



# Official Gazette

## City of Spokane, Washington

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

Volume 113

**MARCH 1, 2023**

Issue 9



### 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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# Minutes

**NOTICE****NO MEETING MINUTES OF SPOKANE CITY COUNCIL  
Monday, February 20, 2023**

The Monday, February 20, 2023 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, February 20, 2023 due to the observance of the President's Day holiday.)

**MINUTES OF SPOKANE CITY COUNCIL****Monday, February 13, 2023****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.

**Roll Call**

On roll call, Council President Beggs and Council Members Bingle, Cathcart (appearing virtually), Kinnear, Stratton, Wilkerson, and Zappone were present.

Assistant City Attorney / Interim Human Resources Director Mike Piccolo (in place of City Administrator Johnnie Perkins who was absent); Hannahlee Allers, Director-City Council Office; Chris Wright, City Council Policy Advisor; and City Clerk Terri Pfister were also present for the meeting.

**Advance Agenda Review**

There was no Advance Agenda review as the February 20, 2023, City Council Meeting was canceled.

**Current Agenda Review**

The City Council reviewed the February 13, 2023, Current Agenda for changes.

Special Considerations Item S1. – Consultant Contract with Integrus Architecture (OPR 2023-0109) (Deferred from February 6, 2023, Agenda) (Council Sponsors: Council President Beggs and Council Member Cathcart)

**Motion** by Council Member Bingle, seconded by Council Member Wilkerson **to remove** the Consultant Contract with Integrus Architecture from the Agenda; **carried 7-0.**

**Suspension of Council Rules**

**Motion** by Council Member Kinnear, seconded by Council Member Zappone, **to suspend** the Council Rules for the purposes of considering a substitution; **carried 5-2.**

Emergency Ordinance C36259 (Deferred from January 30, 2023, Agenda) (Council Sponsors: Council President Beggs and Council Member Kinnear)

**Motion** by Council Member Kinnear, seconded by Council Member Zappone, **to substitute** Emergency Ordinance C36259—specifying the process for the conduct of collective bargaining; renaming chapter 03.07; and enacting a new section 03.07.005 of the Spokane Municipal Code; and declaring an emergency—with the version sent out a little after 1:00 p.m. today; **carried 6-1.**

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to defer** Emergency Ordinance C36259 for two weeks (February 27, 2023); **rejected 3-4.** (Requires four affirmative votes to carry.)

Final Reading Ordinance C36330 (Scheduled for consideration on February 27, 2023, Agenda) (Council Sponsors: Council President Beggs and Council Member Stratton)

**Motion** by Council Member Kinnear, seconded by Council Member Zappone, **to substitute** Final Reading Ordinance C36330 (establishing a local program for assisting landlords and tenants in Spokane) with an updated version; **carried 5-2.**

**Council Recess/Executive Session**

The City Council adjourned at 4:03 p.m. No Executive Session was held. The City Council reconvened at 6:04 p.m. for the Legislative Session.

**LEGISLATIVE SESSION****Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Beggs.

**Recognition of Scouts**

Council President Beggs recognized and welcomed Scouts in attendance in the audience from Troops 258 and 358.

**Roll Call**

On roll call, Council President Beggs and Council Members Bingle, Cathcart (appearing virtually), Kinnear, Stratton, Wilkerson, and Zappone were present.

Hannahlee Allers, Director-City Council Office; Chris Wright, City Council Policy Advisor; and City Clerk Terri Pfister were also present for the meeting.

There were no **Council Committee Reports**.

There were no **Mayoral Proclamations**.

There were no **Reports from Neighborhood Councils**.

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

There were no **Administrative Reports**.

**OPEN FORUM**

The following individual(s) spoke during the Open Forum:

- Rick Bocook
- Edwin Larry Andrews
- Tracy Blum
- William Hulings
- Justice Forral
- Tom Robinson
- Ronald Smalls

**CONSENT AGENDA**

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

**Upon 7-0 Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:**

Purchases of miscellaneous waterworks products in support of the 2023 service season from:

- a. HD Fowler Company (Spokane) for Repair Clamps, Restrained Glands, and HDPE Pipe—\$90,770.50. (OPR 2023-0099 / ITB 5794-22)
- b. Consolidated Supply (Spokane) for Tapping Sleeves, Gaskets, and Air Valves—\$35,779.89. (OPR 2023-0100 / ITB 5794-22)

- c. Core & Main (Spokane) for Ductile Iron Fittings, Ductile Iron Pipe, All Thread, and Hydrant Parts—\$278,668.38. (OPR 2023-0101 / ITB 5794-22)

Total purchase value across all suppliers: \$441,683.01 (plus tax). (Council Sponsors: Council Members Kinnear and Stratton)

Value Blanket Amendment with Pomp's Tire Service (Spokane) as a secondary source for the purchase of miscellaneous tires for City vehicles utilizing Washington State Contract No. 0519—increase of \$350,000. (Total estimated annual amount: \$500,000.) (OPR 2022-0902) (Council Sponsor: Council President Beggs)

