



Official Gazette

City of Spokane, Washington

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

Volume 112

MARCH 16, 2022

Issue 11



MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

The Official Gazette

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The Official Gazette

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, March 7, 2022****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 Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

The regularly scheduled Spokane City Council 3:30 p.m. Briefing/Administrative Sessions and the 6:00 p.m. Legislative Session were held virtually and streamed live online and aired on City Cable 5. Pursuant to Governor Jay Inslee's Fifteenth Updated Proclamation 20-28.15, dated January 19, 2021, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and the in-person attendance requirement in RCW 42.30.030 has been suspended until termination of the state of emergency pursuant to RCW 43.06.210, or until rescinded, whichever occurs first. Proclamations 20-28, et seq, were amended by the Washington State Legislature to recognize the extension of statutory waivers and suspensions therein until termination of the state of emergency pursuant to RCW 43.06.210 or until rescinded.

While all public meetings must continue to be held remotely, an option for an additional in-person meeting component is permitted consistent with the business meetings requirements contained in the Miscellaneous Venues guidance incorporated into Proclamation 20-25, et seq. At this time, the City Council has decided to continue its meetings with remote access only and to not include an in-person attendance component.

The public was encouraged to tune in to the meeting live on Channel 5, at <https://my.spokanecity.org/citycable5/live>, or by calling 408-418-9388 and entering an access code when prompted.

Roll Call

On roll call, Council President Beggs and Council Members Bingle, Cathcart, Kinnear, Stratton, and Zappone were present. Council Member Wilkerson arrived at 3:34 p.m. (Council President Beggs was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone attended the meeting via WebEx.)

City Attorney Mike Ormsby (WebEx), Director of Policy and Government Relations Brian McClatchey (WebEx), and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

Advance Agenda Review

The City Council received an overview from staff on the March 14, 2022, Advance Agenda items.

Contract with Concourse Financial Group (OPR 2022-0127)

Motion by Council Kinnear, seconded by Council Member Stratton, **to defer** to March 21, 2022, the Contract with Concourse Financial Group, Inc., parent company for Time Value Investment, for non-discretionary investment services; **carried 6-1.**

Resolution 2022-0026 Updating Methodology for the Distribution of Investment Earnings

Motion by Council Member Wilkerson, seconded by Council Member Kinnear, **to defer** to March 21, 2022, Resolution 2022-0026 updating methodology for the distribution of investment earnings in Spokane Investment Pool to participating funds not restricted by bond covenants, grant terms, contractual terms, or establishing ordinances and have it considered it Finance Committee the same day; **carried unanimously.**

First Reading Ordinance C36181

Motion by Council Member Bingle, seconded by Council Member Wilkerson, **to substitute** First Reading Ordinance C36181—relating to the executive and administrative organization of the City—with updated version; **carried unanimously.**

Action to Approve March 14, 2022, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the March 14, 2022, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Upon Unanimous Voice Vote, the City Council **approved** the March 14, 2022, Advance Agenda, as modified.

ADMINISTRATIVE SESSION**Current Agenda Review**

The City Council reviewed the March 7, 2022, Current Agenda.

CONSENT AGENDA

Upon Unanimous Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:

Purchase from HD Fowler (Spokane Valley, WA) of 5 additional megalug fittings in support of the Cochran Basin Project—\$87,625. (OPR 2022-0040 / ENG 2018060 / ENG 2010132 / BID 5565-22) (Council Sponsor: Council Member Kinnear)

Agreement with Spokane County in conjunction with the Mental Health Field Response Team FY2021 grant program to provide funding towards six Spokane Police Department employees for the continued operation of the region's Mental Health Field Response Team—up to \$833,433 Revenue. (OPR 2022-0146) (Council Sponsor: Council Member Kinnear)

One-year Contract Extension with Eccovia Solutions (Salt Lake City, UT) for a subscription to ClientTrack software that supports the City's Homeless Management Information System for the CHHS Department from December 1, 2021 through November 30, 2022—\$137,733.17 (incl. tax). (OPR 2016-0959) (Council Sponsor: Council Member Stratton)

