



Official Gazette

City of Spokane, Washington

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

Volume 109

OCTOBER 16, 2019

Issue 42



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

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USPS 403-480

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, October 7, 2019**

The minutes for the Monday, October 7, 2019, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, October 23, 2019, issue of the *Official Gazette*.

MINUTES OF SPOKANE CITY COUNCIL**Monday, September 30, 2019****BRIEFING SESSION**

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

Roll Call

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

City Attorney Mike Ormsby, City Council Policy Advisor Brian McClatchey, and Acting City Clerk Laurie Farnsworth were also present on the dais.

Advance Agenda Review

The City Council received an overview from staff on the October 7, 2019, Advance Agenda items.

Resolution 2019 -0087

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

Motion by Council Member Beggs, seconded by Council Member Kinnear, **to add** Resolution 2019-0087—Supporting the use of contingency reserves to substantially reduce Spokane individuals who are unhoused by supporting basic need services—to the September 30, 2019, Current Consent Agenda (as Item No. 9, thereby moving it forward from the October 7, 2019, Advance Legislative Agenda); **carried unanimously (Council Member Mumm absent)**.

Action to Approve October 7, 2019, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the October 7, 2019, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.2):

Motion by Council Member Fagan, seconded by Council Member Burke, **to approve** the Advance Agenda for Monday, October 7, 2019, as amended; **carried unanimously (Council Member Mumm absent)**.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed the September 30, 2019, Current Agenda for any additions or changes.

Announcement – Documentary on Domestic Violence in Spokane and Deferral of Resolutions 2019-0078 and 2019-0080
Council President Stuckart announced that a special documentary on domestic violence in Spokane, being aired on all local network channels at 7:00 p.m., would also be aired on Channel Five. Accordingly, the Legislative Session would need to end, or have a “hard stop” at 6:59 p.m. In consideration of the limited time for the Legislative Session, Council President Stuckart suggested it would be beneficial to have certain items from the Current Agenda deferred one week. The following actions were then taken:

Motion by Council Member Fagan and seconded by Council Member Burke, **to defer** Resolution 2019-0078 one week to the October 7, 2019, Legislative Agenda; **carried unanimously (Council Member Mumm absent)**.

Motion by Council Member Fagan and seconded by Council Member Stratton, **to defer** Resolution 2019-0080 one week to the October 7, 2019, Legislative Agenda; **carried unanimously (Council Member Mumm absent).**

Agreement with The Salvation Army (OPR 2019-0815) (Deferred from September 23, 2019, Agenda.)

Council President Stuckart stated there is confusion on the Agreement with The Salvation Army because on the summary sheet, the sentence reads: "Costs to operate the shelter and/or warming centers services for one year will be up to \$3,152,000." He stated that is going to be negotiated but it keeps being reported that the Council is approving \$3 million dollars when the Council approves the document and they (the Council) are not. He requested a motion to strike the sentence. The following action was taken:

Motion by Council Member Fagan, seconded by Council Member Burke, **to strike** the following from the summary sheet for OPR 2019-0815 (Agreement with the Salvation Army as the operator for shelters and/or warming center services to be opened in fall 2019): "Costs to operate the shelter and/or warming center services for one year will be up to \$3,152,000;" **carried unanimously (Council Member Mumm absent).**

Motion by Council Member Burke **to defer** the Agreement with The Salvation Army, as amended, for one week, to the October 7 Legislative Agenda; **died for lack of a second.**

Council Member Burke requested that Item 8 (OPR 2019-0815 - Agreement with the Salvation Army as amended) be placed on tonight's (September 30, 2019) Legislative Agenda.