Contract Renewal 3 of 4 with Racom Critical Communications (Spokane Valley, WA) for installation of radio and electrical equipment in City vehicles from January 1, 2023 through December 31, 2023—not to exceed \$150,000. (OPR 2019-0885 / IRFP 5153-20) (Council Sponsor: Council Member Kinnear)

Value Blanket Renewal 2 of 3 with Pete Lien and Sons, Inc. (Rapid City, SD) for the purchase and delivery of high calcium quicklime for the Waste to Energy Facility from March 1, 2023, through February 29, 2024—not to exceed \$1,500,000 (plus tax). (OPR 2020-0091 / ITB 5210-19) (Council Sponsor: Council Member Kinnear)

Value Blanket with Pete Lien and Sons, Inc. (Rapid City, SD) for the purchase of hydrated lime for the Waste to Energy Facility from March 1, 2023, through February 29, 2024—\$568,209.10 (incl. tax). (OPR 2023-0103 / ITB 5704-22) (Council Sponsor: Council Member Kinnear)

Contract Amendment with Divco, Inc. (Spokane) for additional unanticipated HVAC system repairs for the Waste to Energy Facility—\$30,000. (Total annual cost: \$95,000.) (OPR 2018-0171 / RFB 4227-17) (Council Sponsor: Council Member Kinnear)

Five-year Value Blankets for the Riverside Park Water Reclamation Facility from March 1, 2023, to February 28, 2028 with:

- a. Polydyne, Inc. (Riceboro, GA) for cationic and anionic polymer—\$602,317.65. (OPR 2023-0104 / ITB 5792-22)
- b. Marubeni America Corporation (New York, NY) for cationic polymer—\$466,166.70. (OPR 2023-0105 / ITB 5792-22)  
(Council Sponsor: Council Member Kinnear)

Consultant Agreement with GSI Water Solutions, Inc. (Portland, OR) for assessment of vulnerability to chemical release in a sole source aquifer from February 14, 2023, through December 31, 2023—\$263,285 (plus tax, if applicable). (OPR 2023-0106 / ENG 2022084) (Council Sponsor: Council Member Kinnear)

Low Bid of Industrial Construction of Washington, LLC (West Richland, WA) for the Shiloh Hills Lift Station Rehabilitation and Force Main Replacement project—\$780,168.93 (plus tax). An administrative reserve of \$78,016.90 (plus tax), which is 10% of the contract price, will be set aside. (Shiloh Hills Neighborhood) (OPR 2023-0107 / ENG 2021091) (Council Sponsor: Council Member Kinnear)

Contract Amendment and Renewal 1 of 4 with Truepoint Solutions, LLC (Incline Village, NV) for professional services in support of Accela enhancements for the Planning Departments from March 1, 2023, through February 28, 2024, utilizing Federal Contract GSA-35F025BA—not to exceed \$100,000. (OPR 2022-0199) (Council Sponsor: Council Member Cathcart)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through February 3, 2023, total \$5,492,382.89 (Check Nos.: 591795-591942; ACH Nos.: 112155-112390), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$5,033,467.64. (CPR 2023-0002)
- b. Payroll claims of previously approved obligations through February 4, 2023: \$8,455,400.48 (Check Nos.: 566898-567042). (CPR 2023-0003)

**Purchase from Bud Clary Chevrolet (OPR 2023-0102) (taken separately) (Council Sponsor: Council Member Kinnear)**  
**Upon 6-1 Voice Vote**, the City Council **approved** purchase from Bud Clary Chevrolet (Longview, WA) of two battery electric Chevrolet Bolts for the Fleet Services Department utilizing a Washington Department of Enterprise Services contract—\$68,404 (incl. tax).

**LEGISLATIVE AGENDA****SPECIAL BUDGET ORDINANCES****Special Budget Ordinance C36355 (Council Sponsors: Council Members Zappone and Stratton)**

Subsequent to an overview by Council Member Zappone, public testimony, and Council commentary, the following action was taken:

**Upon 5-2 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36355** carrying over from the 2022 fiscal year and re-appropriating various funds for the use of certain departments and divisions of the City government and the budgeting of various outstanding grants, both revenues and expenses, of the City of Spokane, and thereby amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage", and declaring an emergency.

**Public Safety Personnel Fund**

1) Increase appropriations by \$29,940

A) Of the increased appropriation, \$29,940 is to be used for a yearlong rental of the LiveView Technologies D3 Mobile Security Unit.

i.) This security unit would provide the Spokane Police Department with the ability to station a mobile security camera at different locations that are seeing an increase in crime.

(This action arises from the need to increase public safety within the city of Spokane, namely at locations seeing an increase in crime.)

**Ayes:** Bingle, Cathcart, Kinnear, Stratton, and Zappone

**Nays:** Beggs and Wilkerson

**Abstain:** None

**Absent:** None

**EMERGENCY ORDINANCES****Emergency Ordinance C36259 (as substituted during the 3:30 p.m. Briefing Session) (Deferred from January 30, 2023, Agenda) (Council Sponsors: Council President Beggs and Council Member Kinnear)**

After public testimony and Council commentary, the following action was taken:

**Upon 5-2 Roll Call Vote**, the City Council **passed Emergency Ordinance C36259**, as substituted, specifying the process for the conduct of collective bargaining; renaming chapter 03.07; and enacting a new section 03.07.005 of the Spokane Municipal Code; and declaring an emergency.

