:** \$37,748.95 annual salary, payable bi-weekly, to a maximum of \$59,178.10

**DESCRIPTION:**

Performs heavy manual work in the collection of refuse or recyclables normally on residential collection route

**DUTIES:**

- Drives and operates a refuse collection packer on an assigned route or a refuse collection dump truck on special trash collections; supervises the activities of assigned subordinate collectors and assists in moving, carrying and emptying refuse carts/cans; maintains daily route sheets of customers noting collection starts, stops, increases or decreases in service, and any extra charges; maintains records of charges for special collections.
- Drives and operates a rear-load collection truck on an assigned route. On occasion trains others to operate rear-load truck. Tags single stream recycling and yard-waste for contaminants and performs related assigned duties. Must be able to learn several routes. Must be able to drive different trucks on various routes and not expect to be on any given route or to be using the same truck with any regularity.
- Drives and operates cart delivery truck. Maintains cart inventory in serviceable condition. Cleans, stores, repairs and replaces carts as needed.
- Explains ordinances, procedures and charges regarding refuse or recycling collection to property owners; receives, acts on or refers collection complaints to supervisor; advises property owner as to condition or location of containers; reports to supervision any damage done to private or public property.
- Maintains daily route computer sheets; prepares accident and injury reports as required; prepares private or public property damage reports as required. Reports vehicle maintenance needs to appropriate department.
- May fill in for Refuse Collector III when needed.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:** (Must be met at the date of the test)

- *Experience:* One year of experience in the classification of Refuse Collector I (SPN 549).

**License and Certifications:**

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

- Possession of a valid Class B Commercial Driver's License (CDL) with air brake endorsement.

**SHORTAGE RECRUITMENT:** Employees with at least six months in the classification of Refuse Collector I who have obtained a Class "B" CDL with air brake endorsement may apply on a promotional basis.

**EXAMINATION DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written test and promotional evaluation (PAR), with scoring weights assigned as follows:

- Written test 80%
- PAR 20%

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

**WRITTEN TEST DETAILS:**

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Thursday, August 1, 2019 at 1:00 p.m.** The approximate duration of the test is 1-1/2 hours.

Upon acceptance of your application, you will receive an e-mail invitation to the exam.

The written test may include such subjects as:

Driving Knowledge;  
City Street Knowledge;  
Safety & First Aid;

Refuse Procedures;  
Human Relations.

### **PROMOTIONAL EVALUATION DETAILS**

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

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

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

### **TO APPLY:**

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

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

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MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

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### **STREET MAINTENANCE OPERATOR I SPN 561 PROMOTIONAL**

**DATE OPEN:** Monday, July 8, 2019

**DATE CLOSED:** Sunday, July 21, 2019 at 11:59 p.m.

**SALARY:** \$37,748.95 annual salary, payable bi-weekly, to a maximum of \$59,178.10

### **DESCRIPTION:**

Performs semi-skilled or specialized street maintenance work requiring previous experience and special knowledge acquired on the job.

### **DUTIES:**

- Assigned to and works on one of the following street maintenance crews; however, employee is expected to work on other crews, perform specialized or unskilled manual work or perform other duties as conditions require.
- Asphalt crew: Assists in preparing street surfaces for patching, repair or tarring operations; may operate a truck.
- Street cleaning crew: Operates independently or in a team, all types of trucks, truck-mounted snow plow, street sweeper or flusher.
- Services equipment to which assigned, makes minor field repairs, reports major repairs needed, prepares necessary reports.
- May be required to serve as lead worker to a small crew, operate other types of equipment, perform manual laboring tasks during slack or seasonal periods, answer calls, perform such duties as necessary during emergency winter operations.

### **MINIMUM QUALIFICATIONS:**

**Promotional Requirements:** (Must be met at the date of the test)

- *Experience:* Current service in the Street Department; AND, six months of experience in the classification of Laborer II (SPN 502), Asphalt Raker (SPN 560), or Bridge Maintainer I (SPN 565).

### **License and Certifications:**

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

- Possession of a valid Class B Commercial Driver's License (CDL) without restriction for air brakes.
- Must obtain a tank vehicle endorsement within six months of appointment.