CONSENT AGENDA

Upon Unanimous Voice Vote (in the affirmative), the City Council unanimously (Council Member Mumm absent) approved Staff Recommendations for the following items (Consent Agenda Item Nos. 1 through 7 and No. 9):

Value Blanket for the purchase of boiler tubes for use at the Waste to Energy Facility from November 1, 2019 through September 30, 2020—\$650,000 (incl. tax). (OPR 2019-0780)

Value blanket with Galls, Inc, for ordering firefighter uniforms and other necessary accessories using Washington State Master Contract #01417—\$150,000. (OPR 2019-0781)

Accept funding from Department of Justice's Office of Violence Against Women (OVW) and approve associated Memorandum of Understanding related to OVW Program FY2019 Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, & Stalking Program—\$750,000 Revenue. (OPR 2019-0782)

Accept funding from the Washington Traffic Safety Commission (WTSC) for federal funding provided by United States Department of Transportation's National Highway Safety Administration Grant Project 2020-AG-3583-DUI Enforcement—\$140,024 Revenue. (OPR 2019-0814)

Contract Extension with Journal Technologies, Inc. as sole source, for quarterly maintenance and support of Justware Legal Case Management System from July 1, 2019 through December 31, 2019 and authorizing staff to execute contract—\$60,473.28 (incl. tax). (OPR 2016-0267)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through September 20, 2019, total \$14,411,880.50, with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$13,413,990.21 (ACH Payment Nos 67940-68457; Check Nos. 564494-564655) (CPR 2019-0002)
- b. Payroll claims of previously approved obligations through September 21, 2019: \$7,102,536.25 (Check Nos. 554857-555000) (CPR 2019-0003)

City Council Meeting Minutes: September 12 and September 16, 2019. (CPR 2019-0013)

Resolution 2019-0087 Supporting the use of contingency reserves to substantially reduce Spokane individuals who are unhoused by supporting basic needs services: including 24/7 low-barrier emergency shelters, warming centers, social workers who can refer individuals to mental health and substance abuse treatment and best-practice programs for Spokane residents facing homelessness.

Council Recess/Executive Session

The City Council adjourned at 3:57 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, Council Members Beggs, Burke, Fagan, Kinnear, and Stratton were present. Council Member Mumm was absent.

City Council Policy Advisor Brian McClatchey and Acting City Clerk Laurie Farnsworth were also present on the dais.

Poetry at the Podium

Melissa Huggins, Executive Director of Spokane Arts, introduced Chris Cook, who will serve as the new Poet Laureate starting November 2, taking over for the current Poet Laureate Mark Anderson, whose term is ending. Mr. Cook shared two selections of his work for the City Council and audience entitled "A Death in the Family" and "Tunnel Vision."

Announcement – Documentary on Domestic Violence in Spokane

Council President Stuckart again announced the special documentary on domestic violence that is being aired by all local news channels, including Channel Five, at 7:00 p.m., and that the Legislative Session would be ending at 6:59 p.m.

OPEN FORUM

Susan Hales commented regarding the upcoming winter weather, the homeless, and the need for homeless shelters.

Aaron Miller spoke about the benefits of having music therapy in public schools.

Wayne Gazzola spoke about the homeless problem and other issues.

Mercy Aguilar provided remarks regarding warming centers and shelters.

Laura Renz spoke regarding the need for better enforcement of laws pertaining to service dogs.

Alexis Galloway commented on the homeless population and the possibility of House of Charity providing more space.

BOARDS AND COMMISSIONS**Spokane Public Facilities District (CPR 1989-0145)**

Upon Unanimous Voice Vote (in the affirmative), the City Council **approved** (and thereby confirmed) the reappointment of Nate Green to serve an additional four-year term on the Spokane Public Facilities District Board, effective September 11, 2019 to September 11, 2023. (**Council Member Mumm absent**).

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS**RES 2019-0076**

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

Upon Unanimous Roll Call Vote (Council Member Mumm absent) the City Council **adopted Resolution 2019-0076** setting the assessment roll hearing for December 9, 2019, for the Downtown Parking and Business Improvement Area (Business Improvement District – BID) for December 9, 2019, and providing notice of the 2020 assessments to business and property owners.