**Ayes:** Beggs, Kinnear, Wilkerson, and Zappone

**Nays:** Bingle and Cathcart

**Abstain:** None

**Absent:** None

**RESOLUTIONS****Resolution 2023-0012 (Council Sponsors: Council President Beggs and Council Members Kinnear and Bingle)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0012**, supporting establishment of a Spokane River Watershed Salmon Lead Entity to develop, submit and maintain a habitat protection and restoration plan as well as habitat project list pursuant to RCW 77.85.

**Ayes:** Beggs, Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone

**Nays:** None

**Abstain:** None

**Absent:** None

**Resolution 2023-0013 (Council Sponsors: Council Members Stratton and Zappone)**

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

Upon 7-0 Roll Call Vote, the City Council adopted Resolution 2023-0013, acknowledging the recommendation of the Neighborhood Project Advisory Committee for the West Quadrant Tax Increment Financing district and accepting the use of \$180,000 in TIF funding for the conversion of Ash Street between Dean Ave and Broadway Ave and appurtenant improvements in the West Central Neighborhood.

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

There were no **Final Reading Ordinances**.

#### **FIRST READING ORDINANCES**

The following Ordinances were read for the first time, with further action deferred. There was an opportunity for public testimony on the first reading ordinances, with no individuals requesting to speak.

**ORD C35356** Relating to the Water Department and Water Rates, amending SMC Sections 13.04.2002 and 13.04.2012 of chapter 13.034, of the Spokane Municipal Code and setting an effective date. (Council Sponsors: Council Members Kinnear and Bingle)

**ORD C36357** Relating to the establishment of a sales and use tax deferral program for affordable housing; creating a new chapter 08.07D of the Spokane Municipal Code. (Council Sponsors: Council Members Zappone and Kinnear)

#### **SPECIAL CONSIDERATIONS**

**Consultant Contract with Integrus Architecture (OPR 2023-0109) (Council Sponsors: Council President Beggs and Council Member Cathcart) - see section of minutes under 3:30 p.m. Briefing Session.**

There were no **Hearings**.

#### **ADJOURNMENT**

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:05 p.m.

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#### **NOTICE OF REPUBLICATION OF FEBRUARY 6, 2023 MINUTES**

This is notification that the Spokane City Council meeting minutes for February 6, 2023, are being republished in this issue of the *Official Gazette* as clerical errors were discovered in the previously published version of the minutes which appeared in the February 22, 2023, issue (Vol. 113, Issue 8), and those errors have been corrected.

#### **MINUTES OF SPOKANE CITY COUNCIL**

**Monday, February 6, 2023**

#### **BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:37 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

#### **Roll Call**

On roll call, Council President Beggs and Council Members Bingle, Cathcart, Kinnear, Stratton, Wilkerson, and Zappone were present. Council Member Stratton left at 3:58 p.m.

Assistant City Attorney / Interim Human Resources Director Mike Piccolo (in place of City Administrator Johnnie Perkins who was absent); Chris Wright, City Council Policy Advisor; Hannahlee Allers, Director-City Council Office; and City Clerk Terri Pfister were also present for the meeting.

**Current Agenda Review**

The City Council reviewed the February 6, 2023, Current Agenda for changes and held discussion.

**Suspension of Council Rules**

**Motion** by Council Member Kinnear, seconded by Council Members Wilkerson and Zappone, **to suspend** the Council Rules for the purposes of adding items to tonight's Legislative Agenda; **carried 7-0.**

**Contract with CompuNet, Inc. to upgrade the SCADA system at the Riverside Park Water Reclamation Facility (OPR 2023-0108)**

**Motion** by Council Member Stratton, seconded by Council Member Wilkerson, **to add** Item 11 (Contract with CompuNet, Inc. to upgrade the SCADA system at the Riverside Park Water Reclamation Facility) to tonight's Current Consent Agenda; **carried 7-0.**

**Resolution 2023-0014 (Council Sponsors: Council Members Zappone and Kinnear)**

**Motion** by Council Member Wilkerson, seconded by Council Member Zappone, **to add** Resolution 2023-0014—declaring City Council's intention to establish a sales and use tax deferral program to promote the redevelopment of underdeveloped land in urban areas and setting a hearing for February 27, 2023—to tonight's Legislative Agenda; **carried 7-0.**

**(Council Member Stratton left the meeting at 3:58 p.m., during Council discussion on Resolution 2023-0015.)**

**Resolution 2023-0015 (Relates to Special Considerations item S.1.) (Council Sponsors: Council President Beggs and Council Member Cathcart)**

Council and staff discussion was held on Resolution 2023-0015, and the following action was taken:

**Motion** by Council Member Cathcart and Wilkerson, seconded by Council Member Kinnear, **to add** Resolution 2023-0015—declaring an emergency and authorizing the City of Spokane to sign a consultant contract for assessment of the feasibility of the purchase of the Premera Campus and its usage by City departments—to tonight's Legislative Agenda; **carried 5-1.**

