



Official Gazette

City of Spokane, Washington

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

Volume 112

MAY 11, 2022

Issue 19



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)

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The Official Gazette

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL
MONDAY, MAY 2, 2022**

The minutes for the Monday, May 2, 2022, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, May 18, 2022, issue of the *Official Gazette*.

**MEETING MINUTES
City of Spokane
City Council Study Session
May 5, 2022**

Call to Order: 11:01 a.m.

Recording of the meeting may be viewed here: <https://vimeo.com/70667086>

Attendance:

Committee Members Present: Council President Pro Tem Kinnear, Council Members Stratton, Wilkerson, Cathcart, Bingle (left at 12:00 p.m.) and Zappone

Committee Members Absent: Council President Beggs

Agenda Items:

1. Shaping Spokane - Residential Development Code Initiatives
 - Presenters:
Amanda Beck, City of Spokane; Nate Gwinn, City of Spokane

- Action taken:
Presentation and discussion only, no action was taken.

2. Quarterly Economic Update

- Presenters:
Dr. Patrick Jones, Eastern Washington University; Kelley Cullen, Eastern Washington University
- Action taken:
Presentation and discussion only, no action was taken.

3. ARP RFP Updates

- Presenters:
Matt Boston, City Council Staff; Council Members
- Action taken:
Presentation and discussion only, no action was taken.

Executive Session:

None

Adjournment:

The meeting adjourned at 12:19 p.m.

General Notices

**REGULAR MEETING NOTICE/AGENDA
THE CIVIL SERVICE COMMISSION
9:30 a.m. – May 17, 2022**

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a meeting will be held on May 17, 2022, commencing at 9:30 A.M. in the City Council Briefing Chambers, Spokane, Washington. The purpose of the meeting is to conduct the monthly board meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with board members, staff and presenters attending in person.

Additional remote access will be provided for participants and members of the public who may wish to attend remotely. The public will be able to listen to the meeting by calling 408-418-9388. Meeting ID: 2495 136 9357.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at civilservice@spokanecity.org to request by 5:00 P.M. the day before the meeting so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 5th day of May, 2022.

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 Council Briefing Center 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.) 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.

**AGENDA
REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
9:30 A.M. MAY 17, 2022
CITY HALL – WEBEX & IN-PERSON
808 W. SPOKANE FALLS BLVD., SPOKANE, WA 99201**

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - a. April 19, 2022 Minutes
- 3. CHIEF EXAMINER UPDATE**
- 4. NEW BUSINESS**
- 5. OTHER BUSINESS**
- 6. ADJOURN**

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

In the Superior Court of the State of Washington for the County of Spokane, No. 22-2-00993-32

CITY OF SPOKANE, a municipal corporation, Plaintiff, v.

THE HEIRS AND DEVISEES OF THE ESTATE OF FREYA HELENE FOWLER, PREVIOUSLY FREYA HELENE WICKS: DAVID CARL FOWLER; MATHENIA HELENE ROJAS; FREYA KATHLEEN HALVORSEN; AND MATTHEW FLOYD FOWLER, property owners of 2207 E Sinto Avenue, Spokane, Washington; THE HEIR AND DEVISEE OF THE ESTATE OF CARRIE A. WEBB, PREVIOUSLY CARRIE A. WICKS: JOHN CARL WEBB, property owner of 2207 E Sinto Avenue, Spokane, Washington; and PARTIES IN POSSESSION of 2207 E Sinto Avenue, Spokane, Washington, and all other persons or parties unknown claiming any right, title, estate, lien, or interest in the real estate described in the complaint herein, Defendants.

The State of Washington to David Carl Fowler, as an heir and devisee of the estate of Freya Helene Fowler, with an interest in the real estate described in the complaint herein, Defendant:

You are hereby summoned to appear within sixty days after the date of the first publication of this summons, to wit, within sixty days after the 27th day of April, 2022, and defend the above entitled action in the above entitled court, and answer the complaint of the plaintiff City of Spokane, and serve a copy of your answer upon the undersigned attorney for plaintiff, at his office below stated; and in case of your failure so to do, judgment will be rendered against you according to the demand of the complaint, which has been filed with the clerk of said court. The object of the action is the abatement of substandard, unfit, abandoned building and nuisance property known as 2207 E. Sinto Avenue, Spokane, Washington, Spokane County Parcel Number 35161.0511, and the appointment of a receiver to the sell the property free and clear of liens and rights of redemption.

