



Official Gazette

City of Spokane, Washington

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

Volume 109

AUGUST 7, 2019

Issue 32



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)

The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:

<https://my.spokanecity.org/gazettes/>

To receive the Official Gazette by e-mail, send your request to:

clerks@spokanecity.org

INSIDE THIS ISSUE

MINUTES	738
ORDINANCES	742
JOB OPPORTUNITIES	744
NOTICES FOR BIDS	748

The Official Gazette

USPS 403-480

0% Advertising

Periodical postage paid at
Spokane, WA**POSTMASTER:****Send address changes to:**

Official Gazette

Office of the Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

Subscription Rates:

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made
payable to:**

City Treasurer

Address Change:

Official Gazette

Office of Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, July 29, 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, Council Members Beggs, Burke, Fagan, Kinnear, and Stratton were present. Council Member Mumm was absent.

City Attorney Michael Ormsby, City Council Policy Advisor Brian McClatchey, and City Clerk Terri Pfister were present on the dais.

Advance Agenda Review

There was no Advance Agenda review as the August 5, 2019, regularly scheduled meeting is canceled.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council considered the July 29, 2019, Current Agenda items.

Suspension of Council Rules (in order to add additional items to the Current Agenda)

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

Resolution 2019-0056

Motion by Council Member Fagan, seconded by Council Member Kinnear, **to add** Resolution 2019-0056—reappointing Karen Stratton to the Spokane Transit Authority Board of Directors—to the July 29 Current Agenda; **carried unanimously (Council Member Mumm absent).**

Resolutions 2019-0057 through 2019-0062

City Attorney Mike Ormsby provided an overview of Resolutions 2019-0057 through 2019-0062 [approving indemnification of City employee(s)]. The following action was then taken by City Council:

Motion by Council Member Fagan, seconded by Council Member Kinnear, **to add** stated resolutions (Resolutions 2019-0057 through 2019-0062) to the July 29, 2019, Current Agenda; **carried unanimously (Council Member Mumm absent).**

Resolution 2019-0062

Motion by Council Member Beggs, seconded by Council Member Fagan, **to add** Resolution 2019-0062—declaring the City's intent to adopt legislation to authorize a sales and use tax for affordable and supportive housing in accordance with Substitute House Bill 1406 (Chapter 338, Laws of 2019)—**carried unanimously (Council Member Mumm absent).**

Resolution 2019-0053 (Deferred from July 22, 2019, Agenda)

Motion by Council Member Kinnear, seconded by Council Member Beggs, **to defer** Resolution 2019-0053—seeking to reorient toward community policing in downtown Spokane—for 90 days (to October 28, 2019); **carried unanimously (Council Member Mumm absent).**

Resolution 2019-0054

Motion by Council Member Stratton, seconded by Council Member Kinnear, **to defer** indefinitely Resolution 2019-0054—requesting that Spokane Transit Authority implement a program for free and/or reduced-price bus passes

for individuals of low and very-low income within its service area—**carried 5-1 (Council Member Burke “no” and Council Member Mumm absent).**

Special Counsel Contract Amendment with Moss & Barrett, P.A. (OPR 2014-0017) and Contract with Wolfe Architectural Group (OPR 2019-0561)

Motion by Council Member Beggs, seconded by Council Member Fagan, **to add** Consent Agenda Items 10 (Special Counsel Contract Amendment with Moss & Barrett, P.A.) and 11 (Contract with Wolfe Architectural Group); **carried unanimously (Council Member Mumm absent).**

CONSENT AGENDA

Upon motion by Council Member Fagan, and seconded by Council Member Kinnear, the City Council unanimously (Council Member Mumm absent) approved Staff Recommendations for the following items:

Value Blanket Renewal with Hitachi Zosen (Norcross, GA) for the purchase of feeder and grate parts for the Waste to Energy plant beginning July 1, 2019—\$250,000 annually (OPR 2016-0816 / RFB 4292-16).

Value Blanket Orders using Washington State Contract # 02817, Spokane County Contract P10162, or Pierce County Contract SC 104806 for traffic paint for the Street Department with:

- a. Ennis-Flint (Greensboro, NC) (utilizing WA State Contract #02817). (OPR 2019-0547)
- b. Sherwin-Williams (Atlanta, GA) (utilizing WA State Contract #02817). (OPR 2019-0548)
- c. Ozarc Mat (Greenville, AL) (utilizing WA State Contract #02817). (OPR 2019-0549)
- d. Alpine Products (Auburn, WA) (utilizing Pierce County Contract #SC-104806). (OPR 2019-0550)

Total amount spent between vendors not to exceed: \$95,000.