**Resolution 2023-0016 (Council Sponsors: Council President Beggs and Council Members Cathcart and Zappone)**

**Motion** by Council Member Zappone, seconded by Council Member Kinnear, **to amend** the previously circulated draft Resolution 2023-0016 (authorizing the allocation of \$150,000 from the Traffic Calming Measures Fund towards the design and construction of a Howard Street Promenade) to show what it would look like with a two-lane cycled track on the east side [thereby adding in reference to Exhibit A (a design map) in the title of the resolution]; **carried 6-0.** (The title of Resolution 2023-0016 as amended reads: "A Resolution authorizing the allocation of \$150,000 from the Traffic Calming Measures Fund towards the design (see Exhibit A) and construction of a Howard Street Promenade.")

**Motion** by Council Member Kinnear, seconded by Council Member Zappone, **to add** Resolution 2023-0016, as amended, to tonight's Legislative Agenda; **carried 6-0.**

**Resolution 2023-0017 (Council Sponsor: Council Member Bingle)**

**Motion** by Council Member Bingle, seconded by Council Member Zappone, **to add** Resolution 2023-0017 [requesting the funding to complete the North Spokane Corridor (NSC) as scheduled or sooner from the State of Washington and is formally added to the city's Tier 1 legislative agenda] to tonight's Legislative Agenda; **carried 6-0.**

**Main Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to amend** Resolution 2023-0017, so it reads, as follows:

*NOW THEREFORE, BE IT RESOLVED the city of Spokane requests the Washington State legislature maintain the previously approved funding but expedite the allocation timeline to speed up completion of the North Spokane Corridor and fully fund the project to its completion prior to its current completion date in 2029; and*

*BE IT ALSO RESOLVED, the City of Spokane declares that continued funding for the North Spokane Corridor to ensure completion prior to 2029 is therefore added as the City of Spokane's Tier 1 top legislative priority for the City of Spokane.*

**With friendly amendment** by Council Member Zappone so that Resolution 2023-0017 reads:

*"NOW THEREFORE, BE IT RESOLVED...previously approved funding and expedite the allocation timeline to speed up completion of the North Spokane corridor and fully fund the project to its completion in 2029 or earlier;" and "BE IT ALSO RESOLVED...ensure completion in 2029 or earlier is therefore added as the City of Spokane's Tier 1 top legislative priority for the City of Spokane."*

**Friendly amendment carried 6-0.**



**Main motion, as amended, carried 6-0.**

Special Considerations Item S.1. Consultant Contract with Integrus Architecture (OPR 2023-0109) (Relates to Resolution 2023-0015) (Council Sponsors: Council President Beggs and Council Member Cathcart)

**Motion** by Council Member Kinnear, seconded by Council Member Wilkerson, **to add** Special Considerations Item S.1—consideration of consultant contract with Integrus Architecture for assessment of the feasibility of the purchase of the Premera Campus and its usage by City departments—to tonight's Legislative Agenda; **carried 6-0.**

**Advance Agenda Review**

The City Council received an overview from staff and held discussion on the February 13, 2023, Advance Agenda items.

**Action to Approve February 13, 2023, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the February 13, 2023, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Bingle, seconded by Council Member Wilkerson, **to approve** the February 13, 2023, Advance Agenda; **carried 6-0.**

**Council Recess/Executive Session**

The City Council's Briefing Session ended at 4:40 p.m. No Executive Session was held. The City Council reconvened at 6:02 p.m. for the Legislative Session.

**LEGISLATIVE SESSION****Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Beggs.

**Roll Call**

On roll call, Council President Beggs and Council Members Bingle, Cathcart, Kinnear, Wilkerson, and Zappone were present. Council Member Stratton was absent.

Christopher Wright, City Council Policy Advisor; Hannahlee Allers, Director-City Council Office; and City Clerk Terri Pfister were also present for the meeting.

**Poetry at the Podium**

Phoebe Milatz presented "The Beginning of Home."

There were no **Council Committee Reports.**

**MAYORAL PROCLAMATION**

Month of February *Black History Month*

Council Member Wilkerson read the proclamation. Rick Williams accepted the proclamation and remarked on the event.

The proclamation is attached to these minutes for reference.

There were no **Reports from Neighborhood Councils.**

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

There were **no Administrative Reports.**

**OPEN FORUM**

The following individual(s) spoke during the Open Forum:

- Rick Bocook (R. Harpman Hatter)



- Antone Velone
- Jacob Newcomb
- Edwin “Larry” Andrews
- Dave Bilsland
- Justice Forral
- William Hulings

### CONSENT AGENDA

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

**Upon 6-0 Voice Vote (in the affirmative), the City Council approved Staff Recommendations for the following items:**

Value Blanket Order with Dell Marketing L.P. (Austin, TX), to approve purchases without bringing each purchase over the City purchase limit to City Council for approval, for hardware technology equipment utilizing NCPA Contract No. 01-143 from February 6, 2023, through November 30, 2025—\$750,000 annually (plus tax). (OPR 2023-0073) (Council Sponsor: Council Member Wilkerson)

