



Official Gazette

City of Spokane, Washington

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

Volume 110

APRIL 15, 2020

Issue16



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS
(DISTRICT 2)

KATE BURKE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

CANDACE MUMM (DISTRICT 3)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, April 6, 2020**

The Monday, April 6, 2020 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

Executive Orders

**CITY OF SPOKANE
SPOKANE COUNTY, WASHINGTON****EXECUTIVE ORDER RELATING TO THE SPOKANE
EMPLOYEE RETIREMENT SYSTEM ELECTION**RECEIVED
APR 07 2020
CITY CLERK'S OFFICE

WHEREAS, on February 29, 2020, Washington State Governor Jay Inslee ("Governor") issued a proclamation declaring a State of Emergency in all counties of the State of Washington in response to new cases of COVID-19 and has subsequently amended his proclamations to prohibit social gathering, closing all public and private schools statewide, and closing all non-essential businesses; and

WHEREAS, on March 16, 2020, Spokane Mayor Nadine Woodward issued an Executive Declaration of Civil Emergency or Disaster in the City of Spokane (the "Declaration") pursuant to SMC 2.04.030, which was ratified and amended by the Spokane City Council by Resolution No. 2020-0020 on March 23, 2020; and

WHEREAS, based on guidance from federal, state, and local public health experts, everyone in the Spokane community is urged to take immediate steps to practice social distancing, including maximizing telecommuting options, embedding social distancing into organizations by postponing non-time-sensitive meetings or conducting them virtually, and minimizing the chances of exposure to anyone with weakened or compromised immune systems; and

WHEREAS, on April 2, 2020, the Governor extended the State of Emergency up through and until at least May 4, 2020, and continues to encourage "social distancing"; and

WHEREAS, pursuant to the Spokane Municipal Code, the Spokane Employees Retirement System ("SERS") administers the plan that provides services, including retirement benefits, to current and retired employees of the City which is governed by a Board of Directors ("Board") that includes elected employees of the City; and

WHEREAS, many employees of the City who are eligible to participate in the nomination and election process for the SERS Board are telecommuting to work and/or performing their work at locations other than the ones where they normally work, which adversely impacts their ability to meaningfully participate in the election process; and

WHEREAS, the SERS Board met on April 1, 2020, and voted unanimously to request the Mayor to take steps to postpone for two months the election for the Board position occupied by a City employee to facilitate maximum employee participation in the process;

NOW THEREFORE, AS THE MAYOR OF THE CITY OF SPOKANE, WASHINGTON, I ENTER THIS EXECUTIVE ORDER AS FOLLOWS;

Section 1 – Purpose and Intent.

As a result of the spread of COVID-19 and the impact of the public health, safety and welfare of the employees and residents of the City, alternative work locations for employees have been designated, adversely impacting the employees' opportunity to meaningfully participate in the election process for one of their representatives on the SERS Board. It is in the best interests of SERS and employees of the City to have maximum opportunity to be involved in the selection of the Board representative for SERS.

Section 2 – Modification of SERS Election Process in 2020 Only.

The election process for the SERS Board as contained in SMC 04.14.50 is modified for 2020 to be as follows:

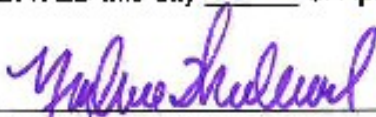
- A. Candidates for the board are determined by nomination in the form of a notice of nomination signed by at least twenty (20) employees of the City who are members of the retirement system.
 - 1) An employee may sign more than one nomination.
 - 2) The city clerk gives notice of the dates for filing notices of nomination and of the election by posting notice in a prominent place in the city clerk's office. Notices are posted at least thirty (30) days prior to the date that nominations are to be received and at least thirty (30) days prior to the date of the election.
 - 3) Nominations must be received by the second Tuesday in ((April)) June and the election shall be held on the second Tuesday in ((May)) July.
 - 4) The city clerk causes absentee ballots to be printed and available the last week in ((April)) June. Absentee ballots are accepted up to the date of election and are counted with the ballots cast on Election Day.

