



Official Gazette

City of Spokane, Washington

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

Volume 109

SEPTEMBER 18, 2019

Issue 38



MAYOR AND CITY COUNCIL

MAYOR DAVID A. CONDON

COUNCIL PRESIDENT BEN STUCKART

COUNCIL MEMBERS:

BREEAN BEGGS (DISTRICT 2)

KATE BURKE (DISTRICT 1)

MIKE FAGAN (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, September 9, 2019****BRIEFING SESSION**

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

Roll Call

On roll call, Council President Stuckart and Council Members Beggs, Burke, Fagan, Kinnear, and Stratton were present. Council Member Mumm arrived at 3:31 p.m. following roll call.

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

Advance Agenda Review

The City Council received an overview from staff on the September 16, 2019, Advance Agenda items.

Ordinance C35811 Relating to Transportation Impact Fees

Following staff and Council discussion regarding Ordinance C35811, the following action was taken:

Motion by Council Member Mumm, seconded by Council Member Kinnear, **to substitute** the ordinance (which includes amendments to the incentive piece) (substitute version filed with City Clerk on September 9, 2019); **carried unanimously.**

Action to Approve September 16, 2019, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the September 16, 2019, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Mumm, **to approve** the Advance Agenda for Monday, September 16, 2019; **carried unanimously.**

Current Agenda Review

The City Council considered the September 9, 2019, Current Agenda items.

Value Blanket Order with Core & Main (OPR 2019-0684 / BID 5151-19)

Motion by Council Member Fagan seconded by Council Member Mumm, **to substitute** (contractor name) with the name Core & Main (St. Louis, MO) on Consent Agenda Item No. 3 (Value Blanket Order for gate valves); **carried unanimously.**

Final Reading Ordinance C35807 Relating to Historic Preservation Procedures

Motion by Council Member Beggs, seconded by Council Members Stratton and Fagan, **to defer** Final Reading Ordinance C35807 to September 16, 2019, **carried unanimously.**

Resolution 2019-0073 Supporting Traffic Signal Prioritization for STA

Following Council discussion on Resolution 2019-0073, the following action was taken:

Motion by Council Member Mumm, seconded by Council Member Kinnear, **to substitute** Resolution 2019-0073 (with version that includes language for one-year pilot); **carried unanimously.**

Action to Approve September 9, 2019, Current Agenda

Following staff reports and Council inquiry and discussion regarding the September 9, 2019, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Mumm, **to approve** the Advance Agenda for Monday, September 9, 2019 (as amended); **carried unanimously**.

CONSENT AGENDA

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

Purchase of exercise equipment from Spokane Exercise (Spokane, WA) and Better Body Fitness (Spokane, WA) for exercise equipment—\$6,551.86 (incl. tax). (OPR 2019-0681 / RFQ 5111-19)

Value Blanket Orders with Eljay Oil Co., Inc. for:

- a. Chevron Lubrication Products and miscellaneous associated items, as needed, from October 1, 2019, through September 30, 2022—Estimated Annual Cost \$55,000. (OPR 2019-0682 / ITB 5078-19)
- b. Ultra Low Sulfur #2 Dyed Diesel and Supporting Equipment from October 1, 2019, through September 30, 2022—Estimated Annual Cost \$50,000. (OPR 2019-0683 / ITB 5076-19)

Value Blanket Order with Core & Main (St. Louis, MO) for gate valves—\$200,000 (incl. tax). (OPR 2019-0684 / BID 5151-19)

Contract Extension with Dick Irvin, Inc., (Shelby, MT) for coordination, transportation and offloading of bulk lime for the Waste to Energy plant from October 1, 2019 through November 30, 2019—\$50,000. (OPR 2015-0093 / RFP 4079-14)

Low Bid of Clearwater Construction and Management (Spokane, WA) for the Triangle Truss Bridge Deck replacement—\$266,533. An administrative reserve of \$26,653.30, which is 10% of the contract price will be set aside. Total Contract Amount: \$293,186.30. (Riverside Neighborhood) (OPR 2019-0685 / ENG 2017200)

Recommendation to list the Zent-Kimmel House, 934 W. 14th Avenue, on the Spokane Register of Historic Places. (OPR 2019-0686)

Grant Agreements with the Washington State Department of Ecology for:

- a. CSO Basin 34 WSDOT Stormwater Mitigation (Grant No. WQC-2016-Spokane-00012)—\$250,000. (OPR 2019-0687 / ENG 2018052)
- b. Cochran Basin Infiltration Ponds (Grant No. WQC-2017-Spokane-00016)—\$2,512,500. (OPR 2019-0688 / ENG 2018058)
- c. Monroe Street Stormwater Improvements (Grant No. WQC-2018-Spokane-00190)—\$1,751,750. (OPR 2019-0689 / ENG 2017178)
- d. TJ Meenach Water Quality Improvements (Grant Agreement No. WQC-2019-Spokane-00148)—\$4,159,615. (OPR 2019-0690 / ENG 2018059)
- e. CSO Basin 22 and Adjacent MS4 Separation (Grant Agreement No. WQC-2019-Spokane-00154)—\$840,385. (OPR 2019-0691 / ENG 2018111)
- f. TJ Meenach Stormwater Levy Project (Grant Agreement No. WQSWPC-2016-Spokane-00010)—80,000. (OPR 2019-0692 / ENG 2018059)

Construction Agreement with Washington State Department of Transportation for the construction of a replacement water line on the new Trent Avenue Bridge—\$255,680.74. (OPR 2019-0693)

Contract with Halme Construction, Inc. (Spokane, WA) sole responsive bidder for the Clark Lift Station Bypass and Maintenance of the lift station—\$675,941.46 (excl. tax). An administrative reserve of \$67,594.15, which is 10% of the contract price will be set aside. Total Contract Amount: \$743,535.61. (OPR 2019-0694 / BID 5134-19)