Contract Amendment 5 with AECOM (Spokane, WA) for CSO Basin 26 Control Facility and Plaza which includes construction engineering support—Increase of \$51,576. (OPR 2013-0003 / ENG 2018088)

Contract with NRC Environmental Service, Inc. (Spokane, WA) to clean and remove sludge from Digester #3 at the Riverside Park Water Reclamation Facility from July 1, 2019, to December 31, 2019—\$113,263.62 (incl. tax). (OPR 2019 -0551)

Low Bid of Halme Construction (Spokane, WA) for South Gorge Trail Phase I—\$1,536,673.90 (plus tax). An administrative reserve of \$153,667.40, which is 10% of the contract price will be set aside. (Peaceful Valley Neighborhood). (OPR 2019-0552 / ENG 2016059)

Contract Amendment / Extension #2 with MurraySmith, Inc. for Central Avenue Well #2 site—Increase of \$15,000. Total contract cost: \$80,500 (PRO 2017-0018 / ENG 2016133).

Amendment to Interlocal Agreement with Northeast Public Development Authority to include Section 8 Financial Relationship—\$233,000. (OPR 2013-0132)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, for a two week period, through July 19, 2019, total \$13,415,000.65 (Check Nos. 562450-562694; ACH Payment Nos. 66286-66669), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,666,589.14. (CPR 2019-0002)

City Council Meeting Minutes: July 15 and July 18, 2019. (CPR 2019-0013)

Special Counsel Contract Amendment with Moss & Barrett, P.A. (Minneapolis, MN) to provide legal services in regard to the Comcast Franchise renewal—Increase of \$27,500. Total Contract Amount: \$177,500. (OPR 2014-0117)

Contract with Wolfe Architectural Group (Spokane, WA) for architecture and engineering services in the design of East Central Dental Clinic located on the East Central Community Center campus—\$185,954. (OPR 2019-0561)

Council Recess/Executive Session

The City Council adjourned at 3:40 p.m. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Stuckart.

Roll Call

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

City Council Policy Advisor Brian McClatchey and City Clerk Terri Pfister were also present on the dais.

Poetry at the Podium

Mr. Dennis Held presented a poem he wrote entitled "Why I am not President: A Campaign Speech."

MAYORAL PROCLAMATION

August 17, 2019 *Unity in the Community Day*

Council Member Kinnear read the proclamation and presented it to representatives of the event. The Year 2019 marks the 25th Anniversary of Unity in the Community, a signature event to commemorate Spokane community's diversity and cultural unity established in 1994 by the members of the Bethel African Methodist Episcopal Church in collaboration with other community organizations. Unity in the Community brings people together for a day of celebration and unity. Unity in the Community's celebration works to encourage inclusiveness among all people while recognizing the dedicated volunteers, community leaders, and supporting sponsors and participants whose commitment to diversity, understanding, and unity provides important examples for all who live, work, and play in our City. This year's event is in partnership with STCU and the theme is "Collaborate, Connect, Celebrate." Special events have been organized at Riverfront Park in Downtown Spokane to honor this day including a Unity Parade to kick off a day long affair featuring entertainers, food, games, and resources including a senior resource area, school supply, and bike helmet giveaway and all representatives of the variety of cultures and ethnic backgrounds that comprise our community.

There was no **Administrative Report**.

There were no **Boards and Commission Appointments**.

There were no **Council Committee Reports**.

OPEN FORUM

James Earl remarked on opioid misuse and civilian police oversight.

David Bilsland remarked on bus passes and suggested recognizing the food stamp card, the EBT card, as a bus pass.

Joe Sampson remarked on the sit and lie ordinance and his experience with community court recently.

Christopher Savage expressed concerns regarding the aquifer.

Kristine Schuler remarked on the homelessness issue and stated there is a difference between the sit and lie law and camping.

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCE

Special Budget Ordinance C35800

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C35800** 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:

Street Fund
FROM: Various Accounts, \$40,501;
TO: Various Accounts, same amount.

(This action budgets for a Bridge Maintainer II to complete small area concrete work due to the increased costs of contracting this work out.)

There were no **Emergency Ordinances**.

RESOLUTIONS

For Council action on Resolution 2019-0053, see section of minutes under 3:30 p.m. Administrative Session.

For Council action on Resolution 2019-0054, see section of minutes under 3:30 p.m. Administrative Session.