Contract Renewal with PMWeb, Inc. (Adventura, FL) for continued annual support and maintenance of the capital project management software from February 1, 2023 through January 31, 2024—\$110,100 (plus tax). (OPR 2017-0005 / RFP 4196-16) (Council Sponsor: Council Member Cathcart)

Contract with Structured Communication Systems, Inc. (Clackamas, OR) for Nutanix Clusters and VMWare VSphere licenses from February 6, 2023, through February 13, 2028 utilizing GSA Contract No. 47QSWA18D008F—\$414,740.52 (plus tax). (OPR 2023-0074) (Council Sponsor: Council Member Wilkerson)

Contract Renewal No. 3 of 4 with Desimone Consulting Group (Seattle, WA) for Federal Lobbying Services from January 1, 2023, through December 31, 2023—\$80,000. (OPR 2020-0506 / RFP 5191-19) (Council Sponsors: Council President Beggs and Council Member Wilkerson)

Contract Renewal with Evergreen State Towing, LLC (Spokane) for impound and abandoned RV disposal services for the Spokane Police Department from January 1, 2023, through December 31, 2024—\$500,000 (plus tax). (OPR 2021-0130 / IRFP 5372-20) (Council Sponsor: Council Member Kinnear)

Personal Services Agreement with EMS Connect (Spokane) for Emergency Medical Technician (EMT) Certification Training for Spokane Fire Department recruits from January 1, 2023, through December 31, 2025—\$262,500 (plus tax). (OPR 2023-0075 / IRFP 5738-22) (Council Sponsors: Council Members Cathcart and Kinnear)

Contract with Numerica Credit Union (Spokane) for administration of an American Rescue Plan Act (ARPA) down payment assistance program—\$1,500,000. (OPR 2023-0076) (Council Sponsors: Council President Beggs and Council Member Wilkerson)

Assistance Awards in accordance with the approved Tranche 3 of ARPA Allocations:

- a. Not-for-profit Assistance Awards to 56 local non-for-profit entities—\$2,322,519.92. (OPR 2023-0077)
- b. Small Business Assistance Awards to 38 local small businesses—\$1,351,327.17. (OPR 2023-0078)  
(Council Sponsors: Council Members Stratton and Wilkerson)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through January 27, 2023, total \$9,878,694.43 (Check Nos.: 591659-591794; ACH Nos.: 111907-112154)), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,085,511.49. (CPR 2023-0002)

City Council Meeting Minutes: January 23, 2023. (CPR 2023-0013)

Contract with CompuNet, Inc. (Grangeville, ID) to upgrade the SCADA system at the Riverside Park Water Reclamation Facility with Nutanix hardware and software from February 1, 2023, through December 31, 2023—\$339,596.08 (plus tax). (OPR 2023-0108) (Council Sponsor: Council Member Kinnear)

**LEGISLATIVE AGENDA****SPECIAL BUDGET ORDINANCES****Special Budget Ordinance C36353 (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 6-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36353** carrying over from the 2022 fiscal year and re-appropriating various funds for the use of certain departments and divisions of the City government and the budgeting of various outstanding grants, both revenues and expenses, of the City of Spokane, and thereby amending Ordinance No. C36345, passed by the City Council December 12, 2022, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage", and declaring an emergency.

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

**Special Budget Ordinance C36354 (Council Sponsors: Council President Beggs and Council Member Wilkerson)**

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

**Upon 6-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36354** amending Ordinance No. C36345 passed by the City Council December 12, 2022, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2023, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

CD/HS Operations Fund

- 1) Add one classified Program Specialist position (from 2 to 3).
- 2) Add one classified Program Professional position (from 4 to 5).
- A) There is no change to the overall appropriation level in the CD/HS Operations Fund.

(This action arises from the need to account for a staffing change made after budget development.)

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

There were no **Emergency Ordinances**.

**RESOLUTIONS****Resolution 2023-0014 (As added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Zappone and Kinnear)**

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

**Upon 6-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0014** declaring City Council's intention to establish a sales and use tax deferral program to promote the redevelopment of underdeveloped land in urban areas and setting a hearing for February 27, 2023.

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

**Resolution 2023-0015 (as added during the 3:30 p.m. Briefing Session) (Relates to Special Considerations Item S.1.) (Council Sponsors: Council President Beggs and Council Member Cathcart)**

Council President Beggs provided an overview of Resolution 2023-0015. There was an opportunity for public testimony, with no individuals requesting to speak. The following action was taken:

**Motion** by Council Member Zappone, seconded by Council Member Kinnear, **to suspend** the Council Rules for purposes of amending Resolution 2023-0015; **failed to pass on 4-2 voice vote.** (Suspension of Council Rules requires five affirmative votes.)

Council commentary ensued, after which the following action was taken:

**Upon 3-3 Roll Call Vote**, the City Council **failed to adopt Resolution 2023-0015** declaring an emergency and authorizing the City of Spokane to sign a consultant contract for assessment of the feasibility of the purchase of the Premera Campus and its usage by City departments.