Plaintiff City of Spokane's Attorney:
Matthew M. Folsom
Office of the City Attorney
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3326

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. C36186

An ordinance relating to traffic control device visibility and vegetation control along roadways amending Chapter 12.02, Article 1 and Chapter 12.02, Article 5 of Title 12 Spokane Municipal Code;.

WHEREAS, the City of Spokane has a goal to increase the urban tree canopy coverage from 23% to 40% by 2030; and

WHEREAS, City staff identified a need for additional guidance regarding traffic control device visibility and tree placement; and

WHEREAS, staff from Urban Forestry, Integrated Capital Management, Planning, Developer Services, Streets, Design and Construction worked together to develop this code; and

WHEREAS, adoption of this code is categorically exempt from SEPA through WAC 197-11-800(19); and

WHEREAS, this ordinance was discussed with the City Council's Public Infrastructure, Environment and Sustainability committee on Feb 28th, 2022;

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 12.020.0203 is added to the Spokane Municipal Code as follows:

Section 12.02.0203 Traffic Control Device Visibility

Owners of property within the City must prune all trees, plants, shrubs, or vegetation, or parts thereof, which are growing thereon in such a manner as to obstruct or impair the visibility of traffic control devices as shown in Table 12.02-1. In

most instances the trunk of the tree is exempt from this requirement. If tree or shrub pruning or relocation of the traffic control device (non-priority signs only) cannot remedy the obstruction, the Urban Forester will determine if removal of the tree will be required. Such condition is declared a nuisance and subject to the process and provisions under SMC 12.02.0210.

Table 12.02-1 Traffic Control Device Visibility			
Minimum Visible Distance ¹ (feet)			
Speed Limit (mph)	Traffic Signals, PHB ²	Priority Signs ³ , RRFB ⁴	All other signs ⁵
20	175	115	75
25	215	155	90
30	270	200	110
35	325	250	130
40	390	305	145
45	460	360	165

Notes:

¹ Measured longitudinally along the roadway, line of sight from the center of the nearest vehicle travel lane to the traffic control device using driver's eye height of 42 inches.

² Pedestrian Hybrid Beacon.

³ Includes stop, yield, do not enter, crosswalk, stop here for ped, no motor vehicle signs. Sign codes include R1-1, R1-2, R5-1, R1-5, R1-5a, R5-3, and W16-7P (arrow plaque) combined with a W11-2, W11-15, or S1-1.

⁴ Rectangular Rapid Flashing Beacon.

⁵ Parking signs, No Parking Bike Lane, transit stop signs are exempt from this table and shall be visible for 30 feet.

Section 2. That section 12.020.965 of the Spokane Municipal Code is amended to read as follows:

Section 12.02.965 Removal, Pruning of Trees and Shrubs

- A. The director may authorize or order removal of or may remove street trees and shrubs situated within the rights-of-way, or other treatment or pruning, whenever one or more of the following criteria are met:
1. The tree or shrub is hazardous as determined by SMC 12.02.920.
 2. The tree or shrub is damaging public improvements or public utilities and removal is necessary because of the installation of, or potential or actual damage to, a sidewalk, parkway, curb, gutter, pavement, sewer line, underground utility or other municipal improvement.
 3. There is infection or infestation of trees or shrubs with a disease or pest detrimental to the growth, health or life of such trees and which infection or infestation cannot be controlled or removed.
 4. The vegetation obstructs rights-of-way, (~~(authorized traffic signs)~~) traffic control devices per 12.02.0203 or is determined to interfere with line of sight or creates other identified traffic or safety concerns.
 5. The tree's health is severely degraded because of improper pruning, including severe crown reduction.
- B. When the engineering services department determines that vegetation obstructs a public right-of-way, it notifies the director. Unless an emergency requires immediate abatement by the City, the director may utilize the procedures in [SMC 12.02.0210](#) or any other lawful means for pruning or removal.
- C. As a condition of removal, the director requires replacement with trees or shrubs that are appropriate for the location, unless replacement is not possible.
- D. If a street tree is to be removed at the order of the director, unless immediate removal is necessary to protect public health and safety, he notifies the property owner and tenants thirty (30) days prior to the proposed date of removal. The notice states the reason(s) for the removal and the proposed date of the removal. An order of removal may include an estimated cost and provide the property owner with the option of procuring removing within a time

specified by authorized persons, but no estimate shall bind the City to accept any amount less than the true and actual cost determined after corrective action is taken.