Resolution 2019-0055

Subsequent to public testimony from one individual and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2019-0055** declaring Huber Technology, Inc. a sole source provider and authorizing the purchase of SE EscaMax Fine Screen and HydroPress Washer Compactor Parts and Service for \$1,102,000 without public bidding for a period of five years.

Resolution 2019-0056

The City Council considered Resolution 2019-0056. Following public testimony from two individuals and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2019-0056** appointing Karen Stratton to the Spokane Transit Authority Board of Directors.

Resolution 2019-0057 through Resolution 2019-0061

Subsequent to the opportunity for public testimony, with no individuals requesting to speak, and the opportunity for Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted** the following resolutions:

- | | |
|----------------------|--|
| RES 2019-0057 | Approving indemnification of City employees named as defendants in the Richard Dahl v. City of Spokane, et al., United States District Court, Eastern District, Cause No. 2:19-cv-00246-TOR. |
| RES 2019-0058 | Approving indemnification of a City employee named as a defendant in the Tamara L. Palmquist v. City of Spokane, et al. Spokane County Superior Court, Cause No. 19-2-03017-32. |
| RES 2019-0059 | Approving indemnification of a City employee named as a defendant in the Daniel Mitchell, et al. v. City of Spokane, et al. United States District Court, Western District, Cause No. 3:19-cv-05106-RLB. |
| RES 2019-0060 | Approving indemnification of a City employee named as a defendant in the Craig B. Day v. Raymond M. Clarry, et al., Spokane Superior Court, Cause No. 17-204734-6. |
| RES 2019-0061 | Approving indemnification of City employees named as defendants in the Spencer v. City of Spokane, et al., USDC, Eastern District of Washington, Cause No. 2:19-cv-00100-RMP. |

Resolution 2019-0062

Subsequent to an overview of Resolution 2019-0062 by Council President Stuckart, public testimony from two individuals, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2019-0062** declaring the City's intent to adopt legislation to authorize a sales and use tax for affordable and supportive housing in accordance with Substitute House Bill 1406 (Chapter 338, Laws of 2019).

FINAL READING ORDINANCES

Final Reading Ordinance C35798

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C35798** vacating a portion of "E" Street, and vacating portions of Rockwell Avenue, LaCrosse Avenue, Walton Avenue and Lacey Street, in the City of Spokane. (Amends Ordinance C15326)

Final Reading Ordinance C35670 (First Reading held August 13, 2018)

Subsequent to an opportunity for public testimony, with no individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C35670** vacating the alley between Sprague Avenue and First Avenue between Lee Street and Stone Street, as requested by Vanessa Behan Crisis Center.

FIRST READING ORDINANCES

The following Ordinances were read for the first time, with further action deferred:

- | | |
|-------------------|--|
| ORD C35797 | Relating to multiple-family housing property tax exemption; amending SMC Section 8.15.020. |
| ORD C35801 | Relating to the Police Department Records imprest fund; amending SMC 7.03.153 Police (increase from \$2,000 to \$3,000). |

There were no **Special Considerations**.

There were no **Hearings**.

No individuals spoke during the **Second Open Forum**.

ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 6:35 p.m.

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. C35670

An ordinance vacating the alley between Sprague Avenue and 1st Avenue, from the east line of Lee Street to the west line of Stone Street;

WHEREAS, a petition for the vacation of the alley between Sprague Avenue and 1st Avenue, from the east line of Lee Street to the west line of Stone Street has been filed with the City Clerk representing 100% of the abutting property owners, and a hearing has been held on this petition 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 the alley between Sprague Avenue and 1st Avenue, from the east line of Lee Street to the west line of Stone Street is hereby vacated. Parcel number not assigned.

Section 2. An easement is reserved and retained over and through the entire vacated area for the utility services of Avista, CenturyLink, Comcast, Zayo Communications, and the City of Spokane to protect existing and future utilities.

Passed by City Council July 29, 2019
Delivered to Mayor August 2, 2019

ORDINANCE NO. C35798

An ordinance vacating a portion of "E" Street, and vacating portions of Rockwell Avenue, LaCrosse Avenue, Walton Avenue and Lacey Street, in the City of Spokane.

The City of Spokane does ordain:

Section 1. That "E" Street, in the City of Spokane, from the south line of Hartson Avenue to the north line of 7th Avenue, be, and the same is hereby, vacated, provided, however, that the City of Spokane reserves an easement or the right to exercise and grant easements for the construction, maintenance and replacement of the facilities of the Washington Water Power Company as now existing in said street.