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

Council Rule 2.17(C) provides the following: "Upon a tie vote, the status quo prevails and the matter upon which the vote was cast."

**Resolution 2023-0016 (as added and amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Members Cathcart and Zappone)**

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

**Upon 6-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0016**, as amended, authorizing the allocation of \$150,000 from the Traffic Calming Measures Fund towards the design (see Exhibit A) and construction of a Howard Street Promenade. (Clerical Note: Exhibit A is on file for review in Office of City Clerk under Resolution 2023-0016.)

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

**Resolution 2023-0017 (as added and amended during the 3:30 p.m. Briefing Session) (Council Sponsor: Council Member Bingle)**

Subsequent to public testimony from one individual and Council commentary, the following action was taken:

**Upon 6-0 Roll Call Vote**, the City Council **adopted Resolution 2023-0017**, as amended, requesting funding to complete the North Spokane Corridor (NS) as scheduled or sooner from the State of Washington and is formally added to the city's Tier 1 legislative agenda.

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

There were no **Final Reading Ordinances**.

There were no **First Reading Ordinances**.

### **SPECIAL CONSIDERATIONS**

**Consultant Contract with Integrus Architecture (OPR 2023-0109) (as added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Beggs and Council Member Cathcart)**

After public testimony from one individual and Council commentary, the following action was taken:

**Motion** by Council Member Kinnear, seconded by Council Member Wilkerson, **to defer** Special Considerations Item S.1.—consideration of consultant contract with Integrus Architecture for assessment of the feasibility of the purchase of the Premera Campus and its usage by City departments—one week to February 13, 2023; **carried 4-2.**

**Ayes:** Beggs, Kinnear, Wilkerson, and Zappone

**Nays:** Bingle and Cathcart  
**Abstain:** None  
**Absent:** Stratton

There were no **Hearings**.

## ADJOURNMENT

There being no further business to come before the City Council, the Regular Legislative Session of the Spokane City Council adjourned at 7:05 p.m.

[Attachment (Mayoral Proclamation) to February 6, 2023, minutes are on file in the Office of the City Clerk.]

# Hearing Notices

## NOTICE OF PUBLIC HEARING

### PROPOSED AMENDMENT TO THE SMC IMPACT FEE ORDINANCE AND ASSOCIATED AMENDMENT TO APPENDIX D OF THE COMPREHENSIVE PLAN TO REVISE THE CAPITAL FACILITIES PLAN TO INCLUDE ADDITIONAL CAPACITY IMPROVEMENT TRANSPORTATION PROJECTS

The City of Spokane City Council will hold a Public Hearing in a hybrid format on Monday, March 13, 2023 beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding proposed amendments to SMC 17D.075 Transportation Impact Fees, and an associated amendment to Appendix D of the comprehensive plan to revise the capital facilities plan to include additional capacity improvement transportation projects. Information about the City Council agenda and how to join the meeting and testify is available on the City's website:

<https://my.spokanecity.org/citycouncil/meetings/>.

Public testimony on these applications will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record.

**Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision.** Any person may submit written comments, appear at the public hearing, or request additional information by contacting: Planning and Development Services Dept., 808 W. Spokane Falls Blvd., Spokane, WA, 99201-3329.

To submit comments or request more information contact: Inga Note, [inote@spokanecity.org](mailto:inote@spokanecity.org) or Tim Thompson, [tthompson@spokanecity.org](mailto:tthompson@spokanecity.org), or call 509-625-6300.

**Any person may submit written comments on the proposed action or call for additional information:**

*City of Spokane, Neighborhood & Planning Services  
Inga Note, Transportation Planner, 808 W. Spokane Falls Blvd., Spokane, WA 99201  
(509) 625-6300; [inote@spokanecity.org](mailto:inote@spokanecity.org)*

**LOCATION:** Citywide

**SEPA:** For the associated amendment to Appendix D of the Comprehensive Plan, a SEPA Addendum to existing environmental documents was issued on February 7, 2023. Existing Environmental Documents: EIS issued for City of Spokane Comprehensive Plan Final Environmental Impact Statement and Draft Comprehensive Plan and Draft Environmental Impact Statement an integrated GMA and SEPA Document 2000-2020, in 2001; as amended in 2006, and as additionally amended in 2017 for the City's 2017-2037 Comprehensive Plan Periodic Update (201700881).