RES 2019-0077

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

Upon Unanimous Roll Call Vote (Council Member Mumm absent) the City Council **adopted Resolution 2019-0077** setting the assessment roll hearing for December 9, 2019, for the Downtown Parking and Business Improvement Area (Business Improvement District – BID) for December 9, 2019, and providing notice of the 2020 assessments to business and property owners.

RES 2019-0079

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

Upon Unanimous Roll Call Vote (Council Member Mumm absent) the City Council **adopted Resolution 2019-0079** setting hearing before the City Council for October 21, 2019 for the vacation of Granite Street between Upriver Drive and Ross Court as requested by Riverview Retirement Community.

For Council action on Resolution 2019-0078, see section of minutes under 3:30 p.m. Administrative Session.

For Council action on Resolution 2019-0080, see section of minutes under 3:30 p.m. Administrative Session.

For Council action on Resolution 2019-0087, see section of minutes under 3:30 p.m. Administrative Session.

FINAL READING ORDINANCES**Final Reading Ordinance C35814**

Subsequent to an opportunity for public testimony, with two individuals requesting to speak, the following action was taken:

Upon Unanimous Roll Call Vote (Council Member Mumm absent), the City Council **passed Final Reading Ordinance C35814** relating to the impoundment of abandoned or unauthorized vehicles; adopting a new section 16A.61.577 of the Spokane Municipal Code.

For First Reading Ordinances, see section of minutes following “Special Considerations.”

SPECIAL CONSIDERATIONS**Agreement with Salvation Army (OPR 2019-0815)**

The City Council considered OPR 2019-0815, which was moved from the September 30, 2019, Consent Agenda to tonight’s Legislative Session. Council President Stuckart clarified that the action tonight is giving approval to move forward with the project and names the shelter operator to be the Salvation Army, but is not an approval for an actual contract as of yet. Council President Stuckart addressed other issues in this matter and provided additional information regarding the future actions that would be required for the moving forward of the project.

Subsequent to an opportunity for citizen comments, with seven individuals requesting to speak, and Council discussion and commentary, the following actions were taken:

Motion by Council Member Burke **to defer** OPR 2019-0815 one week to the October 7, 2019, Legislative Agenda; **died for lack of a second.**

Motion by Council Member Beggs, seconded by Council Member Kinnear, to call the question, **carried 5-1 (Council Member Burke voting “no” and Council Member Mumm absent).**

Upon 5-1 Roll Call Vote (Council Member Burke voting “no” and Council Member Mumm absent) the City Council **approved** OPR 2019-0815, as amended, for Community Housing and Human Services to enter into an agreement with The Salvation Army as the operator for shelter and/or warming center services to be opened in fall 2019—\$240,000.

FIRST READING ORDINANCES**First Reading Ordinance C35816**

The following ordinance was read for the first time, with further action deferred:

ORD C35816

Relating to the fire code advisory and appeals board; amending SMC sections 1.02.080, 17F.010.020, 17F.010.030, 17F.080.040, 17F.080.080, 17G.050.070 and 17G.060.210 and repealing chapter 4.08 of the Spokane Municipal Code. (Note: Final Reading to be held October 7, 2019.)

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 6:58 p.m. The City Council is adjourned to October 7, 2019.

Hearing Notices

CITY OF SPOKANE NOTICE OF CITY COUNCIL PUBLIC HEARING

PROPOSED ORDINANCE TO AMEND SPOKANE MUNICIPAL CODE SECTION 17C.124.035 RELATING TO CONDITIONS FOR VACATING DESIGNATED COMPLETE STREET RIGHT-OF-WAYS IN THE DOWNTOWN ZONES

Notice is hereby given that there will be a public hearing before the City of Spokane City Council on **November 4, 2019 beginning at 6:00 PM** in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington, to receive public testimony on a proposed ordinance amending SMC Section 17C.124.035 to allow City Council the ability to vacate all or part of right-of-ways designated a Complete Street in the Downtown Zones if for a public use.