Section 2. That the following described portions of Rockwell Avenue, LaCrosse Avenue, Walton Avenue, and Lacey Street, in the City of Spokane, be, and the same are hereby, vacated, namely:

Rockwell Avenue, from the west line of Regal Street to the east line of Cook Street;

LaCrosse Avenue, from the west line of Regal Street to the east line of Cook Street; **provided, however, the City of Spokane reserves unto itself an easement for the maintenance, reconstruction and replacement of a 24-inch water main in said LaCrosse Avenue at the existing location:**

Walton Avenue, from the west line of Regal Street to the east line of Cook Street; and,

Lacey Street, from the south line of Rich Avenue to the north line of Garland Avenue.

Section 3. This ordinance shall take effect and be in force thirty days from and after its passage.

Passed by City Council July 29, 2019
Delivered to Mayor August 5, 2019

ORDINANCE NO. C35800

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

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

The City of Spokane does ordain:

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

FROM:	1100-21900	Street Department – Bridge Maintenance	
	99999-34919	IF Other General Govt Services	\$40,501
TO:	1100-21900	Street Department – Bridge Maintenance	
	42500-05660	Bridge Maintainer II	28,771
		(from 1.5 to 2.5 positions)	

42500-52110	Social Security	2,201
42500-52210	Retirement	2,230
42500-52310	Medical Insurance	5,950
42500-42320	Dental Insurance	525
42500-52330	Life Insurance	172
42500-52400	Industrial Insurance	52
42500-51640	Deferred Comp	<u>600</u>

\$40,501

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 budget for a Bridge Maintainer II to complete small area concrete work due to the increased costs of contracting this work out, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council July 29, 2019

Delivered to Mayor August 2, 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.

DIVISION ACCOUNTANT SPN 114

OPEN ENTRY

DATE OPEN: Monday, August 5, 2019

DATE CLOSED: Sunday, August 18, 2019 at 11:59 p.m.

SALARY: \$74,353.68 annual salary, payable bi-weekly, to a maximum of \$99,305.28

DESCRIPTION:

Performs and manages advanced professional level accounting work for a variety of departments.

DUTIES:

- Provides exceptional, responsive customer service to all stakeholders, as primary point of contact for assigned customer departments, as well as other City employees, outside customers, and internal/external auditors, requiring a high degree of professionalism and competence.
- Participates, as a positive and collaborative member of the management team, in formulating and executing consistent organization-wide financial goals and initiatives.
- Identifies and implements best practices in accounting, financial reporting, financial processes, financial analysis, and internal controls.
- Evaluates, recommends, and executes process improvements.
- Responsible for the integrity of the city's financial data by a variety of means, including approval of staff's work product; compliance with contractual terms; and substantive and analytical procedures to ensure the accuracy of all financial information.
- Collaborates with department stakeholders to ensure their accounting and financial reporting requirements are successfully being met.
- Provides specialized and technical financial analysis, including cost/benefit analyses, in support of operational objectives and strategies.
- Trains and mentors other professional accounting and entry-level accounting staff to ensure they have the appropriate skills, knowledge, and resources to do their jobs effectively and efficiently.
- Develops goals and objectives for accounting staff, that which are aligned with Department goals and deadlines.
- Hires, trains, motivates, and retains high caliber personnel.
- Applies well developed accounting knowledge, exercising judgment and initiative.
- Prepares or assists with preparation of complex financial analysis using a variety of accounting, industry, or financial benchmarks with significant attention to detail.

- Routinely reviews, prepares, and presents financial reports and projections to customer departments, including monthly analysis of trial balances, budget to actual analysis, pro forma estimates, and other financial reports as requested.
- Prepares and reviews fiscal grant reports, ensuring compliance with Federal regulations and grantor requirements.
- Ensures reimbursement requests are being performed monthly and are well documented and properly supported.
- Develops processes and controls to ensure grant expenses are accurately reported. To the extent allowable, maximizes use of grant funding.
- Demonstrates and adheres to the Accounting Department Core Values and Core Purpose.
- Prepares and reviews underlying data to develop indirect costs and overhead rates.
- Performs related work and tasks as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* Graduation from an accredited four-year college or university with a degree in accounting.
- *Experience:* Five years of progressively responsible accounting experience including accounting systems and finance, two of which must be in a supervisory capacity.
- *Substitution:* A valid CPA license may substitute for the education requirement. An equivalent combination of education, training and experience *may* also be qualifying.

Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies.

EXAMINATION DETAILS:

EXAMINATION PROCESS

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 100% of the final score. You are required to meet the minimum qualifications and pass the examination for this position to be eligible for hire.

T&E EVALUATION DETAILS

The T&E Evaluation is designed to evaluate the relevance, level, recentness, progression, and quality of the applicant's education and training, and to elicit sufficient job-related information to evaluate the amount and quality of the applicant's previous experience, as well as any other information deemed important to performing the duties of the position.

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.

IMPORTANT: The T&E is the Civil Service examination for this position. We present it as a Supplemental Questionnaire, which needs to be completed online and submitted as part of the application. The questions may be viewed online in the tab marked "QUESTIONS" on the job announcement.

NOTE:

- Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" 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. Duplicate applications will be disqualified.
- 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.
- It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire as you complete your application for submission.

We encourage you to apply immediately. Online applications must be completed and submitted 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 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 1st day of August 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

DIVISION ACCOUNTANT SPN 114
PROMOTIONAL

DATE OPEN: Monday, August 5, 2019 **DATE CLOSED:** Sunday, August 18, 2019 at 11:59 p.m.
SALARY: \$74,353.68 annual salary, payable bi-weekly, to a maximum of \$99,305.28

DESCRIPTION:

Performs and manages advanced professional level accounting work for a variety of departments.

DUTIES:

- Provides exceptional, responsive customer service to all stakeholders, as primary point of contact for assigned customer departments, as well as other City employees, outside customers, and internal/external auditors, requiring a high degree of professionalism and competence.
- Participates, as a positive and collaborative member of the management team, in formulating and executing consistent organization-wide financial goals and initiatives.
- Identifies and implements best practices in accounting, financial reporting, financial processes, financial analysis, and internal controls.
- Evaluates, recommends, and executes process improvements.
- Responsible for the integrity of the city's financial data by a variety of means, including approval of staff's work product; compliance with contractual terms; and substantive and analytical procedures to ensure the accuracy of all financial information.
- Collaborates with department stakeholders to ensure their accounting and financial reporting requirements are successfully being met.
- Provides specialized and technical financial analysis, including cost/benefit analyses, in support of operational objectives and strategies.
- Trains and mentors other professional accounting and entry-level accounting staff to ensure they have the appropriate skills, knowledge, and resources to do their jobs effectively and efficiently.
- Develops goals and objectives for accounting staff, that which are aligned with Department goals and deadlines.
- Hires, trains, motivates, and retains high caliber personnel.
- Applies well developed accounting knowledge, exercising judgment and initiative.
- Prepares or assists with preparation of complex financial analysis using a variety of accounting, industry, or financial benchmarks with significant attention to detail.
- Routinely reviews, prepares, and presents financial reports and projections to customer departments, including monthly analysis of trial balances, budget to actual analysis, pro forma estimates, and other financial reports as requested.
- Prepares and reviews fiscal grant reports, ensuring compliance with Federal regulations and grantor requirements.
- Ensures reimbursement requests are being performed monthly and are well documented and properly supported.
- Develops processes and controls to ensure grant expenses are accurately reported. To the extent allowable, maximizes use of grant funding.
- Demonstrates and adheres to the Accounting Department Core Values and Core Purpose.
- Prepares and reviews underlying data to develop indirect costs and overhead rates.
- Performs related work and tasks as required.

MINIMUM QUALIFICATIONS:

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

Education and Experience:

Graduation from an accredited four-year college or university with a degree in Accounting AND completion of three years of experience with the City of Spokane in the classification of Accountant II. All applicants must have at least two years of supervisory experience, which may have been obtained within or outside of City employment.

Substitution:

A valid CPA license may substitute for the education requirement.

Note: Current non-probationary City of Spokane employees within the line of progression who meet the Open Entry requirements may apply on a Promotional basis, pursuant to Civil Service Rule VI Section 5.

Open Entry Requirements:

Graduation from an accredited four-year college or university with a degree in accounting; AND, five years of progressively responsible accounting experience including accounting systems and finance, two of which must be in a supervisory capacity. A valid CPA license may substitute for the education requirement. An equivalent combination of education, training and experience *may* also be qualifying.

Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies.

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 (T&E) Evaluation, in the form of a Supplemental Questionnaire, and a Promotional Evaluation (PAR), with weights assigned as follows:

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

T&E EVALUATION DETAILS

The T&E Evaluation is designed to evaluate the relevance, level, recentness, progression, and quality of the applicant's education and training, and to elicit sufficient job-related information to evaluate the amount and quality of the applicant's previous experience, as well as any other information deemed important to performing the duties of the position.