**SHORTAGE RECRUITMENT:** Current employees in the Street Department with at least four months in the classification of Laborer II, Asphalt Raker, or Bridge Maintainer I, who have obtained a Class "B" CDL without restriction for air brakes may apply on a promotional basis. All applicants must obtain a tank vehicle endorsement within six months of appointment.

#### **EXAMINATION DETAILS:**

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

- Written Test: 40%
- Performance Test: 40%
- PAR Score: 20%

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

#### **WRITTEN TEST DETAILS:**

The written test will be conducted in the Civil Service Test Room (4th floor, City Hall) on **Monday, July 29, 2019 at 9:00 a.m.** The approximate duration of the test is 2 hours.

Upon acceptance of your application, you will receive an e-mail invitation to the exam.

The written test may include such subjects as:

Safety;  
Supervision & Public Relations;  
General Operating Knowledge;  
Traffic Control.

#### **PERFORMANCE TEST DETAILS:**

Applicants will be notified when and where to appear for the sweeper/flusher performance test, which is scheduled for **Wednesday, July 31**. If needed, additional performance test sessions will be scheduled on **Thursday, August 1**.

#### **PROMOTIONAL EVALUATION DETAILS:**

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

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

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 11:59 p.m. on the filing cut-off date.

#### **TO APPLY:**

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 3rd day of July 2019.

MARK LINDSEY  
Chair

AMBER RICHARDS  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

**Cincinnati Greenway**  
Spokane Falls Blvd. to Euclid Ave.  
Engineering Services File No. 2016081

This project consists of the construction of approximately 2,200 linear feet of 5-foot wide sidewalk, driveway, ADA ramp, and curb construction, pedestrian signal, pavement marking, and sign installation, sundry utility adjustments, grass seeding and restoration, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. July 22, 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](http://www.cityofspokaneplans.com).** The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: [www.spokaneengineering.org/bid-information](http://www.spokaneengineering.org/bid-information).

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

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

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

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

Publish: July 3, 10 and 17, 2019

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**Driscoll Blvd. Sidewalk**  
Engineering Services File No. 2018095

This project consists of the construction of approximately  $\pm 2,680$  linear feet of sidewalk, pavement repair, sod and grass restoration, sprinkler repair, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. July 29, 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](http://www.cityofspokaneplans.com).** The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: [www.spokaneengineering.org/bid-information](http://www.spokaneengineering.org/bid-information).

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

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

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

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

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: July 10, 17 and 24, 2019.

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**Spotted Road to Allman Sewer Replacement**  
Engineering Services File No. 2018109

This project consists of the construction of approximately 5,500 linear feet of sanitary sewer, 14 sanitary sewer structures, 112 square yards of 4-inch thick pavement patching, 22,000 square yards of hydroseeding, site grading and shaping, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. July 22, 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](http://www.cityofspokaneplans.com).** The Planholders list is also available at this website. Additional project information including the Engineer's estimated cost range for the project, bid results (after bid opening), as well as information about other City projects are available by following the appropriate links at the following website: [www.spokaneengineering.org/bid-information](http://www.spokaneengineering.org/bid-information).

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

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

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

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

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: July 3, 10 and 17, 2019

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### OFFICE SUPPLY DELIVERY SERVICE

City of Spokane  
#RFP 5117-19

### REQUESTS FOR PROPOSAL

**Description:** The City of Spokane is seeking proposals for an effective ordering and delivery process that requires minimal time on the part of City employees, at the lowest possible cost.

**Bid Opening:** Sealed electronic proposals will be received until **Monday, July 22, 2019 at 1:00 pm**. At 1:15 pm they will be publicly acknowledged in a meeting held in the City Council Chambers, LL, 808 W. Spokane Falls Blvd.,

Spokane WA. Responses are only to be submitted **electronically** through the City of Spokane's bidding portal: <https://spokane.procureware.com>, on or before the aforementioned date and time. Hard copy and/or late responses shall not be accepted.

To view this solicitation and submit a response, you must first register in the City's bidding portal at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled "Clarifications" under the relative project number.

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

Thea Prince  
Purchasing Department

Publish: July 10 & 17, 2019