Multiple Family Housing Property Tax Exemption Agreements with:

- a. D&G Holdings, LLC for four new multi-family housing units located at 2001 W. 7th Avenue, Parcel Number 25244.4809. (OPR 2019-0695)
- b. Pence Properties North for seven new multi-family housing units located at 6030 N. Astor Street, Parcel Number 36322.1417. (OPR 2019-0696)
- c. The Perry Group, LLC for 32 new multi-family housing units located at 731 S. Garfield Street, Parcel Number 35204.0543. Tax exemption would not apply to existing units nor existing commercial space. (OPR 2019-0697)

Contract with Kershaws Inc. (Spokane, WA) for an Office Supply Delivery Service for all City Departments through September, 2024—Estimated Annual Expenditure: \$250,000. (OPR 2019-0698 / RFP 5117-19)

Contract with Advanced Radon Installation Technologies, Inc. (Spokane, WA) for Installation of a Radon Mitigation System at City Hall—\$64,225. (OPR 2019-0699)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through August 30, 2019, total \$27,501,973.12 (Check Nos. 563656-564029; ACH Payment Nos. 67940-68457), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$22,468,451.04. (CPR 2019-0002)
- b. Payroll claims of previously approved obligations through August 24, 2019: \$7,171,805.12 (Check Nos. 554489-554692). (CPR 2019-0003)

City Council Meeting Minutes: August 19, and August 22, 2019. (CPR 2019-0013)

Council Recess/Executive Session

The City Council adjourned at 4:23 p.m. No Executive Session was held. The City Council reconvened again 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.

There was no **Poetry at the Podium Presentation**.

MAYORAL SALUTATION

Council Member Stratton read a proclamation saluting Perry “Mike” Taylor, an employee with the City of Spokane who passed away recently. Perry “Mike” Taylor served our country in the U.S. Army for ten years, starting his service as enlisted and ending as Captain and Company Commander in the Corps of Engineers during the Vietnam War. Mike founded Taylor Engineering, a consulting firm, whose impact can be seen throughout our region. Mike served on the board of directors for various boards, diligently working to share his people first leadership style across industries. Mike continued to serve as program manager of the City of Spokane’s Riverside Park Water Reclamation Facility’s next Level of Treatment Program, improving our region’s waterways, our citizens’ quality of life and our community’s financial stability. Continuing to give back to the community, Mike chose to teach later in life and joined the Gonzaga University Engineering Faculty as an adjunct professor in Engineering Management proudly impacting the lives of more than 200 students.

Following the reading of the proclamation and acceptance by one of Mike’s sons, a moment of silence was held in recognition of Perry “Mike” Taylor.

MAYORAL PROCLAMATION

September 2019 *Hunger Action Month*

Council Member Stuckart read the proclamation and presented it to Julie Humphries. Hunger exists with one in seven people in Spokane and one in five children facing food shortages at home. These citizens lack the resources for and/or access to enough nutritious food to live a healthy life and can't reach their full potential on an empty stomach. Second Harvest, along with generous community partners, funders, food donors and volunteers, is committed to providing healthy food, nutrition and education to those who need it most. Second Harvest supplies food at no cost for some 14,800 meals a day for individuals, families, children and seniors in need. Second Harvest is opening a child hunger solution center to fill the nutritional gaps for food for children by expanding space to manage food supplies for child focused programs. Beginning September 12, Hunger Action Day, Downtown Spokane will be lit up orange for hunger awareness. Local businesses and landmarks, including Wells Fargo and Lincoln Buildings, the Davenport Grand, and Centennial Hotels, the Fox Theater, the Steam Plant, the Pavilion, and the Arena will shine orange to call attention to hunger in our community.

September 2019 *National Recovery Month*

Council Member Kinnear read the proclamation and presented it to Jill Johnson and other representatives of the event. Addiction is considered a highly treatable disease and recovery from drugs and alcohol is attainable. Approximately 30,000 people in Spokane are living fuller lives in recovery. People in long term recovery face fewer financial struggles, report having stable jobs, and a better family life. The proclamation encourages the community to observe this month by attending "Hands Across the Falls" on Saturday, September 28 at noon on the Monroe Street Bridge.

September 2019 *Childhood Cancer Awareness Month*

Council Member Fagan read the proclamation and presented it to Sara Jane Brown. Cancer is the number one disease killer and the second leading cause of death of children, exceeded only by accidents, in the United States. With approximately 54 new cases each year in the Inland Northwest alone, one in every 285 people in the U.S. will develop cancer before his or her 20th birthday. The American childhood cancer organization Inland Northwest is celebrating over 40 years in making a difference in the lives of childhood cancer patients and their families through education, support, service, and advocacy. The City of Spokane recognizes the devastating effects of cancer on the children in our region and stands with them and their families, recognizing that they are one of our most precious resources and encourages all efforts toward finding a cure and promoting the gold ribbon as a symbol of solidarity.

ADMINISTRATION REPORT**Office of Police Ombudsman 2018 Annual Report and Office of the Police Ombudsman Commission 2018 Annual Report**

Police Ombudsman Bart Logue presented the 2018 Annual Report of the Office of Police Ombudsman and Ladd Smith, Chair, presented the 2018 Annual Report of the Office of the Police Ombudsman Commission. Attached to these minutes is a copy of the respective reports.

COUNCIL COMMITTEE REPORTS**Public Safety Committee**

Council Member Kinnear reported on the Public Safety Committee meeting held earlier today (September 9, 2019). Minutes of the Public Safety Committee are filed with the City Clerk's Office and are available for review following approval by the Public Safety Committee.

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

OPEN FORUM

Rick Bocook remarked on the destruction of his memorial art on the sidewalks and the constitution.