IMPORTANT: The T&E is the Civil Service examination for this position. It is presented as a Supplemental Questionnaire, which must be completed online at the time of application. The questions may be viewed online in the tab marked "QUESTIONS" on the job announcement.

NOTE:

- Responses should be consistent with the information on your application and are subject to verification. "See Resume" or "See Application" 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. Duplicate applications will be disqualified.
- 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.
- It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire as you complete your application for submission.

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 test date. If an updated PAR is not received by the test date, the most recent PAR on file will be used, regardless of date administered.

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 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 1st day of August 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Triangle Truss Bridge Deck Replacement Engineering Services File No. 2017200

This project consists of the construction of approximately 3440 square feet of timber bridge deck replacement and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. August 19, 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.

***The Contractor will be allowed to close the bridge for three (3) weeks to complete this project between the dates of September 30, 2019 and April 17, 2020.

Publish: July 31, August 7 and August 14, 2019.

Notice for Bids

Supplies, Equipment, Maintenance, etc.

HIGH CALCIUM QUICKLIME

Solid Waste Disposal – Waste to Energy Facility
#ITB 5121-19

INVITATION TO BID NOTICE

Description: The City of Spokane is soliciting electronic bids for an annual supply of High Calcium Qucklime

Bid Opening: Sealed electronic bids will be received until **Monday, August 26, 2019 at 1:00 pm**. At 1:15 pm they will be publicly opened in a meeting held in the City Council Chambers, LL, 808 W. Spokane Falls Blvd., Spokane WA. All bid 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 bids shall not be accepted.

To view this solicitation and submit a bid 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: August 7 & 14, 2019

BOILER TUBES TO INCLUDE FABRICATION OF U-BENDS (Re-Bid)

Solid Waste Disposal – Waste to Energy Facility
#ITB 5132-19

INVITATION TO BID NOTICE

Description: The City of Spokane is soliciting electronic bids for an annual supply of Boiler Tubes to include Fabrication of U-Bends.

Bid Opening: Sealed electronic bids will be received until **Monday, August 12, 2019 at 1:00 pm**. At 1:15 pm they will be publicly opened in a meeting held in the City Council Chambers, LL, 808 W. Spokane Falls Blvd., Spokane WA. All bid 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 bids shall not be accepted.

To view this solicitation and submit a bid 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 31 & August 7, 2019

CLARKE AVENUE LIFT STATION BYPASS & MAINTENANCE

RIVERSIDE PARK WATER RECLAMATION FACILITY #PW ITB 5134-19

INVITATION TO BID NOTICE

Description: The City of Spokane is soliciting electronic bids for the Clarke Avenue Lift Station Bypass & Maintenance.

Bid Opening: Sealed electronic bids will be received until **Monday, August 19, 2019 at 1:00 pm**. At 1:15 pm they will be publicly opened in a meeting held in the City Briefing Center, LL City Hall, 808 W. Spokane Falls Blvd., Spokane WA. All bid 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 bids shall not be accepted.

Mandatory Pre-Bid Conference – At the Clarke Avenue Lift Station, 2414 W. Clarke Avenue, Spokane, WA 99201 on **Thursday, August 8, 2019 at 10:00 am**.

To view this solicitation, access Plans and Specifications, and submit a bid 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 31 & August 7, 2019

UPRIVER DAM HYDROELECTRIC PROJECT – POWERHOUSE #1 TRASH RAKE SYSTEM – PROVIDE & INSTALL Water & Hydroelectric Services Department

PW ITB # 5137-19

INVITATION TO BID NOTICE

Pre-Bid Meeting: A pre-submittal meeting will be on Thursday, August 15, at 9:00 am. The location will be Upriver Dam Hydroelectric Project, located at 2701 N. Waterworks St., Spokane, WA 99212.

Description: The City of Spokane is soliciting electronic bids for the purchase and installation of a Trash Rake System for Powerhouse #1.

Bid Opening: Sealed electronic bids will be received until **Monday, August 26, 2019 at 1:00 pm**. At 1:15 pm they will be publicly opened in a meeting held in the City Council Chambers, LL, 808 W. Spokane Falls Blvd., Spokane WA. All bid 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 bids shall not be accepted.

To view this solicitation and submit a bid 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: August 7 & 14, 2019