One-year Contract Renewal with Hyland Software, Inc. (Westlake, OH) for Annual Software Maintenance and Support for the City's OnBase document imaging system from April 1, 2022, through March 31, 2023—\$68,041.67 (incl. tax). (OPR 2020-0723) (Council Sponsor: Council Member Cathcart)

Master Consultant Agreement with Infinite Innovations (Hayden, ID) for technical services in support of PMO and ITSD projects in the areas of project management, business analysis, software development and infrastructure support from February 1, 2022 through January 31, 2024—\$150,000 per year. (OPR 2022-0147 / RFP 5435-21) (Council Sponsor: Council Member Cathcart)

Contract Amendment with Sulzer Pump Services (Santa Fe Springs, CA) for the rebuild of a boiler feed water pump at the Waste to Energy Facility at a cost much higher than anticipated—\$50,000. Contract Total: \$150,000 (incl. tax). (OPR 2021-0080 / PW ITB 5368-21) (Council Sponsor: Council President Beggs)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through February 25, 2022, total \$10,299,610.17 (Check Nos.: 584511 – 584679; ACH Payment Nos.: 99974-100229), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,953,977.66. (CPR 2022-0002)

City Council Meeting Minutes: February 14 and February 24, 2022. (CPR 2022-0013)

Council Recess/Executive Session

The City Council adjourned at p.m. No Executive Session was held. The City Council reconvened at 4:16 p.m. for the Legislative Session.

LEGISLATIVE SESSION**Roll Call**

On roll call, Council President Beggs, and Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone were present. (Council President Beggs was in attendance in the Council Chambers and also participated in the meeting via WebEx. Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone attended the meeting via WebEx.)

Director of Policy and Government Relations Brian McClatchey (WebEx) and City Clerk Terri Pfister (in Chambers) were also virtually present for the meeting.

MAYORAL PROCLAMATION

March 2022 *Red Cross Month in Spokane*

Council Member Bingle read the proclamation and virtually presented it to Ryan Rodin, Executive Director – American Red Cross in Spokane. The proclamation encourages citizens to recognize the distinctive value of this great organization in our community and celebrate the extraordinary partnership we share.

COUNCIL SALUTATION – DONOVAN SMITH

Council Member Zappone read a Council Salutation saluting the public service of Donovan Smith to the City of Spokane and recognizing his accomplishments. Donovan, a 19-year-old resident of Spokane, has been making soap since 2020 for those in our community who are in need, donating hundreds of soaps to Project Beauty Share, Jewels Helping Hands, and Our Place Community Outreach. Donovan learned how to grow food in his living room, donating them to various organizations.

ADMINISTRATIVE REPORTS**Annual Reports - 2021 Police Ombudsman and Ombudsman Commission**

The City Council received an overview from Police Ombudsman Bart Logue of the 2021 Police Ombudsman's Annual Report. In addition, Ladd Smith, Office of the Police Ombudsman Commission Chair, provided an overview of the Ombudsman Commission's Annual Report. (Both Reports appear as Attachments 1 and 2 to these minutes.)

BOARD AND COMMISSION APPOINTMENTS**Salary Review Commission (CPR 2007-0040) and Library Board (CPR 1981-0400)**

Upon Unanimous Voice Vote, the City Council **approved** the following:

- Reappointment of Linda McDermott to a four-year term on the Salary Review Commission to serve from March 7, 2022, to December 31, 2025,
- Reappointment of Casey Linane-Booey IV to a five-year term on the Library Board to serve from April 1, 2022, to March 31, 2027.

There were no **Council Committee Reports**.

LEGISLATIVE AGENDA**SPECIAL BUDGET ORDINANCE****Special Budget Ordinance C36176 (Council Sponsors: Council President Beggs and Council Members Wilkerson and Zappone)**

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

Upon Unanimous Roll Call Vote, the City Council **passed Special Budget Ordinance C36174** amending Ordinance No. C36161 passed by the City Council December 13, 2021, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

American Rescue Plan Fund

- 1) Increase appropriation by \$12,100,000, funded from the city's direct allocation of the State and Local Fiscal Recovery Fund of the American Rescue Plan Act.
 - A) Of the increased appropriation, \$1,200,000 is provided for the purpose of funding mobile medical clinics in the region.
 - B) Of the increased appropriation, \$1,500,000 is provided for the reimbursement of permit fees of attainable housing.
 - C) Of the increased appropriation, \$900,000 is provided for the grants to support the Downtown cultural events in order to reimburse marketing costs and police/fire costs owed to the city associated with those events.
 - D) Of the increased appropriation, \$3,500,000 is provided for the support of homelessness service capital and operational costs.
 - E) Of the increased appropriation, \$3,000,000 is provided for culturally appropriate behavioral health services and interventions for at risk and low-income youth.
 - F) Of the increased appropriation, \$2,000,000 is provided for ARPA focused projects of Citywide Significance.