Barb Brock remarked on intentional affiliation. She suggested Council Members coordinate their schedules so that once a week they could visit places that homeless individuals are at and be face to face and talking to people where they are at.

Wendy Fishburne commented on the revitalization of Downtown but is discouraged by the ballooning homelessness issue that is ravaging cities across the nation and expressed concerns regarding the issue.

Tom Sanderson remarked on his volunteer work for Feed Spokane and indicated that last week the organization learned that Costco is no longer allowed to give away seafood or unfrozen meat and suggested a Good Samaritan law that removes liability from third parties who are able to donate food.

Nicolette Ocheltree shared her experience with homelessness and asked Council to look into strengthening tenant rights and preventative measures to allow people to stay in their homes.

Sylvia St. Clair shared her experience walking on the sidewalk and motorized scooters on the sidewalk. She stated the scooters should not be on the sidewalk and questioned what she can do as a law abiding citizen to defend herself legally against the threat of scooters on the sidewalk, and she requested the Council do something about it.

Richard Dahl reminded Council that winter is coming and remarked he has not seen much action on warming shelters. He stated the number one priority is to take care of the homeless.

George Taylor stated he is here to support strengthening and expanding the warming centers and warming shelters that were supported by the City Council this last winter. He spoke in support of expanding and learning from the lessons of last winter to improve the quality of warming shelters this winter.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2019-0069

Subsequent to an overview of Resolution 2019-0069 by Council President Stuckart, an opportunity for public testimony, with no individuals requesting to speak; and Council discussion, the following action was taken:

Upon 6-1 Roll Call Vote (Council Member Burke voting “no”), the City Council adopted Resolution 2019-0069 approving a development agreement between the City of Spokane and Greenstone Corporation for payment for Public Improvements made during the development of the area of 29th Avenue and Sunset Boulevard.

Resolution 2019-0070

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2019-0070** setting hearing before the City Council for October 7, 2019, for the vacation of a portion of unused right-of-ways southeast of the intersection of Cedar Road and Cheney-Spokane Road, as requested by Molly Kingston.

Resolution 2019-0071

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 0071** setting hearing before the City Council for October 7, 2019, for the vacation of Alameda Court east of Center Court except the west 100 feet, as requested by Community Frameworks.

Resolution 2019-0072

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 0072** setting hearing before the City Council for October 7, 2019, for the vacation of Cataldo Avenue and a portion of Dean Avenue between Washington and Howard Streets, as requested by Spokane Public Facilities District.

Resolution 2019-0073

Subsequent to an overview of Resolution 2019-0073 (as substituted during the 3:30 p.m Briefing Session) by Council Member Kinnear, public testimony, and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2019-0073 (as substituted)** supporting traffic signal prioritization for Spokane Transit Authority buses on high-performance transit routes.

FINAL READING ORDINANCES

Final Reading Ordinance C35791 (First Reading held July 1, 2019.)

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 C35791** vacating the alley between 3rd Avenue and I-90 from Cedar to Adams and the west 20 feet of Adams between 3rd and I-90.

For Council action on Final Reading Ordinance C35807, see section of minutes under 3:30 p.m. Briefing Session.

FIRST READING ORDINANCES

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

- ORD C35810** Relating to the adoption of the Browne's Addition Local Historic District Overlay Zone and Design Standards and Guidelines; adopting a new SMC section 17D.100.280. (Note: Final Reading to be held September 23, 2019.)
- ORD C35811** Relating to transportation impact fees and amending SMC 17D.075.020 Definitions, 17D.075.040 Assessment of Impact Fees, 17D.075.070 Credits, 17D.075.100 Establishment of Impact Fee Account, 17D.075.110 Refunds, 17D.075.140 Review, 17D.075.180 Impact Fee Schedule, 17D.075.190 Service Area Map, 17D.075.200 Trip Rates, Pass-By Trips, and Trip Length Adjustment Factors, and 17D.075.210 Impact Fee Project list (as substituted during the 3:30 p.m. Briefing Session).

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 7:20 p.m.

The City Council is adjourned to September 16, 2019. The September 16, 2019, 3:30 p.m. Briefing Session will be held in City Council Chambers. The September 16, 2019, 6:00 p.m. Legislative Session will be a Town Hall meeting at Northeast Community Center.

General Notices

**Help make a difference
in your community.**



**You're invited to attend the next
Police Advisory Committee (PAC) Quarterly Public Meeting:**

**Thursday, September 19, 2019 at 5:30 pm
West Central Community Center - 1603 N Belt St.**

**Police Chief Craig Meidl and/or other members of the Spokane Police
Department will be present to deliver updates and to answer
community questions.**

PAC Serves as a Bridge from the Chief to the Community...

PAC is a collection of community group representatives who serve as an advisory group to the Office of the Chief of Police regarding community needs and concerns, as well as community responses to proposed police programs and priorities. PAC is looking for additional community group leaders to join this committee. If you are interested, please send a request for an application to anapolitano@spokane police.org or call (509) 625-4063.

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. C35791

An ordinance vacating the alley between 3rd Avenue and I-90, from Cedar St. to Adams Street along with the west 20 feet of Adams Street from 3rd Avenue to I-90

WHEREAS, a petition for the vacation of the alley between 3rd Avenue and I-90, from Cedar St. to Adams Street along with the west 20 feet of Adams Street from 3rd Avenue to I-90 (Washington State Department of Transportation Right-of-Way) 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 3rd Avenue and I-90, from the east line of Cedar St. to the west line of Adams Street along with the west 20 feet of Adams Street from the south line of 3rd Avenue to I-90 (Washington State Department of Transportation Right-of-Way) 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 Utilities, Century Link, Comcast and the City of Spokane to protect existing and future utilities.