<https://my.spokanecity.org/projects/amendment-to-characteristics-of-downtown-complete-street-designations/>

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

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

City of Spokane, Neighborhood and Planning Services
Attn: Shea Suski, Assistant Planner
808 W. Spokane Falls Blvd, Spokane, WA 99201
Phone (509) 625-6965; ssuski@spokanecity.org

SEPA: A SEPA Categorical Exclusion has been determined

More information on the process: The proposed amendment was presented in front of the Public Infrastructure, Environment, & Sustainability Committee on September 23, 2019. Plan Commission held a workshop on the proposed amendment during its meeting on September 25, 2019 and held a public hearing on October 9, 2019 where it was approved. Public and agency input was solicited via email to agency contacts and Neighborhood Councils and public notices in the Spokesman Review, main branch of the library, and City Hall. A public open house was held prior to the October 9, 2019 Plan Commission hearing outside of the City Council Chambers.

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

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. C35817

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 Fleet Services 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 Fleet Services Fund, and the budget annexed thereto with reference to the Fleet Services Fund, the following changes be made:

FROM:	5100-71700 99999-34830	Fleet Services – Central Service Center IF Vehicle/Equipment Repair	\$3,497,576
TO:	5100-30210 48341-54141	Fleet Services - Administration Other Professional Services	\$88,241
	5100-71700 48348-53211	Fleet Services – Central Service Center Vehicle Repair & Maint Supply	\$1,834,335
	5100-71700 48348-54803	Fleet Services – Central Service Center Equipment Repairs/Maintenance	\$1,575,000

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 increased costs and increased repairs that have not been budgeted adequately over the last few years, 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 October 7, 2019
Delivered to Mayor October 11, 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.

SENIOR GRANTS ANALYST SPN 068 PROMOTIONAL

DATE OPEN: Monday, October 14, 2019

DATE CLOSED: Sunday, October 20, 2019 at 11:59 p.m.

SALARY: \$65,897.28 annual salary, payable bi-weekly, to a maximum of \$88,677.36

DESCRIPTION:

Performs professional, supervisory work related to the administration and financial management of grants, federal and state programs, and related contracts supported by governmental grant or municipal funds.

DUTIES:

- Acts as technical expert and resource person to department staff and award recipients in interpreting administrative and programmatic regulations and policies.
- Develops, implements, and reviews departmental policies and procedures for grant and locally funded contract administration to ensure compliance with state and federal legislation, regulations and directives.
- Prepares and/or reviews contract templates for use by department staff to ensure all pass-through provisions and other requirements, including performance benchmarks, are included.
- Reviews and approves budget change requests; serves as back-up authorizing official to the department director for all grants and financial assistance awards.
- Conducts fiscal and administrative reviews of grant proposals requiring consultation with program managers and funding agencies; prepares written summaries for City officials.
- Conducts interviews and performs monitoring at projects sites to verify accuracy of certified payrolls, compliance with apprenticeship requirements and/or satisfactory performance.
- Coordinates and performs proposal/award analysis of complex programs involving several funding sources which may include cost sharing from multiple sources.
- Analyzes contracts and ensures compliance with all award terms and conditions; answers inquiries regarding funder intent and City compliance with funder fiscal and/or administrative requirements; provides documentation and/or technical assistance to auditors, fiscal representatives from various agencies, and others in the resolution of pre- or post-award issues.
- Serves as department representative on funder site visits and/or during formal conferences with funding agency representatives.
- Prepares and submits applications for, and subsequently manages complex awards that involve multiple recipient departments across the City; provides research assistance to departments in identifying potential grant and funding opportunities.
- Develops and oversees the implementation of risk assessments for grantees and contractors of the City; identifies special contract provisions and establishes appropriate monitoring schedules and procedures for medium and high-risk grantees and contractors.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements: (Minimum qualifications are required by the date of examination)

- Two years of experience in the classification of Grants Analyst (SPN 067).

NOTE: City of Spokane Supervisor Series training must be completed within the probationary period.

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.

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 10th day of October 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

**ASSOCIATE PLANNER SPN 258
PROMOTIONAL**

DATE OPEN: Monday, October 14, 2019

DATE CLOSED: Sunday, October 27, 2019 at 11:59 p.m.