(This action arises from the need to provide appropriation authority for funding supporting homelessness, youth, a COVID-19 safe community, and city economic development.)

Ayes: Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone
Nays: None
Abstain: None
Absent: None

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2022-0022 (Council Sponsor: Council Member Cathcart)

Subsequent to an opportunity for public testimony and Council commentary, the following action was taken:

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2022-0022** setting hearing before City Council for April 11, 2022, for the vacation of the alley between Sanson Avenue and Everett Avenue, from the east line of Freya Street to the west line of Sycamore Street, as requested by Jeff and Stacey Boies.

Ayes: Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone
Nays: None
Abstain: None
Absent: None

Resolution 2022-0023 (Council Sponsors: Council President Beggs and Council Members Wilkerson)

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

Upon Unanimous Roll Call Vote, the City Council **adopted Resolution 2022-0023** appointing Heather Sweet as Director of Customer Experience.

Ayes: Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone
Nays: None
Abstain: None
Absent: None

FINAL READING ORDINANCES

Final Reading Ordinance C35825 (Council Sponsor: Council Member Cathcart)

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

Upon Unanimous Roll Call Vote, the City Council **passed Final Reading Ordinance C35825**, vacating Granite Street from the north right-of-way line of Upriver Drive to the north right-of-way line of Ross Court.

Ayes: Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone
Nays: None
Abstain: None
Absent: None

Final Reading Ordinance C36172 (Council Sponsor: Council Member Cathcart)

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

Upon Unanimous Roll Call Vote, the City Council **Final Reading Ordinance C36172**, vacating various right-of-ways in the plat of North Minnehaha Addition to Spokane.

Ayes: Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone
Nays: None
Abstain: None
Absent: None

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

OPEN FORUM

The following individual(s) spoke during Open Forum:

- Anwar Peace

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.

Referenced attachments are on file for review in the Office of the City Clerk.

General Notices

Notice of Seizure and Intended Forfeiture

In a seizure conducted by the Spokane Police Department in the State of Washington for the county of Spokane.

Report No.: 2021-20146054; Date of Seizure: 8/26/2021; Seizure No.: 21-049

The seizing agency, Spokane Police Department (SPD), to the said potentially interested party, Jose R. Rios:

You are hereby notified that **pursuant to RCW 69.50.505, property you own or may have an interest in has been seized by SPD** and is subject to seizure and forfeiture and **NO PROPERTY RIGHT EXISTS IN THEM**.

If you would like to make a claim because this property belongs to you and/or you are an interested party, you **MUST, within forty-five days of the date of first publication of this notice**, notify SPD in writing of your claim of ownership or right to possession to the item seized. Send your written claim (certified mail preferred) to: **Forfeiture Claim, SPD Civil Enforcement Unit, 1100 West Mallon, Spokane, WA 99260**. In your letter please identify the property you are claiming and whether you wish to request a copy of the police report documenting the seizure of the property.

Your failure to notify SPD in writing of your claim no later than May 9, 2022 constitutes a default forfeiture and a loss of your right to an adjudicative hearing regarding this matter. RCW 69.50.505(4); RCW 34.05.440.

THE FOLLOWING PROPERTY HAS BEEN SEIZED: Item 002 White 2012 Mazda 3 (WA BYA7750)

Lt. David M. Overhoff #331,
Spokane Police Department
1100 W. Mallon Ave
Spokane, WA 99260

Date of First Publication: March 9, 2022

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. C35825

An ordinance vacating Granite Street from the north right-of-way line of Upriver Drive to the north right-of-way line of Ross Court.