- E. For City projects which will require removing one or more trees, the department will notify the property owner and tenants thirty (30) days prior to the proposed date of removal. A copy of the notice shall also be delivered to the department of neighborhood services and code enforcement within the same time frame.
- F. Questions affecting right-of-way management are referred to the director of the engineering services department. The parks and recreation director may also refer inquiries about interdepartmental assistance to the director of engineering services, where a healthy tree may be preserved with extra measures involving additional cost or expense, on a site by site basis.

Passed by City Council May 2, 2022
Delivered to Mayor May 6, 2022

ORDINANCE NO. C36196

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 Water-Wastewater 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 Water-Wastewater Fund, and the budget annexed thereto with reference to the Water-Wastewater Fund, the following changes be made:

- 1) Increase the appropriation by \$250,000.
 - A) Of the increased appropriation, \$250,000 is provided solely for the purchase of new electric vehicles for the Water Department.
 - B) The appropriation increase is funded from Water-Wastewater Fund Water Department unappropriated reserves.

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 purchase up to six all-electric vehicles for use by the Water Department, 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 May 2, 2022
Delivered to Mayor May 6, 2022

ORDINANCE NO. C36197

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

- 1) Increase the revenue in the Public Defender by \$6,250.
 - A) Of the increased revenue, \$6,250 is from a transfer in from the Public Safety Personnel and Crime Reduction Fund.
- 2) Increase the appropriation in the Public Defender by \$6,250.
 - A) Of the increased appropriation, \$6,250 is provided solely for contractual services.

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 budget authority for Public Defender contractual service needs, 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 May 2, 2022
Delivered to Mayor May 6, 2022

ORDINANCE NO. C36198

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 various funds, 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 Real Estate Excise Tax Fund, and the budget annexed thereto with reference to the Real Estate Excise Tax Fund, the following changes be made:

- 1) Increase the appropriation by \$2,389,500.
 - A) Of the increased appropriation, \$1,200,000 is provided solely for a transfer out to the Communications Building Maintenance and Operations Fund.
 - B) Of the increased appropriation, \$695,000 is provided solely for a transfer out to the Emergency Medical Services Fund.
 - C) Of the increased appropriation, \$424,500 is provided solely for a transfer out to the Management Information Services Fund.
 - D) Of the increased appropriation, \$70,000 is provided solely for a transfer out to the General Fund, Police Department.
 - E) The appropriation increase is funded from Real Estate Excise Tax unappropriated reserves.

Section 2. That in the budget of the Communications Building Maintenance and Operations Fund, and the budget annexed thereto with reference to the Communications Building Maintenance and Operations Fund, the following changes be made:

- 1) Increase the revenue by \$1,200,000.
 - A) Of the increased revenue, \$1,200,000 is from a transfer in from the Real Estate Excise Tax Fund.
- 2) Increase the appropriation by \$1,200,000.
 - A) Of the increased appropriation, \$1,200,000 is provided solely for capital projects included in the 2022-2027 Capital Improvement Program.

Section 3. That in the budget of the Emergency Medical Services Fund, and the budget annexed thereto with reference to the Emergency Medical Services Fund, the following changes be made:

- 1) Increase the revenue by \$695,000.
 - A) Of the increased revenue, \$695,000 is from a transfer in from the Real Estate Excise Tax Fund.
- 2) Increase the appropriation by \$695,000.
 - A) Of the increased appropriation, \$695,000 is provided solely for capital projects included in the 2022-2027 Capital Improvement Program.

Section 4. That in the budget of the Management Information Services Fund, and the budget annexed thereto with reference to the Management Information Services Fund, the following changes be made:

- 1) Increase the revenue by \$424,500.
 - A) Of the increased revenue, \$424,500 is from a transfer in from the Real Estate Excise Tax Fund.
- 2) Increase the appropriation by \$424,500.
 - A) Of the increased appropriation, \$424,500 is provided solely for capital projects included in the 2022-2027 Capital Improvement Program.