Passed by City Council September 9, 2019

Delivered to Mayor September 12, 2019

Policies and Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0500-19-01 / LGL 2005-0007

REVISION EFFECTIVE DATE: SEPTEMBER 6, 2019

TITLE: MINOR CONTRACT AUTHORIZATION

1.0 GENERAL

- 1.1 The City enters into many routine minor contracts. The City Charter requires all written contracts, to which the City is a party, be signed by the Mayor or Council President under the direction of the City Council. In section 7.06.260(A) of the Spokane Municipal Code (SMC), the council "directs and authorizes the mayor to execute minor contracts without individual approval of each contract by the city council." The City Administrator, Division Directors and Department Heads have been delegated contract signature authority by the Mayor under Executive Order 2017-0002. SMC 7.06.260(A) further states, "The mayor may, upon his/her own volition, place any specific contract on the agenda for individual council authorization as he/she may see fit." The City Charter gives the Director of Parks and Recreation contract signatory authority for Park Fund expenditures.

1.2 TABLE OF CONTENTS

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- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City Departments and Divisions except the Spokane Public Library and the Parks and Recreation Department.

3.0 REFERENCES

SMC 7.06.060
SMC 7.06.260
Executive Order 2017-02
Executive Order 2011-01
Administrative Policy and Procedure ADMIN 0410-17-1

4.0 DEFINITIONS

- 4.1 "Minor Contract" involves a net revenue or expense (excluding sales tax and state filing fees) of \$50,000 for the calendar year or less within a twelve (12)-month period; and is of a routine nature; provided the total expense (excluding sales tax and filing fees) does not exceed a total of \$130,000 (for the calendar year) over the term or life of the contract (not including renewals). NOTE: The dollar threshold may be adjusted annually each January, based on an average of the CPI-U and CPI-W indices.

For example, if you had a three (3)-year contract with \$50,000 compensation each year, it would need to be approved by City Council since the total expense of \$150,000 over the whole term or life of the contract exceeds the \$130,000 threshold.

5.0 POLICY

- 5.1 It is the policy of the City of Spokane to process and execute contracts in an expeditious and efficient manner.
- 5.2 The following contracts may be processed by the Minor Contract Summary process (known as a "Blue Sheet"):
- a. contracts of \$50,000 or less (\$130,000 for term or life of the contract)
 - b. renewal contracts of \$50,000 or less (\$130,000 for term or life of the contract)
 - c. extensions of contracts
 - i. contract including extension is \$50,000 or less (\$130,000 for term or life of the contract)
 - ii. extension cost is within ten percent (10%) of original contract amount
 - iii. no-cost extensions
 - d. name changes
 - e. assignments
 - f. change in payee address
 - g. minor amendments in wording
 - h. increase in contract price up to ten percent (10%) of original contract amount

5.3 Housekeeping Changes / Clarifications

5.3.1 Examples of housekeeping changes/clarifications include, but are not limited to: no-cost extensions, changes in remittance address for payments, change in contractor's name (tax ID number remaining the same), and increased encumbrances (where revised contract total remains within the current Minor Contract dollar limit and the contract did not specify a specific maximum dollar amount).

5.3.2 Housekeeping changes/clarifications may be made on the Minor Contract summary form without need for an attached signed contract document.

5.4 Certain contracts have templates that have been pre-approved by the City Attorney's Office. These forms are located on the City's internal SharePoint website, and do not require further legal review, unless changes are desired by the Department or contractor.

5.5 Grant acceptance, subrecipient agreements and contracts with firms providing goods, services and public works involving grant funds need the prior approval of the City Director of Grants Management and Fiscal Assistance (GMFA).

5.6 A matrix summary of the signature delegation authority for Minor Contracts follows:

CONTRACT MATRIX			CONTRACT SIGNATURE		
IF	AND	USE FORM	DEPT	DIVISION	LEGAL
PERSONAL SERVICE CONSULTANT SERVICE CONSULTANT SERVICE – ARCHITECT & ENGINEER	Up to \$3,000	Voucher Payable (VP)			
	\$3,001 - \$10,000	Minor Contract Summary & Template	X		
	\$10,001 - \$50,000	Minor Contract Summary to Legal		X	X
AMENDMENT	An alteration or change to an existing contract. It is normally used for wording changes.	Minor Contract Summary & Template		X	X
ADDENDUM	Additional work added to an existing contract.	Minor Contract Summary & Template		X	
ASSIGNMENT	The transfer of rights, duties, and interest in a contract from one company to another.	Minor Contract Summary & Template	X		X
CONTRACT EXTENSION WITH COST	Continues an existing contract for an additional time period. It has the same terms and conditions except will have price changes.	Minor Contract Summary & Template		X	
CONTRACT EXTENSION NO-COST	Continues an existing contract for an additional time period. It does not provide for additional compensation. It has the same terms and conditions.	Minor Contract Summary & Template	X		
OTHER CONTRACTS	\$3,001 - \$10,000	Minor Contract Summary To Legal	X		X
	\$10,001 - \$50,000	Minor Contract Summary To Legal		X	X
PUBLIC WORKS	Up to \$5,000	Service & Repair Order (SR)			
	\$5,001- \$10,000	Quote & Minor Contract Summary to Legal	X		X
	\$10,001 - \$50,000	Quote & Minor Contract Summary to Legal		X	X
PUBLIC WORKS	A written order to the contractor, issued after execution of the construction contract, which authorizes a change in the construction work, contract time and/or amount.	Minor Contract Summary SharePoint Template Increase in contract price up to ten percent (10%) of original contract amount (max of \$100,000)		X	
		Minor Contract Summary to Legal		X	X
FINAL ACCEPTANCE	Documents the acceptance of a completed Public Works project. It begins the Bond and Retainage claim period.	Final Acceptance Template		X	
SOFTWARE / HARDWARE MAINTENANCE	Up to \$10,000	Department Order (DO)			
REAL ESTATE RELATED DOCUMENTS	Leases, use agreements, covenants, etc...	Minor Contract Summary To Legal		X	
	Deeds, easements, etc...		City Administrator		

6.0 PROCEDURE

6.1 Minor Contract Authorization Summary Form Preparation

6.1.1 Access the "Minor Contract Summary Form" on the City's internal SharePoint website. The form is sometimes called the "Blue Sheet" for the City.