WHEREAS, a petition for the vacation of Granite Street from the north right-of-way line of Upriver Drive to the north right-of-way line of Ross Court 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 Granite Street from the north right-of-way line of Upriver Drive to the north right-of-way line of Ross Court, within the Southwest Quarter of Section 09, Township 25 North, Range 43 East, Willamette Meridian, is hereby vacated. Parcel number not assigned.

Section 2. An easement is reserved and retained over and through the entire vacated area for the City of Spokane to protect existing and future utilities.

Passed by City Council March 7, 2022

Delivered to Mayor March 11, 2022

ORDINANCE NO. C36172

An ordinance vacating various right-of-ways in the plat of North Minnehaha Addition to Spokane, more particularly described below

WHEREAS, a petition for the vacation of various right-of-ways in the Northwest Quarter of Section 03, Township 25 North, Range 43 East, Willamette Meridian and in the plat of North Minnehaha Addition to Spokane, as recorded with the Spokane County Auditor on January 30, 1894 under recording number 3100009, more particularly described below has been filed with the City Clerk representing 83% 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 right-of-ways described below are hereby vacated. Parcel numbers not assigned.

Ferrall Street from the south line of Rich Avenue to the north line of LaCrosse Avenue,

Together with:

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

Together with:

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

Together with:

Rich Avenue from the west line of Ralph Street to the west line of Ferrall Street,

Together with:

Rockwell Avenue from the east line of Lot 7, Block 81 of the above mentioned plat, to the west line of Freya Street,

Together with:

LaCrosse Avenue from the east line of Lot 7, Block 74 of the above mentioned plat, to the west line of Freya Street,

Together with:

Walton Avenue from the east line of Lot 7, Block 67 of the above mentioned plat, to the west line of Thor Street,

Together with:

The alley between Ralph Street and Greene Street, from the south line of Rockwell Avenue to the north line of Garland Avenue

Section 2. That no compensation for the assessed value of the area herein vacated shall be required by virtue of the previous version of the non-user statute (RCW 36.87.090) which vacated these right-of-ways by operation of law many years ago.

Section 3. An easement is reserved over, under, and through Rich Avenue, from the west line of Ralph Street to the west line of Ferrall Street for Avista Utilities and the City of Spokane.

Section 4. An easement is reserved over, under, and through the west 37.5 feet of Ferrall Street, from the south line of Rich Avenue and south 40 feet for Avista Utilities.

Passed by City Council March 7, 2022
Delivered to Mayor March 11, 2022

ORDINANCE NO. C36176

An ordinance amending Ordinance No. C36161, passed by the City Council December 13, 2021, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2022, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2022, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2022 budget Ordinance No. C36161, as above entitled, and which passed the City Council December 13, 2021, it is necessary to make changes in the appropriations of the American Rescue Plan 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 American Rescue Plan Fund, and the budget annexed thereto with reference to the American Rescue Plan Fund, the following changes be made:

- 1) Increase appropriation by \$12,100,000, funded from the city's direct allocation of the State and Local Fiscal Recovery Fund of the American Rescue Plan Act.
 - A) Of the increased appropriation, \$1,200,000 is provided for the purpose of funding mobile medical clinics in the region.
 - B) Of the increased appropriation, \$1,500,000 is provided for the reimbursement of permit fees of attainable housing.
 - C) Of the increased appropriation, \$900,000 is provided for the grants to support the Downtown cultural events in order to reimburse marketing costs and police/fire costs owed to the city associated with those events.
 - D) Of the increased appropriation, \$3,500,000 is provided for the support of homelessness service capital and operational costs.

- E) Of the increased appropriation, \$3,000,000 is provided for culturally appropriate behavioral health services and interventions for at risk and low-income youth.
- F) Of the increased appropriation, \$2,000,000 is provided for ARPA focused projects of Citywide Significance.

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 provide appropriation authority for funding supporting homelessness, youth, a COVID-19 safe community, and city economic development, 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 March 7, 2022
Delivered to Mayor March 11, 2022

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.

CLERK III SPN 003 PROMOTIONAL

DATE OPEN: Monday, March 14, 2022 **DATE CLOSED:** Monday, March 28, 2022 at 4:00 p.m.
SALARY: \$36,938.81 annual salary, payable bi-weekly, to a maximum of \$57,762.43

DESCRIPTION:

Performs a variety of complex clerical and office support activities requiring knowledge of City policies and procedures.