Section 5. That in the budget of the General Fund, and the budget annexed thereto with reference to the General Fund, the following changes be made:

- 1) Increase the revenue in the Police Department by \$70,000.
 - A) Of the increased revenue, \$70,000 is from a transfer in from the Real Estate Excise Tax Fund.
- 2) Increase the appropriation by \$70,000.
 - A) Of the increased appropriation, \$70,000 is provided solely for capital projects included in the 2022-2027 Capital Improvement Program.

Section 6. 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 transfer funds and align budget authority for projects included in the 2022-2027 Capital Improvement Program, 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 May 2, 2022
Delivered to Mayor May 6, 2022

ORDINANCE NO. C36199

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

- 1) Delete one classified Treasury Manager position (from 1 to 0) and decrease the associated appropriation for salary and benefits in the Finance, Treasury and Administration department.
- 2) Add one exempt Deputy Treasurer position (from 0 to 1) and increase the associated appropriation for salary and benefits in the Finance, Treasury and Administration department.
 - A) There is no change to the overall appropriation level in the General Fund.

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 create a Deputy Treasurer position, 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 May 2, 2022
Delivered to Mayor May 6, 2022

ORDINANCE NO. C36200

An ordinance amending Ordinance No. C-36161, 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. C-36161, 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 \$2,500,000, 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, \$2,500,000 is provided for the purpose of providing additional funding for local childcare initiatives.

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 additional appropriation authority for funding childcare assistance, 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 May 2, 2022
Delivered to Mayor May 6, 2022

ORDINANCE NO. C36201

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 Act 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,

NOW, THEREFORE, the City of Spokane does ordain:

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

- 1) Increase operating transfer-out by \$6,081,869
 - A) Of the increased appropriation, \$2,374,000 is to be transferred to the Police Property Acquisition fund for the procurement and commissioning of the following police vehicles:
 - i.) Up to 25 Ford K8 Electric Hybrid models,
 - ii.) Up to 5 Ford Mach-E or equivalent models,
 - iii.) Up to 3 Ford Lightening or equivalent models; and
 - iv.) Up to 2 Chevrolet Diesel Tahoe or equivalent diesel models.
 - B) Of the increase appropriation, \$3,707,869 is to be transferred to the Fire Property Capital Acquisition fund for the procurement and outfitting of fire apparatuses
- 2) Increase appropriations of \$190,000
 - A) Of the increased appropriation \$90,000 is to be used solely for the procurement and installation of electric charging infrastructure

- B) Of the increased appropriation of \$100,000 is to be used solely for a study to reduce police vehicle maintenance and purchase costs by proposing reforms to take home vehicle, when cages are included and fleet rotational policies and recommend electric vehicle model choices based on experiences of other police departments and independent analysis.

Section 2. That in the budget of the Police Property Acquisition Fund, and the budget annexed thereto with reference to the Police Property Acquisition Fund, the following changes be made:

- 1) Increase revenue by \$2,374,000
 - A. \$2,374,000 of the increased revenue is from a transfer-in from the American Rescue Plan Act fund
- 2) Increase appropriations by \$2,374,000
 - A. \$2,374,000 of the increased appropriation is to be used solely for the purchase and commissioning of the following police vehicles:
 - i.) 25 Ford K8 Electric Hybrid models,
 - ii.) 5 Ford Mach-E models,
 - iii.) 3 Ford Lightning models; and
 - iv.) 2 Chevrolet Diesel Tahoe models

Section 3. That in the budget of the Fire Property Acquisition Fund, and the budget annexed thereto with reference to the Fire Property Acquisition Fund, the following changes be made:

- 1) Increase revenue by \$3,707,869
 - A. \$3,707,869 of the increased revenue is from a transfer-in from the American Rescue Plan Act fund
- 2) Increase appropriations by \$3,707,869
 - A. \$3,707,869 of the increased appropriation is to be used solely for the purchase and commissioning of fire apparatuses

Section 4. 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 purchase and commission fire and police vehicles, purchase and installation of electric charging infrastructure and procurement of a study, 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 May 2, 2022

Delivered to Mayor May 6, 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 II SPN 002 OPEN ENTRY

DATE OPEN: Monday, May 9, 2022

DATE CLOSED: Tuesday, May 31, 2022 at 4:00 p.m.