6.1.2 Follow instructions within the Minor Contract Summary Form.

6.2 Contract Preparation / Administration

6.2.1 The Department shall:

- a. Obtain quotes per City purchasing policy.
- b. Negotiate the best possible price/cost and resultant contract terms, when not a Public Works bid.
- c. Obtain "approval as to form" by Office of the City Attorney.
- d. Have an authorized person from the contractor's firm sign the contract, making sure to include its Certificate Of Insurance (COI), and copy of City of Spokane business registration number.
- e. Follow appropriate City signature authorization levels per section 5.6.

6.2.2 Submit contract and Minor Contract Summary to City Clerk's office for final processing.

6.3 Audit Overview

6.3.1 The Finance and Administration Division shall establish audit procedures to perform a semi-annual internal audit to review compliance with this policy. The audit procedures will be designed to provide reasonable assurance that the Minor Contract procedures and authorizations, as defined in this policy are being followed by City Departments. Additional audits may also be performed on an as-requested or as-needed basis.

6.3.2 The results of each semi-annual audit will be summarized and reported to the City Administrator.

6.3.3 The City Administrator will follow up on any negative audit findings. Failure to comply with this policy could result in signature delegation authority being withdrawn, or disciplinary action as appropriate.

7.0 RESPONSIBILITIES

The City Attorney, with cooperation from the Finance and Administration Division Director, is responsible for administering this policy.

8.0 APPENDICES

Minor Contract Summary Form
Minor Contract Summary Form Instructions

APPROVED BY:

MICHAEL ORMSBY
GAVIN COOLEY
PAT DALTON
THERESA SANDERS



City of Spokane

Minor Contract Summary

OPR # _____

Cross Ref _____

Destruct Date _____

Clerk's Dist. _____

Incomplete submissions will be returned to the Department until all requirements are met.

(Summary to be printed on blue paper)

Department Name _____

New Contract ☐

Department Project # _____

CR # _____

Date: _____

Contractor/Consultant

Name: _____

Address: _____

Remittance Address: _____

City, State, Zip: _____

City, State, Zip: _____

Summary of Services

Amount: _____

Budget Code: _____

Maximum Amount: _____

Beginning Date: _____

Expiration Date: _____

Open-Ended: ☐

- ☐ Quotes (per Purchasing Policy to be kept on file in Dept.)
- ☐ Insurance Certificate (attach to the contract)
- ☐ City Business Registration (attach verification that a current business license number exists)
- ☐ If Public Works Contract, Contractor has been notified of State Law requirements.
- ☐ Grant Related (if the contract is grant related, the Grants Management Department must sign below)
- ☐ Vendor is already set up for ACH payments or the *Accounts Payable Vendor ACH Enrollment Form* has been submitted to Accounting. Do not attach ACH form to the contract documents.

Department Verification Statement: My signature below verifies that all documentation has been completed.

Requestor/Verifier/Contact: _____

Funds are available in the appropriate budget account

Accountant

Signature _____

Date _____

Department Head

Signature _____

Date _____

Other

Signature _____

Date _____

Grants Mgt. (if applicable)

Signature _____

Date _____

Distribution List.....

Contractor E-mail: _____

Contract Accounting

Dept. Contact E-mail: _____

Taxes and Licenses

Minor Contract Summary Form Instructions

FORM FIELD	INSTRUCTIONS
OPR #	If new contract, leave blank to be completed later by City Clerk. If an extension, assignment, change order, etc. to an existing contract, enter that contract's OPR #.
Cross Ref	OPR # of previous contract for renewal, resolution #, etc...
Destruct Date	To be completed by City Clerk
Clerk's Dist.	To be completed by City Clerk
Department Name	Submitting Department name (not budget number)
Department Project #	Project number, work order number, etc...
New Contract	Check box if a new contract
CR #	New contract requisition number encumbering current funds
Date	Date Minor Contract Summary created
Contractor/Consultant Information	
Name, Address, City, State, Zip	Name, Address, City, State, Zip of Contractor/Consultant
Remittance Address	Remittance Address, City, State, Zip if different
Summary of Services	Brief summary of services to be provided
Amount	Total amount of the contract or if a multi-year contract the yearly encumbrance may be shown on separate lines along with the year, such as: 2018 \$5,000 2019 \$5,000
Budget Code	Budget codes used for encumbering current funds. If more than one (1) budget code, make sure that the dollar amount lines up on the Minor Contract Summary with the appropriate budget line.
Maximum Amount	If an hourly rate or unit price contract, enter the Not To Exceed (NTE) amount. Contracts based on a unit price must include related pricing
Beginning Date	Beginning date of contract
Expiration Date	Ending date of contract
Open-Ended	Check box if no expiration date
Quotes	Check box to indicate compliance with City quote policy. Quote/sole source justification/emergency justification documents are to be kept on file in the Department.
Business Registration	Check box. Make sure to attach business registration number to contract. If no current registration, contact Contractor/Consultant.
Insurance Certificate	Check box – Make sure to attach insurance certificate to contract. If no certificate, contact firm unless contract does not require certificate.
If Public Works Contract, Contractor has been notified of State Law Requirements	Check box to indicate the Contractor has been notified of State Law requirements.
Grant Related?	Check box to indicate if the contract is grant-related or not. If so, the Grant Department must sign off on the form. Please include Sally Stopher on the distribution list as well.
ACH	Check box to confirm if Contractor is already set up for ACH payments. If not, the <i>Accounts Payable Vendor ACH Enrollment Form</i> must be submitted to Accounting. Do not attach ACH form to the contract.
Requestor/Verifier/Contact	Signature of person verifying the above provided information is correct and that all documentation has been completed
Accountant	Signature / Date (verifying sufficient funds are available)
Department Head	Signature / Date
Other Signatures	Signature / Date (if applicable). This can be the Division Director, other Department heads, Director of Grants Management, or any other applicable signatures.
Distribution List	
Contractor E-mail	E-mail address of Contractor/Consultant
Dept. Contact	E-mail address of person(s) to receive final copy of documents. Use first initial and last name for City employees.
Contract Accounting	
Taxes & Licenses	
Blank Boxes	Additional Departments, persons to receive final copy of documents