DUTIES:

- Maintains or checks complex records not requiring technical training or specialized techniques.
- Reviews or audits less complex records prepared by other employees (such as personnel and payroll records) and prepares related reports.
- Explains departmental policies and regulations to other employees and the public.
- Answers complaints, and independently composes correspondence.
- Maintains office files and supervises filing procedures as necessary.
- May order and maintain office supplies.
- Types forms, statements, letters, receipts, reports, and other material from rough drafts or general instructions, which frequently require independent action and discretion on the difficulties encountered; composes routine letters.
- Operates a personal computer or visual display terminal.
- May perform secretarial work in a small office where stenographic ability is not required.
- Accepts payment of utility and other City fund accounts, reconciles cash, and makes deposits.
- Instructs new employees in their duties and supervises subordinate employees as directed.
- Operates standard office machines incidental to assignment.
- 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:* One year of experience in the classification of Clerk II (SPN 002).

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 Requirements:

- *Education:* High School diploma or equivalent; **AND**
- *Experience:* Two years of clerical, office support, or data entry experience
- *Substitution:* One year of undergraduate education (30 semester or 45 quarter credit hours) may substitute for one year of experience

SHORTAGE RECRUITMENT: Current employees with at least six months of experience in the classification of Clerk II (SPN 002) or equivalent or higher-level clerical classification may apply on a promotional basis.

Candidates must meet the minimum qualifications and pass the examination for this position to be eligible for promotion. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a multiple-choice test and a performance evaluation (PAR), with weights assigned as follows:

- Multiple-Choice Examination 80%
- Performance Evaluation 20%.

EXAMINATION DETAILS:

The multiple-choice examination will be conducted online via FastTest.

- Location: City Hall, Civil Service - 4th Floor Test Room, 808 W. Spokane Falls Blvd.
- Time: 9:00 a.m. & 2:00 p.m.
 - Additional sessions may be made available depending upon number of applicants and testing space available.

The approximate duration of the test is 2 hours. The written test may include such subjects as:

- Clerical
- Interpersonal Relations
- Mathematics
- Computers
- Oral & Written Communication
- Problem Solving
- Reading

PROMOTIONAL EVALUATION DETAILS:

Pursuant to Civil Service Rule VI, Section 9, an evaluation of an employee's job performance [in the form of a Performance Appraisal Review] 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.

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 4:00 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 9th day of March 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

ACCOUNTING CLERK SPN 106
OPEN ENTRY

DATE OPEN: Monday, March 14, 2022

DATE CLOSED: Monday, March 28, 2022 at 4:00 p.m.

SALARY: \$37,959.84 annual salary, payable bi-weekly, to a maximum of \$59,645.81

DESCRIPTION:

Are you looking for a position in local government that offers long term professional growth and personal achievement? Are you looking for challenging projects and diverse opportunities? Do you want to contribute to the financial successes and futures of our citizens? If you are searching for a local government that understands fiscal responsibility is a cornerstone to creating better communities, consider City of Spokane.

Ideal candidates:

- Work collaboratively, understanding the needs of the organization and open to new ideas and innovation.
- Are knowledgeable in professional and governmental accounting principles and procedures.
- Have the ability to interpret the laws, regulations and policies that govern accounting procedures.
- Have completed 10 quarter or 6 semester credit hours of college-level accounting courses.
- Have at least two years as an accounting clerk or full-charge bookkeeper **or** completed a two year college accounting degree.

As a City of Spokane Accounting Clerk, you will work with a highly developed team of financial professionals, who take pride in their stewardship of public funds. City Accounting teams are a culture of collaboration, with fast paced and rewarding work. Our staff have excellent advancement opportunities, professional development, annual pay step increases, a flexible schedule and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at governmentjobs.com/careers/spokanecity, for the full job specification and compensation details.