SALARY: \$34,723.44 annual salary, payable bi-weekly, to a maximum of \$53,703.36

DESCRIPTION:

Performs a variety of routine clerical and office support activities requiring proficiency in basic word processing, spreadsheet, and database programs.

DUTIES:

- Types forms, statements, letters, receipts, reports, and other material from rough drafts or general instructions, which frequently require independent action and discretion on difficulties encountered. Composes routine letters. Operates a personal computer or visual display terminal and utilizes modern business software including word processing, spreadsheets, data bases, etc. May perform secretarial work in a small office where stenographic ability is not required.
- Maintains, develops, and refines filing systems and procedures; prepares and files various records.
- Performs computations and posts to simple bookkeeping records.

- Waits on the counter, and answers telephones, giving and receiving information. Refers complaints pertaining to departmental policies and regulations to the appropriate person.
- Copies data, compiles records and reports, and tabulates and posts data in record books.
- Processes payroll and personnel transactions.
- Operates visual display terminal to retrieve and research information; enters data from different source media. Checks complex data being entered into terminal for correctness, corrects errors.
- Opens and routes incoming mail and prepares outgoing mail.
- Acts as receptionist for the department to which assigned.
- Maintains routine operating and production records.
- Maintains office supplies for the department to which assigned.
- Operates basic office machines.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements**

(Must be met at time of application.)

- **Education:** High school diploma or equivalent; **AND**
- **Experience:** One year of clerical, office support, or data entry experience.
- **Substitution:** One year of undergraduate education (30 semester or 45 quarter hours) may be substituted for experience.

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 an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

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 Clerk II examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on Thursday, June 2, 2022. Please note that this email will be sent from FastTest (noreply@fasttestweb.com). The test will be available for log-in from 4:00 p.m. Pacific time on Thursday, June 2, 2022, until 4:00 p.m. Pacific time the following Tuesday, June 7, 2022.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1 and 1/2 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Clerical
- Computer Skills
- Interpersonal Relations
- Mathematical Reasoning
- Oral & Written Communication

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 5th day of May 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

SENIOR ENGINEER

SPN 233

(Announcement of 2/14/2022)

The above titled announcement is hereby amended to read:

Duties:

- Plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major public works or utility project or in a total project of moderate scope.
- Supervises and gives technical advice, guidance, and direction to a project team concerning engineering feasibility, design, or construction of a project.
- Coordinates and participates in the preparation of technical reports.
- Reviews plans, design drawings, and specifications of consultant engineers for conformity with City Design Standards, policies, regulations, and ordinances.
- May conduct or participate in hearings, public meetings, and conferences which concern Public Works projects, policies, or regulations. Prepares and presents written or oral project status reports to supervisors and City management.
- Performs related work as required.

HYDRAULIC AND HYDROLOGIC ANALYSIS (designated positions)

- Performs complex analysis for combined and separated sewer systems, and water systems.
- Develops and calibrates the analysis procedures for hydrologic/hydraulic investigation to determine sizing of conveyance pipes, tanks, combined sewer overflow facilities.
- Develops and documents water and wastewater flow projections to assess future facility needs.

**WILDLAND RESOURCE PLANNER SPN 320
OPEN ENTRY**

DATE OPEN: Monday, May 9, 2022

DATE CLOSED: Tuesday, May 31, 2022 at 4:00 p.m.

SALARY: \$74,353.68 annual salary, payable bi-weekly, to a maximum of \$104,838.48

DESCRIPTION:

Manages the wildland protection and forestry conservation programs and projects for the Spokane Fire Department; ensures designation of wildland urban interface areas with the City and implementation of fire prevention measures, such as fire service infrastructure and wildland defense improvements.

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.

- Implements plans and projects, which includes establishing priorities; reading maps to understand locations and types of terrain; resources required, timeline, and critical milestones; and managing contracts with governmental agencies, vendors, and landowners.
- Develops and maintains the wildland urban interface designated areas in the City and coordinates updates to the mapping as development progresses.
- Reviews and analyzes potential projects, which includes determining feasibility and environmental impacts, creating and filing Department of Natural Resources agreements; determining cost effectiveness of projects; analyzing the potential impact on cooperative and neighboring areas; and reviewing other related issues.