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

AMENDMENT

AMENDMENT

POLICE PLANNER

SPN 088 (Announcement of 8/19/2019)

The above titled announcement is hereby amended to read:

EXAMINATION DETAILS: Closing Date/Time Sun. 09/29/2019 11:59 PM Pacific Time

SENIOR BUSINESS SYSTEMS ANALYST SPN 162 OPEN ENTRY

DATE OPEN: Monday, September 16, 2019

DATE CLOSED: Sunday, September 29, 2019 at 11:59 p.m.

SALARY: \$70,824.96 annual salary, payable bi-weekly, to a maximum of \$94,899.60

DESCRIPTION:

Leads and performs professional analysis, development, and continuous improvement of one or more major, complex business systems and processes at an operational level for a City department.

DUTIES:

- Coordinates and leads the work of technical and professional employees in support of department mission-critical systems, applications, and technology. Trains employees, leads complex projects, and may evaluate subordinate staff.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment, and methodologies to expedite and/or enhance existing processes.
- Develops and leads the Lean Business Improvement Process, working closely with involved parties to enhance operational effectiveness, providing training, and facilitating ongoing progress.
- Creates, monitors, and reports on the performance measurement program, identifying trends and root causes of performance gaps.
- Researches, proposes, and leads large-scale, long-term technology related projects. Gives presentations to customers, other employees in various departments, and outside vendors.
- Participates in and leads complex applications development, enhancement and integration projects by coordinating assigned technical activities such as installation and testing processes; makes system modifications as authorized; communicates with department staff to ensure that needs are being met and to relay any concerns or problems to the appropriate parties.
- Provides advanced support and administration for one or more complex, specialized departmental systems and/or applications.
- Leads and performs system maintenance, upgrades, and replacements. Tests potential system changes to ensure conformance with specifications and requirements.
- Coordinates and plans the migration of computer systems from test to production environments. Troubleshoots problems.
- Identifies and analyzes complex or conflicting work processes; consults with customers on system or process changes to meet their needs. Recommends complementary technology and work process changes.
- Recommends the acquisition or retirement of systems based on department needs; communicates with vendors regarding software and hardware costs and availability.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.

- Documents business processes and procedures for related software and hardware; writes and edits training manuals. Communicates with vendors about products, pricing, schedules, and problems. Ensures vendors adhere to contract requirements.
- Responds to varied information requests. Creates custom reports and queries to support specific customer information needs.
- Creates and maintains various technical reports. Maintains legally required records and reports according to regulations.
- Perform related work as assigned.

MINIMUM QUALIFICATIONS:

Minimum qualifications must be met at the time of application.

Education:

- A Bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, accounting, information systems, or a closely related field

Work Experience:

- Four years of professional experience analyzing, documenting, implementing and maintaining operational business systems or process improvements. At least two years of your relevant work experience needs to be at senior level.
- One year of project leadership.

An equivalent combination of education, training and experience **may** also be considered as qualifying.

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 filling 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 12th day of September 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

SENIOR BUSINESS SYSTEMS ANALYST SPN 162
PROMOTIONAL

DATE OPEN: Monday, September 16, 2019 **DATE CLOSED:** Sunday, September 29, 2019 at 11:59 p.m.
SALARY: \$70,824.96 annual salary, payable bi-weekly, to a maximum of \$94,899.60

DESCRIPTION:

Leads and performs professional analysis, development, and continuous improvement of one or more major, complex business systems and processes at an operational level for a City department.

DUTIES:

- Coordinates and leads the work of technical and professional employees in support of department mission-critical systems, applications, and technology. Trains employees, leads complex projects, and may evaluate subordinate staff.
- Identifies opportunities to develop and enhance operational efficiencies and recommends new hardware, software, tools, equipment, and methodologies to expedite and/or enhance existing processes.
- Develops and leads the Lean Business Improvement Process, working closely with involved parties to enhance operational effectiveness, providing training, and facilitating ongoing progress.
- Creates, monitors, and reports on the performance measurement program, identifying trends and root causes of performance gaps.
- Researches, proposes, and leads large-scale, long-term technology related projects. Gives presentations to customers, other employees in various departments, and outside vendors.
- Participates in and leads complex applications development, enhancement and integration projects by coordinating assigned technical activities such as installation and testing processes; makes system modifications as authorized; communicates with department staff to ensure that needs are being met and to relay any concerns or problems to the appropriate parties.
- Provides advanced support and administration for one or more complex, specialized departmental systems and/or applications.
- Leads and performs system maintenance, upgrades, and replacements. Tests potential system changes to ensure conformance with specifications and requirements.
- Coordinates and plans the migration of computer systems from test to production environments. Troubleshoots problems.
- Identifies and analyzes complex or conflicting work processes; consults with customers on system or process changes to meet their needs. Recommends complementary technology and work process changes.
- Recommends the acquisition or retirement of systems based on department needs; communicates with vendors regarding software and hardware costs and availability.
- Examines manual and/or older systems to identify functionality issues; establishes integration points between software applications.
- Documents business processes and procedures for related software and hardware; writes and edits training manuals. Communicates with vendors about products, pricing, schedules, and problems. Ensures vendors adhere to contract requirements.
- Responds to varied information requests. Creates custom reports and queries to support specific customer information needs.