DUTIES:

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

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

- Maintains familiarity with grantor requirements in order to ensure that any accounting transactions affecting grants are properly recorded and are in compliance with grant requirements.
- Provides ad hoc financial reporting and assistance with accounting functions to the senior-level accounting staff.
- Performs periodic or annual inventories of city property, some of which may include traveling offsite to remote locations or working in extreme weather/site conditions.
- Performs related work and tasks as required.

MINIMUM QUALIFICATIONS:

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

Open Entry Requirements:

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

- *Education:* Completion of 10 quarter or 6 semester credit hours of college-level accounting courses.
- *Experience:* Two years as an accounting clerk or full-charge bookkeeper.
- *Substitution:* Completion of a two-year (AA) college degree in accounting will substitute, for the experience requirement.

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for hire. We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.

The examination will consist of an online multiple-choice and short answer examination, with scoring weight assigned as follows:

- Multiple-choice Examination: 90%
- Short Answer Examination: 10%

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

EXAMINATION DETAILS

This is an online examination and will require a computer. If you do not have access to a computer, please notify Civil Service so that one may be provided.

A link to the Accounting Clerk examination, with instructions, will be emailed prior to 9:00 a.m. Pacific time on Thursday, April 7, 2022. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 9:00 a.m. Pacific time on Thursday, April 7, 2022, until 4:00 p.m. Pacific time the following Tuesday, April 12, 2022.

The approximate duration of the examination is 2 hours and 15 minutes. Examinations may include such subjects as:

- Accounting Methods and Practices
- Excel
- Mathematics
- Problem Solving
- Reading

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 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 10th day of March 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

ACCOUNTING CLERK SPN 106
PROMOTIONAL

DATE OPEN: Monday, March 14, 2022

DATE CLOSED: Monday, March 28, 2022 at 4:00 p.m.

SALARY: \$37,959.84 annual salary, payable bi-weekly, to a maximum of \$59,645.81

DESCRIPTION:

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

DUTIES:

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

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

MINIMUM QUALIFICATIONS:

Promotional Requirements:

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

- *Education:* Completion of 10 quarter or 6 semester credit hours of college-level accounting courses.
- *Experience:* One year with the City in a Clerk II or higher-level clerical classification.

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:

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

- *Education:* Completion of 10 quarter or 6 semester credit hours of college-level accounting courses.
- *Experience:* Two years as an accounting clerk or full-charge bookkeeper.
- *Substitution:* Completion of a two-year (AA) college degree in accounting will substitute, for the experience requirement.

EXAMINATION DETAILS:

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for promotion. We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing 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.

The examination will consist of an online multiple-choice and short answer examination and a performance evaluation, with scoring weight assigned as follows:

- Multiple Choice Examination: 70%
- Short Answer Examination: 10%
- Performance Evaluation: 20%

EXAMINATION DETAILS

This is an online examination and will be conducted in the Civil Service Test Room (4th floor, City Hall), on Monday, April 4, 2022 at 9:00 a.m. The approximate duration of the examination is 2 hours and 15 minutes. Examinations may include such subjects as:

- Accounting Methods and Practices
- Excel
- Mathematics
- Problem Solving
- Reading

PROMOTIONAL EVALUATION DETAILS

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

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

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 4:00 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 March 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

HEAVY EQUIPMENT MECHANIC

SPN 636

(Announcement of 2/21/2022)

The above titled announcement is hereby amended to read:

Closing Date: Monday, March 28, 2022 4:00 p.m.

EXAMINATION DETAILS:

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.**

A link to the Heavy Equipment Mechanic examination, with instructions, will be emailed prior to 9:00 a.m. Pacific time on testing start dates, and will expire at 4:00 p.m. on the due dates as listed below. Keep in mind that the test link will be emailed from FastTest (noreply@fasttestweb.com).

- Applicants who apply and meet the minimum qualifications between Monday, February 21, 2022 and Monday, March 7, 2022 will test Thursday, March 17th, 2022 through Tuesday, March 22, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 8, 2022 and Monday, March 28, 2022 will test Thursday, March 31, 2022 through Tuesday, April 5, 2022.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include the following subjects:

- Safety & Supervision
- Engines & Transmissions
- Axles, Steering, & Brakes
- Hydraulics, Fuel, & Cooling Systems
- Lights & Electricity
- Troubleshooting, Testing, & Maintenance

AMENDMENT

AMENDMENT

AMENDMENT

HEAVY EQUIPMENT MECHANIC [PROMOTION]

SPN 636

(Announcement of 2/21/2022)

The above titled announcement is hereby amended to read:

Closing Date: Monday, March 28, 2022 4:00 p.m.