Additionally, the Board member currently holding the Board position up for election in 2020 will continue to serve until the election is completed, at which time the winner of the election will begin his or her term of office.

////

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DATED this day 7th of April, 2020.


Mayor Nadine Woodward

Attest:


City Clerk

Approved as to form:


Assistant City Attorney

Date of Publication: _____

Effective Date: April 7, 2020



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.

CLAIMS SPECIALIST SPN 030 OPEN ENTRY

DATE OPEN: Monday, April 13, 2020

DATE CLOSED: Tuesday, April 28, 2020 at 4:00 p.m.

SALARY: \$44,234.28 annual salary, payable bi-weekly, to a maximum of \$68,958.29

DESCRIPTION:

Performs specialized clerical and technical work in processing self-insured/self-administered workers' compensation claims in accordance with applicable regulations, guidelines, and departmental policies. Work requires the application of some independent judgment based upon knowledge gained through experience. Most work is subject to checks and controls, but if not detected, errors could result in a loss of time or money. Employee has regular contact with outside sources to obtain or supply factual information. Duties are sedentary in nature, performed under normal working conditions, and require normal attention to prevent errors.

Supervision

Work is performed under general supervision, with questionable cases referred to the supervisor.

DUTIES:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Receives and investigates worker's compensation claims to determine that requirements for eligibility are met. Reviews claim forms and completes required documentation. Adjusts, calculates, and processes payments as authorized.
- Telephones and corresponds with injured workers, vocational counselors, physicians, and department representatives to obtain and supply information. Serves as liaison among involved parties.
- Requests and evaluates medical reports from physicians to determine if treatment is appropriate.
- Authorizes certain treatments and procedures.
- Identifies need for nurse case managers, vocational counselors, and other service providers and refers to supervisor.
- Reconciles/reimburses payroll/benefit banks including sick and vacation leave as well as LEOFF II disability.
- Determines when claims have met requirements for closure.
- Assists supervisor in returning injured employees back to work and as otherwise required.
- Maintains required records and prepares necessary reports.
- Coordinates unemployment claims.
- Coordinates multiple interface programs including interfaces between the claim management system, Medicare, human resources system, bill review vendors and State of Washington.
- Operates a personal computer with modern spreadsheet, database, word processing and claims management applications. Operates other standard office machines.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.

Open Entry requirements

High School Diploma or equivalent; AND, at least three years of experience in the administration of Washington workers' compensation claims in the last four years.

Note: Washington State Department of Labor and Industries certification as a Self Insurance Claims Administrator must be obtained within six months of appointment.

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.

- The examination consists of a Training and Experience (T&E) Evaluation, in the form of a Supplemental Questionnaire, which is used to set 100% of your final score.
- You will receive your Civil Service Eligibility List ranking after the position is closed for applications and scoring is complete.

T&E Details:

The T&E Evaluation is used to examine the relevance, level, 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: You are required to complete the T&E Supplemental Questionnaire online as a part of the application process. The instructions and questions may be previewed online in the tab marked "QUESTIONS" on the job announcement.

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.

We encourage you to apply immediately using the online application system. Submit your complete online City of Spokane employment application by 4:00 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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 9th day of April 2020.

MARK LINDSEY
Chair

AMBER RICHARDS
Chief Examiner

AMENDMENT**AMENDMENT****AMENDMENT****CERTIFIED BOILER INSPECTOR**

SPN 305

(Announcement of 1/13/2020)

The above titled announcement is hereby amended to read:

EXAMINATION DETAILS: Closing Date/Time Tuesday, 04/14/2020 4:00 PM Pacific Time

AMENDMENT**AMENDMENT****AMENDMENT****DEPUTY FIRE CHIEF OF OPERATIONS**

SPN 941

(Announcement of 9/16/2019)

The above titled announcement is hereby amended to read:

EXAMINATION DETAILS: Closing Date/Time Tuesday, 04/14/2020 4:00 PM Pacific Time

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Hamilton Street Corridor Intersection Improvements, Desmet Avenue to North Foothills Drive Engineering Services File No. 2010056

This project consists of the construction of approximately six traffic control signals, 5800 linear feet of directional boring, fiber optic cable and splicing, 7 catch basins, 5170 square yards of HMA pavement repair 3 inches thick, 9080 square yards of HMA pavement 2 inches thick, 1700 linear feet of curb or curb and gutter, 1400 square yards of sidewalk, 1700 linear feet of reinforced concrete curb, and 380 square yards of traffic island, signing, pavement markings, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. April 27, 2020 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the Tribal Conference Room, first floor City Hall.

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

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

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

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

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

Note regarding new specifications: The City of Spokane is using WSDOT's 2020 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2020 Standard Specifications prior to bidding the project.

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

Publish: April 8, 15, and 22, 2020

**Spokane Arterial Curb Ramp Project - South
Engineering Services File No. 2018042**

This project consists of the construction of approximately **140** ADA accessible wheelchair ramps, including **5,000** linear feet curb removal and replacement, **2,800** square yards of sidewalk, pavement repair, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. April 20, 2020 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Hand delivered bids shall be delivered to the security desk on the first floor, City Hall, 808 W Spokane Falls Blvd, Spokane WA 99201-3316. The bids will be publicly opened and read at 1:15 p.m. in the Tribal Conference Room, first floor 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: <https://my.spokanecity.org/business/bid-and-design/current-projects/>.

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

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

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

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

Note regarding new specifications: The City of Spokane is using WSDOT's 2020 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2020 Standard Specifications prior to bidding the project.

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

Publish: on April 1, 8 and 15, 2020

Notice for Bids

Supplies, Equipment, Maintenance, etc.

BROWNFIELD GRANTS AND IMPLEMENTATION SERVICES

City of Spokane

RFP #5252-20

Description: The City of Spokane is soliciting electronic Proposals for **BROWNFIELD GRANTS AND IMPLEMENTATION SERVICES**.

This project may be funded by local, state and federal tax and grant monies.

Sealed Proposals will be acknowledged at the 1:15 p.m. public bid opening on **MONDAY, APRIL 20, 2020**, in the City Hall Lobby conference room titled "Tribal", 808 West Spokane Falls Boulevard, Spokane, Washington 99201, for **BROWNFIELD GRANTS AND IMPLEMENTATION SERVICES** for the City of Spokane Planning Department.

The Request for Proposals document is available for download through the City of Spokane's "ProcureWare" online procurement system <https://spokane.procureware.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 Proposals.

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, April 20, 2020**. 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: March 18, 25 & April 1, 8 & 15, 2020

**NEPTUNE WATER METERS, REGISTERS, & PARTS
– ANNUAL VALUE BLANKET
Water & Hydroelectric Services**

ITB #5278-20

Description: The City of Spokane is seeking electronic bids for Neptune Water Meters, Registers, & Parts on an annual value blanket order to be used by the Water & Hydroelectric Services department.

Bid Opening: Sealed electronic bids will be accepted until **Monday, April 27, 2020 at 1:00pm**. Bids will be publicly opened at 1:15pm via WebEx meeting (meeting link: <https://spokanecity.webex.com/spokanecity/j.php?MTID=m058d8967449e56d8908731b4900246d3>. Access code: 965 272 875 Password: 7j8sPf7Mwbf). Please note City Hall is currently closed due to the covid-19 outbreak. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

To view this solicitation and submit a bid response, you must be a registered supplier on 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's distribution list for changes and/or modifications via email notification.

Interested parties are asked to post questions on our bidding portal under the 'Clarifications' tab under the applicable project number.

The right is reserved to reject any and all submissions 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 submissions completed and submitted electronically will be tabulated.**

Samantha Johnson
Purchasing Department

Publish: April 15 & 22, 2020