- Creates and maintains various technical reports. Maintains legally required records and reports according to regulations.
- Perform related work as assigned.

MINIMUM QUALIFICATIONS:

Minimum qualifications must be met at the time of application.

Promotional Requirements:

Two years of experience with the City in the classification of Business Systems Analyst II (SPN 161) or Information Systems Analyst II (SPN 165).

***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 Requirements:

Education: A Bachelor's degree from an accredited four-year college or university with major coursework in business or public administration, accounting, information systems, or a closely related field

Work Experience: Four years of professional experience analyzing, documenting, implementing and maintaining operational business systems or process improvements. At least two years of your relevant work experience needs to be at senior level. One year of project leadership.

An equivalent combination of education, training and experience **may** also be considered as qualifying.

EXAMINATION DETAILS:**EXAMINATION PROCESS**

The examination will consist of a Training and Experience (T&E) Evaluation, weighted at 80% and a performance evaluation, weighted at 20%. 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.

PROMOTIONAL EVALUATION DETAILS

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

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

We encourage you to apply immediately. 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 12th day of September 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

HOUSING SPECIALIST

SPN 301 (Announcement of 8/26/2019)

The above titled announcement is hereby amended to read:

EXAMINATION DETAILS: Closing Date/Time Sun. 09/22/2019 11:59 PM Pacific Time

**POLICE CORPORAL SPN 911
PROMOTIONAL**

DATE OPEN: Monday, September 16, 2019 **DATE CLOSED:** Sunday, September 29, 2019 at 11:59 p.m.
SALARY: \$84,292.56 annual salary, payable bi-weekly, to a maximum of \$94,398.48

DESCRIPTION:

Performs specialized police work of a general administrative, investigative, or services nature.

DUTIES:

Employee may be regularly assigned to any one, or a combination of, the following duties:

- Investigations: Assigned to investigate a wide variety of crime classifications. Takes photographs and fingerprints, gathers and analyzes evidence, interviews witnesses, makes arrests, prepares reports and correspondence, prepares court evidence and testifies to such evidence. May conduct specialized investigations, such as hit and run or serious traffic accidents.
- Safety Education: Assigned to administer and present the safety education program. Presents safety promotional material to schools, civic and social organizations. Instructs school safety patrols, speaks before various organizations, and represents the department in the promotion of safety. May be assigned specialized juvenile duties on occasion.
- Investigates complaints of traffic violations occurring in school zones and takes the appropriate enforcement action.
- May perform other specialized duties at an equal level of responsibility or other related work as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

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

- *Experience:* Completion of four years of experience with the City in the classification of Police Officer, Senior Police Officer, Police Officer First Class, or any combination thereof.
- *Fitness:* All applicants must be certified by the police physician as physically fit to perform the duties.
- *License:* Possession of a valid driver's license.

EXAMINATION DETAILS:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The Police Corporal examination will consist of a written test weighted at 100% (per MOU).

WRITTEN TEST DETAILS:

The written test will be conducted at the Fire Training Center (1618 N Rebecca St.) on Tuesday, Oct. 8, 2019, at 1:00 p.m. The approximate duration of the test is 2-1/2 hours.

Upon acceptance of your application, we will send you an e-mail inviting you to appear for the test.

The written test will be based upon the 2019 bibliography for Police Corporal.

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

Please contact the Civil Service office at 509-625-6160 immediately if you experience any difficulties submitting your application within the recruitment period. Make sure to leave a message if your call is outside of normal business hours and we will get back to you right away.

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 12th day of September 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

**FIRE EQUIPMENT OPERATOR SPN 932
PROMOTIONAL**

DATE OPEN: Monday, September 16, 2019 **DATE CLOSED:** Sunday, September 29, 2019 at 11:59 p.m.
SALARY: \$85,832.67 annual salary, payable bi-weekly, to a maximum of \$97,154.97

DESCRIPTION:

Performs specialized firefighting work with principal assignment as a driver or tiller operator on various heavy-duty, special purpose, fire department emergency vehicles.

DUTIES:

- Drives a pumper, tiller, pumper-ladder, aerial ladder, or other heavy-duty firefighting equipment.
- Operates various mechanical and auxiliary fire apparatus. Operates pumps, medical equipment, aerial ladders, and other hydraulic equipment.
- Removes persons from danger, administers first aid and/or basic life support, and performs post incident operations.
- Responds to fire, medical and other incidents, with a company.
- Participate in general firefighting, rescue, and salvage work such as: laying hose, holding, advancing and directing nozzle and water streams; raises and climbs ladders; uses standard firefighting equipment; performs necessary life safety, incident mitigation and property conservation tasks at fires and hazardous materials incidents.
- Responds to medical incidents and operates oxygen delivery equipment; uses blood pressure cuff and stethoscope to take patient's vital signs; performs CPR; utilizes various splinting devices and other emergency medical equipment; assists paramedics and ambulance personnel in the care of patients.
- Periodically inspects assigned area to become familiar with buildings, location and condition of fire hydrants and streets, to identify potential operational hazards and dangers and to compile comprehensive pre-incident plans.
- Participates in fire drills, and attends training courses in driving, fire prevention, firefighting, emergency medical techniques, and related subjects.
- Performs such fire prevention functions as inspections of business establishments and schools in an assigned district, and checking for and assisting community residents to eliminate hazards and potential fire dangers.
- Presents current fire prevention programs to schools, organizations and the public.
- Performs daily and periodic checks of fire equipment, medical equipment, and emergency vehicles. Reports those conditions which need attention to the supervisor.
- Participates in the recovery, cleaning and inspection of equipment after incidents.
- Performs general housekeeping and maintenance work in the upkeep of the assigned station and equipment.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

- Completion of two years of service with the City in the classification of Firefighter (SPN: 931).
- Successful completion of the Equipment Operator Training as provided by the Spokane Fire Department.
- All applicants are required to have a valid driver's license.