EXAMINATION DETAILS:

- Testing Date: Tuesday, March 29
- Testing Time: TBD, dependent upon number of applicants and testing space available.
- Location: Spokane Central Service Center (915 N. Nelson), upstairs lunchroom
- The approximate duration of the test is 2 hours.

The examination may include the following subjects:

- Safety & Supervision
- Engines & Transmissions
- Axles, Steering, & Brakes
- Hydraulics, Fuel, & Cooling Systems
- Lights & Electricity
- Troubleshooting, Testing, & Maintenance

ENVIRONMENTAL ANALYST SPN 657
OPEN ENTRY

DATE OPEN: Thursday, March 17, 2022

DATE CLOSED: Monday, March 28, 2022 at 4:00 p.m.

SALARY: \$59,779.44 annual salary, payable bi-weekly, to a maximum of \$84,731.04

DESCRIPTION:

The City of Spokane is looking for a highly trained Environmental Analyst who is passionate about the work, understands the responsibility of environmental stewardship and wants to be part of an exemplary team that is leading sustainability in Spokane.

Our Environmental Analyst is a member of a collaborative team that supports each other in achieving common goals and department objectives. Every team member counts and the performance of one affects many. The nature of this work is critically important and requires a highly responsive person, knowledgeable in environmental programs.

Ideal candidates must:

- Analyze operational issues and derive innovative solutions, to frequently changing conditions.
- Communicate effectively and collaboratively, to implement environmental programs.
- Address problematic issues creatively.
- Conduct studies and develop associated actions and programs to improve environmental plans.
- Be self-motivated, observant, inquisitive, curious and drive continuous improvement.

City of Spokane Environmental Analysts have professional development opportunities, annual pay step increases, a flexible working environment and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at governmentjobs.com/careers/spokanecity, for the full job specification and compensation details.

DUTIES:

- Conducts studies to develop methods of abating or controlling sources of environmental pollutants, utilizing knowledge of principles and concepts of various scientific and engineering disciplines.
- Determines data collection methods to be employed in projects and surveys.
- Identifies and analyzes sources of pollution to determine their effects.
- Collects and synthesizes data derived from pollution emission measurements, atmospheric monitoring, meteorological and mineralogical information, and soil or water samples.
- Prepares graphs, charts, and statistical, and engineering analysis techniques.
- Analyzes data to assess pollution problems, establish standards, and develop approaches for control of pollution.
- May conduct environmental studies and prepare environmental impact reports.
- Discusses and recommends environmental policy to the department heads. Publishes and advises other city departments regarding such policy as established.
- Answers correspondence concerning established environmental program policies, procedures and activities.
- Prepares and maintains statistics and reports on the City's environmental program.
- Conducts field inspections of various City activities to insure compliance with the City's environmental program.
- Performs related work as necessary.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

(Applicants must meet all requirements at the time of application.)

- **Education:** Graduation from an accredited four-year college or university with a degree in civil engineering, chemistry, bacteriology, environmental science, or closely related laboratory science; **AND,**
- **Experience:** Two years experience as a chemist, bacteriologist, or biologist in an environmental laboratory, two years experience as an environmental engineer; **OR,** two years experience in sustainability and energy analysis.
- **License:** Must possess 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 hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

TRAINING AND EXPERIENCE EVALUATION DETAILS:

You will receive a link to the T&E, via email, prior to 9:00 a.m. Pacific Time on Thursday, April 7, 2022. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in until 4:00 PM Pacific time on Tuesday, April 12, 2022.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

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.

TO APPLY:

An application is required for promotional applicants. Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 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 March 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT**AMENDMENT****AMENDMENT****COMMUNITY JUSTICE COUNSELOR**

SPN 954

(Announcement of 3/28/2022)

The above titled announcement is hereby amended to read:

Closing Date: March 28, 2022 4:00 P.M.

Examination Details:

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

Upon request, at time of application, City of Spokane 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.