- Develops project plans that outline type of plan, project benefits, plan development recommendations, desired outcomes, impacts to the Spokane Fire Department (SFD) and other agencies, environmental impacts, and any other pertinent information.
- Oversees the operation of a variety of wildland fire programs and vegetation management projects. Duties may include planning, prioritizing, and organizing work of operations personnel involved in projects; setting goals and objectives for project team; and making formal recommendations to leadership regarding wildland fire response.
- Applies for, receives, and manages fuel mitigation and land management grants and grantees, as well as support grantees within the city, in cooperation with City Accounting. Activities include gathering data, creating maps, preparing and monitoring budgets, controlling expenditures within limitations of grant budgets, completing grant applications, complying with grant acceptance procedures, including presenting at City Council briefings, and fulfilling all grant reporting obligations.
- Creates Requests for Proposal (RFP's) for projects, interviews potential contractors, sends and receives liability forms, leads onsite meetings with staff and contractors, conducts job walks, coordinates purchases, and manages invoicing. Coordinates as needed with City Purchasing.
- Responds to brush fires and acts as a liaison between SFD Operations personnel and landowner during initial attack to avoid impacting sensitive habitat. Leads suppression repair activities, including mapping the fire and bulldozer/handlines, ensuring that broken items are repaired, and conducting damage surveys.
- Manages SFD's Incident Qualification System and wildland training program (Federal Red Card); acts as the primary liaison between SFD and the Department of Natural Resources, Bureau of Land Management and Forest Service.
- Creates maps and collects GIS data to support project, grant, training, and management plans and other activities. Uses Intterra and ArcGIS to create and manipulate GIS data, including creating shapefiles and analyzing aerial and multi-spectral imagery; Collects perimeters and origins of vegetation fires and maintains a database of annual fire occurrences.
- Maintains effective relationships with a variety of stakeholders; serves as a liaison to operations command staff, partner agencies, governmental agencies, consultants and vendors, the general public, and SFD as wildland and wildland urban interface subject matter expert.
- Leads and attends meetings as a representative of the Fire Chief, both in and out of county; provides clear communication to diverse audiences while maintaining positive relationships.
- Attends a variety of continuing education classes, seminars, and meetings in an effort to remain current on applicable codes, regulations, policies, and procedures.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Open Entry Requirements:

- *Education:* Bachelor's Degree from an accredited college or university in Fire Science, Forestry or a closely related field; **AND**
- *Experience:* Four years of responsible project/program management work directly related to wildland fuel reduction and management.
- *Substitution:* Additional experience may substitute for the education requirement on a year for year basis.

Licenses and Certifications:

- Possession of a valid driver's license, to be maintained throughout employment.

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

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 4:00 on the filing cut-off date.

- 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 5th day of May 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

STATIONARY ENGINEER SPN 604
OPEN ENTRY

DATE OPEN: Monday, May 9, 2022

DATE CLOSED: Monday, August 1, 2022

SALARY: \$49,201.63 annual salary, payable bi-weekly, to a maximum of \$80,997.70

DESCRIPTION:

Performs lead and skilled work in the operation and maintenance of high-pressure stationary steam and refrigeration equipment.

DUTIES:

- Plans, assigns and supervises the operating and maintenance schedules for high pressure boilers, refrigeration systems, compressors, air conditioning, odor control, biofilters, methane systems and auxiliary equipment.
- Performs more difficult or dangerous work such as locating and repairing pressure or methane gas leaks.
- Makes periodic inspections of machinery and equipment, diagnoses trouble, directs or effects repair, checks work performed.
- Supervises overhaul of boilers, refrigerants, compressors, cooling tower, pumps and motors.
- Maintains facility in good condition which includes various building repairs and pump station HVAC.
- Instructs employees in occupational hazards and safety precautions; trains new employees in duties.
- Purchases supplies as needed.
- Analyzes records on energy consumption. Suggests equipment usages or changes that may reduce energy consumption.
- Performs regulated combustion analysis and monitoring on boilers.
- Advises department head on contract service engineering work; schedules and supervises contract services for engineering maintenance.
- Analyzes water chemistry for boilers, cooling towers, condensate and closed loop system.

- Performs research for development ideas related to facility operations and safety improvement.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Experience:* Completion of two years experience in the operation and maintenance of large high pressure heating plants with some experience or training on refrigerating plants or HVAC equipment, and at least one year experience as a boiler operator in a high pressure plant.
- *Substitution:* Course work at an accredited college in air conditioning, refrigeration, and heating or related field may be substituted on a year-for-year basis for up to one year of the required experience. (45 quarter or 30 semester credit hours equal one year of education.)
- *License:* Possession of a valid driver's license.