SALARY: \$69,112.80 annual salary, payable bi-weekly, to a maximum of \$92,769.84

DESCRIPTION:

Performs responsible supervisory and professional work in a specialized unit in the area of city planning and development implementation, zoning, environmental study, economic development, neighborhood revitalization, or community development.

DUTIES:

- Supervises and participates in the preparation of reports and plans for the proper use, zoning, annexation, planning, development of land and projects; detailed City or neighborhood plans; the layout of subdivisions and arterial street system; the location of special uses; and the preparation of a City Comprehensive Plan.
- Reports on zone, development or permit applications and environmental reviews.
- Directs and participates in the compilation and analysis of planning data and research.
- Develops budgets and negotiates contracts for Planning, Economic Development and Community Development projects.
- Works with accountants in the administration of grant funds, project and program budgets.
- Conducts studies on economic positioning, development master planning, rezoning, platting, environmental impact and annexation proposals; prepares reports and recommendations.
- Supervises and participates in processing annexations, Comprehensive Plan amendment petitions, development permits and land subdivisions; participates in public hearings in the course of administering these regulations.
- Meets with and addresses various groups to explain the objectives, plans and studies of the City and its Plan Commission, and solicit public input.
- Prepares the selection processes for hiring consultants, and administers consultant contracts.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

- *Experience:* Completion of two years of experience as an Assistant Planner (SPN 257) or three years as an Urban Designer (SPN 259).
- *License:* Possession of a valid driver's license or evidence of equivalent mobility.

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:

- *Education:* Graduation from an accredited four-year college or university with a degree in planning; or a degree in a major field of study which is related to city planning, zoning, environmental studies, economic development, or community development functions.
- *Experience:* Completion of at least four years' experience commensurate with the degree, including one year in a responsible supervisory capacity.
- *Substitution:* Completion of course work toward an advanced degree in city planning may be substituted on a year-for-year basis for non-supervisory experience.
- *License:* Possession of a valid driver's license or evidence of equivalent mobility.

EXAMINATION DETAILS:

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

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

T&E EVALUATION DETAILS

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

- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- In order to receive credit for education or training, you must attach copies of your transcripts, diploma, or relevant certificates to your online application.
- Resumes or questionnaires uploaded as attachments to the application will not be accepted in lieu of completing each question online.

- "See Resume" or "See above," etc., are not qualifying responses and will not be considered.
- Changes or corrections to your responses cannot be made once your application packet has been submitted.
- **TIP:** It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

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.

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 10th day of October 2019.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

FIRE COMMUNICATIONS SHIFT SUPERVISOR SPN 945 PROMOTIONAL

DATE OPEN: Monday, October 14, 2019

DATE CLOSED: Sunday, October 20, 2019 at 11:59 p.m.

SALARY: \$96,397.15 annual salary, payable bi-weekly, to a maximum of \$101,041.63

DESCRIPTION:

Performs specialized technical and shift supervisory work in the operation of the Communications Center.

DUTIES:

- Assigns, supervises, and evaluates dispatch personnel assigned to their shift.
- Receives all risk emergency and non-emergency calls; interrogates, triages and dispatches appropriate resources.
- Assigns replacement resources to cover the emergency deployment system; calls personnel from off-duty and places reserve equipment in service as directed.
- Documents incidents, movements of companies and status of apparatus; maintains record of streets, alarm systems, and hydrants closed or out of service; assists with daily roll call of station personnel.
- Assigns and monitors progress on work or projects assigned by management; maintains necessary records and reports; updates maps performs computer entry work completes run reviews and quality improvement reviews, enters caution notes, and monitors training programs.
- Operates and assists in managing the Computer Aided Dispatch (CAD) system; operates other computer programs, radio and phone systems; provides pre-arrival instructions to callers on how to deal with emergencies prior to the arrival of companies.
- Assists with and assures training of assigned personnel.