The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

EXAMINATION DETAILS

You will receive a link to the Community Justice Counselor T & E via email, prior to 9:00 a.m. Pacific Time on the start dates, and will expire at 4:00 p.m. in the due dates as listed below. Please note that this email will be sent from FastTest (noreply@fasttestweb.com).

- Applicants who apply and meet the minimum qualifications between Monday, February 21, 2022 and Monday, March 7, 2022 will test Thursday, March 17, 2022 through Tuesday, March 22, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 8, 2022 and Monday, March 28, 2022 will test Thursday, March 31, 2022 through Tuesday, April 5, 2022.

TRAINING AND EXPERIENCE EVALUATION DETAILS

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

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.

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Riverside Avenue – Monroe Street to Division Street Engineering Services File No. 2016120

This project consists of the construction of approximately 19,000 square yards of 2-inch thick HMA pavement, 3,000 linear feet water line, 5,000 square yards of pavement repair, wheelchair ramp replacement, STA bus stop construction, sundry utility replacements and adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. Monday, April 4, 2022 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 between noon and 1:00 p.m. to 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. on the first floor of City Hall. In order to comply with the "Stay Home, Stay Safe" order as much as possible, please utilize one of the following options to participate in the bid opening. To watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

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 the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin 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.

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 2021 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2022 Standard Specifications prior to bidding the project.

Note regarding new apprentice program requirements: Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

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 B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

*****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: March 16, 23, & 30, 2022

**Cure-In-Place Pipe (CIPP) 2020
Engineering Services File No. 2021078**

This project consists of the installation of the following quantities of cure-in-place pipe (CIPP): 8" – approx. 4,300 LF, 10" – approx. 2,000 LF, 12" – approx. 3,500 LF, 14" – approx. 500 LF, 20" – approx. 1,200 LF, 24" – approx. 2,300 LF for an approximate total of 13,800 LF. Also included are side sewer reconnections and approximately 20 service connection repairs.

The City of Spokane will receive bids until 1:00 p.m. March 28, 2022, 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 between noon and 1:00 p.m. to 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. on the first floor of City Hall. In order to comply with the "Stay Home, Stay Safe" order as much as possible, please utilize one of the following options to participate in the bid opening. To watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

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 the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin 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.

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 2022 Standard Specifications. Bidders should allow sufficient time to familiarize themselves with the WSDOT 2022 Standard Specifications prior to bidding the project.

Note regarding new apprentice program requirements: Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

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 B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish: March 9, 16, & 23, 2022

Notice for Bids

Supplies, Equipment, Maintenance, etc.

Aluminum Sign Blanks – As Needed

City of Spokane Street Department

BID # ITB 5614-22 (Re-bid)

Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, MARCH 28, 2022**, for **Aluminum Sign Blanks – As Needed** for the City of Spokane Street Department. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing/> and then click on the “join meeting” link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Invitation to Bid document is available for download through the City of Spokane's 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 Invitation for Bids.

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

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, MARCH 28, 2022**. Hard copy and/or late submittals will not be accepted. Bids must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

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

Rick Rinderle
City of Spokane Purchasing

Publish: March 16 & 23, 2022

DON KARDONG BRIDGE REHABILITATION PROJECT

City of Spokane Parks Department

PW ITB #5599-22

Description: The City of Spokane is soliciting electronic bids for the **DON KARDONG BRIDGE REHABILITATION PROJECT**

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law, providing over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals and businesses. This project is being funded using ARPA funds.

Mandatory Pre-Bid Conference: Friday, March 18, 2022 at 11:00 am via TEAMS. https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTkyODU2MzktODYzNS00QWRkLThlNDItM2RkNjU5ZTEwMTM3%40thread.v2/0?context=%7b%22Tid%22%3a%2295fa1d6e-6a27-496e-9117-fc34d9076661%22%2c%22Oid%22%3a%228dc272d1-c7e8-4f0a-abbf-aafab7746c8a%22%7d

Bid Opening: Sealed electronic bids will be accepted until **Monday, April 4, 2022 at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. 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.

The Public Work Invitation to Bid document is available for download through the City of Spokane's 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 4, 2022**. 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.

Thea Prince
City of Spokane Purchasing

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