**To learn more:** Project webpage: <https://my.spokanecity.org/business/commercial/impact-fees>

**How to Attend the Meeting:** The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Webex or call in by phone to hear and testify. Access the **meeting link** and **call-in information** at the agenda posted in advance on the City Council's webpage:

<https://my.spokanecity.org/citycouncil/meetings/>.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs, and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@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

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**SPOKANE CITY-COUNTY HISTORIC LANDMARKS AGENDA**

**Wednesday, March 15, 2023**  
**City Council Briefing Center & Webex**  
**808 W. Spokane Falls Blvd.**

- I. Public Hearing: 3:00 P.M.
  - A. Certificate of Appropriateness (per SMC 17D.100.200):**
    - 1. Dorothy Darby Smith House – 612 E 19<sup>th</sup> Avenue: New front porch
  - B. Spokane Register Nomination (per SMC 17D.100.020):**
    - 1. Ahrens & Ahrens Building – 827 W 2nd Avenue
    - 2. Spokane Brewing & Malting – 901 W Broadway Avenue
    - 3. Hillyard Masonic Lodge – 3023 E Diamond Avenue

Members of the general public are encouraged to join the on-line meeting using the following information:

**To participate via video**, on your computer or mobile device, follow the link:

<https://bit.ly/3KMEif7>

**To participate by phone**

Dial: 1-408-418-9388

Enter # when prompted for an attendee ID: 2485 759 6416

Password: 783EPyJQvJh

**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 509.625.6237, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mpiccolo@spokanecity.org](mailto:mpiccolo@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.

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# General Notices

## NOTICE SEIZED AND ABANDONED PERSONAL PROPERTY ONLINE AUCTION MARCH 10, 2023 THROUGH MARCH 15, 2023

This is to provide notification that there will be an online auction of Spokane Police Department and Spokane County Sheriff's Office seized and abandoned personal property. The online auction will be held March 10-15, 2023, and available items will be sold through Reinland Equipment Auction, at the following link: <https://reinlandauctions.net>. To view a complete list of auction items, visit the Spokane Police Department Property Evidence Facility's website at the following link: <https://my.spokanecity.org/police/information/evidence-facility/>.

# 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.**

## POLICE RECORDS SPECIALIST SPN 016 OPEN ENTRY

**DATE OPEN:** Monday, February 27, 2023    **DATE CLOSED:** Applications will be accepted until further notice.  
**SALARY:** \$40,340.16 annual salary, payable bi-weekly, to a maximum of \$63,078.48

### DESCRIPTION:

If you are a data-focused records professional that wants to make a difference in your community, the City of Spokane Police Records team may have the job you've been looking for. The City of Spokane Police Department is looking for a Police Records Specialist. We need someone that is organized, has a sharp eye for details and is meticulously accurate. If you are someone with solid experience maintaining records, coupled with strong data management skills, you may be the perfect fit for this job.

- You are a motivated team player who is open to accepting feedback and opportunities to grow.
- You quickly identify data on source records and translate into entry data.
- You can perform highly detailed records management, disseminating and providing critical information.
- You are able to provide independent judgment, within the limits of regulatory laws and policy.
- You want to develop a solid understanding of Police Department record management.

Spokane Police Records operates 24/7 with Day, Swing, and Graveyard shifts. All New employees will be on a one-year probation plan and work several months on each shift during their first year. After the year-long probation, the new employee will be assigned a shift which typically begins on Graveyard. Due to the seniority system employees will work a non-traditional shift for several years before they can successfully bid into a more desirable shift.

Our Police Records Specialists have excellent advancement opportunities, professional development, annual pay step increases and great employee benefits, including a pension plan!

Please visit the City of Spokane Career Center at [governmentjobs.com/careers/spokanecity](https://governmentjobs.com/careers/spokanecity), for the full job specification and compensation details. .

### 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.*

- Provides records management for multiple law enforcement agencies and criminal justice agencies throughout Spokane County. Receives counter, fax, and telephone inquiries from internal customers and external law

enforcement agencies, answers questions of a general and law enforcement nature, and refers individuals to appropriate sources of information.

- Employees are assigned multiple distinct functions within one of the primary work groups including criminal records, domestic violence orders and public window.
- Criminal records: Reviews, verifies, and processes reports, warrants, requests, teletypes, and faxes. Enters, updates, and corrects multiple databases as required. Reports processed include, but are not limited to, runaway/missing person reports, stolen vehicle recoveries, warrants, offender based tracking systems, and ineligibility to possess a firearm. Receives, sorts, reviews, scans, indexes, makes copies, corrects, and disseminates documents as required by applicable laws, policies, and procedures.
- Domestic violence orders: Reviews, verifies, and processes court orders, enters information into databases, and updates databases as the court orders are served or status is changed. Works closely with court staff to review court orders and makes requests for any corrections when needed. Court orders may include criminal no-contact orders and a variety of civil protection orders including but not limited to domestic violence protection orders, anti-harassment orders, extreme risk protection orders, and restraining orders.
- Public window: Reviews applications for gun licenses and conducts criminal background checks for concealed pistol licenses, gun transfers, and firearm dealers. Generates paperwork and submits requests to outside agencies (DOL etc.). Interacts with customers in person, by phone, and by email. Performs cash transaction duties handling funds, change, receipts, reconciliation, deposits, and disbursements.
- Performs related work as required.

#### MINIMUM QUALIFICATIONS:

##### Open Entry Requirements:

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

- *Education:* High school diploma or equivalent. **AND**
- *Experience:* Two years of clerical office work experience with primary duties in data entry or administrative tasks
- *Substitution:* One year of business or clerical education above the high school level may substitute for one year of the experience requirement. An associate degree or higher from an accredited college or university in business, communications, social science, criminal justice, or a closely related field may substitute for the two-year experience requirement.
- *Typing:* Ability to type at the rate of 40 words per minute

Upon notification that you have passed through the minimum qualifications, you will receive a Personal History Packet to complete and submit. This documentation will be used to conduct a background investigation. **It is a MANDATORY MINIMUM REQUIREMENT to complete the Personal History Packet. If the Personal History Packet is NOT** received in Civil Service by the deadline given, your application will be moved to the following month's examination.