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:* Two years of experience in the classification of Fire Communications Specialist (SPN 285) or Firefighter Dispatcher (SPN 925).
- *License:* All applicants must possess a valid driver's license, or evidence of equivalent mobility.
- *Certifications:* All applicants must possess valid CPR, EMD and EMT certifications.

EXAMINATION DETAILS:

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

The examination will consist of a supplemental questionnaire, with weights assigned as follows:

- Supplemental Questionnaire (100%)

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

Supplemental Questionnaire Details:

The supplemental questionnaire, weighted at 100%, is part of your application. The supplemental questionnaire will be used to rank candidates based on seniority.

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.

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

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

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

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Notice for Bids

Paving, Sidewalks, Sewer, etc.

37th Avenue Sidewalk – Manito Blvd. to Latawah St.

Engineering Services File No. 2019096

This project consists of the construction of approximately 750 square yards of sidewalk, 1,100 linear feet of concrete curb, 400 linear feet of curb wall and retaining wall, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. November 4, 2019 for the above project located in Spokane, Washington, in accordance with the contract documents on file at the Department of Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the City Council Chambers located on the basement level of City Hall.

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

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

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

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

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

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

Publish: October 16, 23 and 30, 2019

Notice for Bids

Supplies, Equipment, Maintenance, etc.

PROCESS, TRANSPORT AND PURCHASE WTEF METALS

City of Spokane Solid Waste Disposal Department

RFP # 5176-19

Description: The City of Spokane is soliciting electronic Proposals to **PROCESS, TRANSPORT AND PURCHASE WTEF METALS** for the City of Spokane Solid Waste Disposal Department.

A Mandatory Pre-Proposal Conference is scheduled to be held on October 22, 2019 at 10:00 a.m. local time, at 2900 S. Geiger Blvd, Spokane, WA 99224. All prospective Proposers must attend this mandatory site visit.

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, NOVEMBER 4, 2019**, in the Council Chambers, 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **RFP #5176-19 - PROCESS, TRANSPORT AND PURCHASE WTEF METALS**.

The Request for Proposals document is available for download through the City of Spokane's online procurement system <https://spokane.procurement.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Request for Qualifications.

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, November 4, 2019**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

The right is reserved to reject any and all Proposals and to waive any informalities.

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

Publish: October 9 & 16, 2019

FABRICATION OF SUPERHEATER TUBE PANELS

Solid Waste Disposal – Waste to Energy Facility

#ITB 5177-19

INVITATION TO BID NOTICE

Description: The City of Spokane is soliciting electronic bids for Fabrication of Superheater Tube Panels

Bid Opening: Sealed electronic bids will be received until **Monday, October 28, 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.procurement.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.procurement.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: October 9 & 16, 2019

SPOKANE PUBLIC LIBRARY BOND PROJECTS
COMMISSIONING AGENT SERVICES
Spokane Public Library

RFQ #2019-10-001

Statement of Qualifications (SOQs) will be opened and acknowledged at 4:45 p.m. on October 31, 2019 at the Spokane Public Library-Downtown Library, 906 West Main Avenue, Spokane, Washington 99201, for LIBRARY BOND PROJECTS COMMISSIONING AGENT SERVICES for the Spokane Public Library.

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

www.spokanelibraryplanroom.com

Questions must be directed to Carl Moses, Hill International, 509-570-0940, CarlMoses@Hillintl.com

SOQ documents must be submitted to Carl Moses electronically no later than 4:00 p.m. on the opening date.

Email one electronic version of your statement of qualifications to:

Carl Moses
Project Manager
Hill International, Inc.
carlmoses@hillintl.com

Spokane Public Library reserves the right to reject any and all SOQs. SOQs failing to comply with the requirements of this Request for Qualifications may be considered non-responsive. SOQs received late will be returned considered rejected. All statement of qualifications shall remain the property of Spokane Public Library and shall not be returned.

Penny Brown
Spokane Public Library

Publish: 10/9/2019; 10/16/2019