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 a promotional evaluation (PER). Weights are assigned as follows: written test 80% and promotional evaluation 20%.

WRITTEN TEST DETAILS:

- The examination will be conducted in the Civil Service Test Room (4th Floor, City Hall) on Wednesday, October 9, 2019, at 9:00 a.m.
- Approximate duration of the test is 2 hours.
- The written test will be based upon the 2017 Fire Equipment Operator Bibliography.
- Upon acceptance of online applications, applicants will receive an email invitation to appear for the written test.

PERFORMANCE EVALUATION DETAILS:

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance shall be a subject in all promotion exams. The evaluation should be administered by the employee's supervisor within the past year.

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

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

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.

*Please contact the Civil Service office at 509 625-6160 immediately if you experience any difficulties submitting your application within the recruitment period. Make sure to leave a message if your call is outside of normal business hours and we will get back to you right away.

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 12th day of September 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

DEPUTY FIRE CHIEF OF OPERATIONS SPN 941
CONTINUOUS

DATE OPEN: Monday, September 16, 2019 **DATE CLOSED:** Applications will be accepted until further notice.
SALARY: \$133,089.12 annual salary, payable bi-weekly, to a maximum of \$162,864.00

DESCRIPTION:

The Deputy Fire Chief performs responsible command and administrative duties assisting the Chief and Assistant Chief.

DUTIES:

For detailed information about this recruitment, please refer to the following document:

Deputy Fire Chief of Operation

Major job duties of the Deputy Fire Chief are also summarized below.

- Assists in planning, organizing and administering the activities of the department. Supervises major section within the department to include EMS, Training and Operations. Prepares working schedules.
- Maintains and enforces discipline. Participates in personnel selection, development and promotion; assist with the development of department's training program. Provides technical assistance and interprets policy matters.
- Assists in establishing the goals and objectives of the department. Organizes the departmental operations to meet these goals and objectives. Evaluates the organizational structure and methods of service delivery. Recommends changes as necessary.

- Performs research and development work in the area of uniform fire reporting systems, physical fitness training, day-to-day operations, safety, and other areas as needs indicate.
- Responds to multi-alarm and other incidents. Assumes command as required. Coordinates with other City agencies at incident scenes.
- Reviews records and reports. Initiates changes, and submits reports.
- Assists the Chief and Assistant Chief with a variety of special projects as assigned. Researches data essential for budget preparation. Makes presentations to groups and organizations.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

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

- *Education:* Completion of a bachelor's degree or higher from an accredited four-year college or university in a closely related field including, but not limited to, Fire Command, Fire Administration, Para-Medicine, or Business/Public Administration.
- *Experience:* Five years of experience as a Chief Officer for a fire agency.
- *Substitution:* An equivalent combination of education and experience may also be qualifying.
- *License:* Possession of a valid driver's license.

Promotional Requirements:

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met when the supplemental questionnaire is submitted.)

- *Experience:* Completion of the probationary period with the City Fire Department in a uniformed Fire classification at the level of Fire Battalion Chief (SPN: 940), Division Chief, or higher classification.
- *Education:* Completion of a bachelor's degree or higher from an accredited four-year college or university in a closely related field including, but not limited to, Fire Command, Fire Administration, Para-Medicine, or Business/Public Administration.
- *License:* Possession of a valid driver's license.

Desirable Qualifications:

- Current or previous Paramedic license or EMS Program management experience.

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

The first review of applications will take place on Oct. 7, 2019.

EXAMINATION DETAILS:

You are required to meet the minimum qualifications above and to pass the examination for this position, in order to be eligible for hire.

- Your Civil Service examination is a Training and Experience (T&E) Evaluation in the form of supplemental questions during this application process.
- The T&E comprises 100% of the test score for Open Entry applicants. For current City employees who meet the Promotional requirements, the T&E is weighted at 80%, and your most recent promotional evaluation (PAR) at 20%.
- You will receive your Civil Service eligibility list ranking after scoring of your T&E Evaluation is completed. Application packets are reviewed as needed with results merged into one eligible list according to final ratings (Civil Service Rule IV, Section 13).
- This recruitment will remain open until the position is filled. The first review of applications will take place on **Oct. 7, 2019.**

T&E Details:

The T&E is used to examine the relevance, level, and quality of the applicant's education, training, and experience. You will complete the T&E supplemental questions online as part of the application process. You may preview the instructions and questions online in the tab marked "QUESTIONS" near the top of the job announcement.

Important: The application system may time you out after 30 minutes of inactivity. We highly recommend that you formulate your responses in a separate word processing document. You can then copy and paste your responses into the boxes provided.

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

TO APPLY:

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 12th day of September 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REFRACTORY INSTALLATION AND SANDBLASTING SERVICES Solid Waste Disposal – Waste to Energy Facility #PW ITB 5164-19

INVITATION TO BID NOTICE

Description: The City of Spokane is soliciting electronic bids for Refractory Installation and Sandblasting Services

Bid Opening: Sealed electronic bids will be received until **Monday, October 7, 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: City of Spokane Waste to Energy Facility, 2900 S Geiger Blvd, Spokane WA 99224 – Meet in the Admin Building. **Thursday, September 26, 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

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