Promotional Requirements:

Current classified employees who meet the open entry requirements may apply on a promotional basis.

License and Certifications:

(Employees in this job class must meet these requirements.)

- Applicants must obtain a second-class boiler operator's license by the City of Spokane prior to employment.
- Incumbent must obtain a first-class boiler operator's license within one year of hire date.

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.

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 examination with scoring weighted at 100% for open-entry candidates, and 80% for promotional candidates.

TESTING DETAILS:

The **OPEN-ENTRY** examination 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.

Multiple-choice examination links with instructions will be emailed prior to 4:00 p.m. Pacific time on the 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, May 9, 2022, and Monday, June 6, 2022, and will test Thursday, June 9, 2022, through Tuesday, 14, 2022.
- Applicants who apply and meet the minimum qualifications between Tuesday, June 7, 2022, and Tuesday, July 5, 2022, will test Thursday, July 7, 2022, through Tuesday, July 12, 2022.
- Applicants who apply and meet the minimum qualifications between Wednesday, July 6, 2022, and Monday, August 1, 2022, will test Thursday, August 4, 2022, through Tuesday, August 9, 2022

Qualified **PROMOTIONAL** candidates will receive notification of in-person examination date & time upon acceptance of their application.

NOTE: Remote examinees 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.

All examination results will be merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

The examination may include such subjects as:

- Leadership and Interpersonal Skills

- Safety
- Technical Knowledge

Promotional Evaluation Details (PAR - weighted 20% for promotional candidates):

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

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 4th day of May 2022.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

INTEGRATED MEDICAL SERVICES MANAGER

SPN 926

(Announcement of 3/28/2022)

The above titled announcement is hereby amended to read:

MINIMUM QUALIFICATIONS:

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

Open Entry Requirements (All requirements must be met at time of application.)

- **Education:** Graduation from an accredited four-year college or university with a degree in Nursing, Biology, or a closely related field; **AND**
- **Experience:** Three years of increasingly responsible experience in a fire or related emergency department that demonstrates broad knowledge and understanding of assigned area.
- **Licenses and Certifications:** Applicants must possess a valid driver's license or otherwise demonstrate ability to get to and from multiple work locations as required.

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

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Cycle 9 School Safety Projects

Engineering Services File No. 2019085

This project consists of the construction of approximately 2,500 square yard of sidewalk, 2,500 linear feet of curb or curb and gutter, 800 square yards of HMA pavement repair, 2 Pedestrian Hybrid Beacons, 3 RRFB's, 1 "20 MPH when flashing" installation, 4 drainage structures, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. May 16, 2022 for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of city hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packets shall be labeled on the outside of the sealed envelope to read "Attn: Purchasing – Bid Documents Enclosed, XXX Project", where XXX is the project name.

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 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 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: April 27, 2022, May 4, 2022 and May 11, 2022

Notice for Bids

Supplies, Equipment, Maintenance, etc.

EMPLOYEE BENEFITS BROKER/CONSULTANT SERVICES

City of Spokane Human Resources

RFP # 5652-22

Description: The City of Spokane is soliciting electronic Proposals for **EMPLOYEE BENEFITS BROKER/CONSULTANT SERVICES**

All Proposal responses shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, MAY 16, 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.

Sealed Proposals will be unsealed and acknowledged at the 1:15 p.m. public bid opening meeting via **Microsoft Teams** on **MONDAY MAY 16, 2022**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department website: <https://my.spokanecity.org/administrative/purchasing/> then 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 #.

The Request for Proposals 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.

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: May 4 & 11, 2022

UPRIVER DAM SPILLWAY REHABILITATION PHASE III - REBID

Water & Hydroelectric Services

PW ITB #5654-22

Description: The City of Spokane is seeking electronic bids for Spillway Rehabilitation at Upriver Dam for the Water & Hydroelectric Services department. The scope of work for this project constitutes a public work under state law.

Bid Opening: Sealed electronic bids will be accepted until **Tuesday, May 31, 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.

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.

Please submit any questions on our bidding portal to the 'Clarifications' tab under the applicable project number.

The City reserves the right 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: May 11 & 18, 2022