#### **NOTE: Candidates with any marijuana use in the last six months will not be considered.**

**Note:** Applicants are required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment and obtain ACCESS II certification within the probationary period.

#### 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 multiple-choice test, with weights assigned as follows:

- Multiple-choice Test: 100%

#### MULTIPLE-CHOICE TEST DETAILS:

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

**You will receive a link to the Police Records Specialist examination** via email, prior to 4:00 p.m. on the dates listed below. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).



- Applicants who apply and meet the minimum qualifications between Monday, February 27, 2023, and Monday, March 13, 2023, will test Thursday, March 16, 2023, through Tuesday, March 21, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 14, 2023, and Monday, March 27, 2023, will test Thursday, March 30, 2023, through Tuesday April 4, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday, March 28, 2023, and Monday, April 10, 2023, will test Thursday, April 13, 2023, through Tuesday, April 18, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday, April 11, 2023, and Monday, April 24, 2023, will test Thursday, April 27, 2023, through Tuesday, May 2, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday, April 25, 2023, and Monday, May 8, 2023, will test Thursday, May 11, 2023, through Tuesday May 16, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday May 9, 2023, and Monday May 22, 2023, will test Thursday, May 25, 2023, and Tuesday May 30, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday May 23, 2023, and Monday June 5, 2023, will test Thursday, June 8, 2023, through Tuesday, June 13, 2023.

The approximate duration of the test will be 2 hours and online connectivity is required, throughout.

The test may include the following subjects:

- Accuracy & Error Detection
- Basic Computer Literacy
- Grammar Fundamentals
- Interpersonal Relations
- Proofreading
- Records Management
- Vocabulary & Spelling

**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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 23rd day of February 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**POLICE RECORDS SPECIALIST SPN 016**  
**PROMOTIONAL**

**DATE OPEN: Monday, February 27, 2023****DATE CLOSED: Monday, March 13, 2023 at 4:00 p.m.****SALARY: \$40,340.16 annual salary, payable bi-weekly, to a maximum of \$63,078.48****DESCRIPTION:**

Performs difficult specialized records management work providing information and records maintenance functions in the Records section of the Police Department.

**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.*

- Provides records management for multiple law enforcement agencies and criminal justice agencies throughout Spokane County. Receives counter, fax, and telephone inquiries from internal customers and external law enforcement agencies, answers questions of a general and law enforcement nature, and refers individuals to appropriate sources of information.
- Employees are assigned multiple distinct functions within one of the primary work groups including criminal records, domestic violence orders and public window.
- Criminal records: Reviews, verifies, and processes reports, warrants, requests, teletypes, and faxes. Enters, updates, and corrects multiple databases as required. Reports processed include, but are not limited to, runaway/missing person reports, stolen vehicle recoveries, warrants, offender based tracking systems, and ineligibility to possess a firearm. Receives, sorts, reviews, scans, indexes, makes copies, corrects, and disseminates documents as required by applicable laws, policies, and procedures.
- Domestic violence orders: Reviews, verifies, and processes court orders, enters information into databases, and updates databases as the court orders are served or status is changed. Works closely with court staff to review court orders and makes requests for any corrections when needed. Court orders may include criminal no-contact orders and a variety of civil protection orders including but not limited to domestic violence protection orders, anti-harassment orders, extreme risk protection orders, and restraining orders.
- Public window: Reviews applications for gun licenses and conducts criminal background checks for concealed pistol licenses, gun transfers, and firearm dealers. Generates paperwork and submits requests to outside agencies (DOL etc.). Interacts with customers in person, by phone, and by email. Performs cash transaction duties handling funds, change, receipts, reconciliation, deposits, and disbursements.
- 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:* At least two years of regular employment with the City at the level of Clerk II or higher clerical classification and
- *Typing:* Ability to type at the rate of 200 keystrokes (40 words) per minute.

**Open-Entry Requirements:**

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

- *Education:* High school diploma or equivalent; **AND**
- *Experience:* Two years of clerical office work experience with primary duties in data entry or administrative tasks.
- *Substitution:* One year of business or clerical education above the high school level may substitute for one year of the experience requirement. An associate degree or higher from an accredited college or university in business, communications, social science, criminal justice, or a closely related field may substitute for the two-year experience requirement.
- *Typing:* Must be able to type at the rate of 200 keystrokes (40 words) per minute.

Upon notification that you have passed through the minimum qualifications, you will receive a Personal History Packet to complete and submit. This documentation will be used to conduct a background investigation. **It is a MANDATORY MINIMUM REQUIREMENT to complete the Personal History Packet. If the Personal History Packet is NOT** received in Civil Service by the deadline given, your application will be moved to the following month's examination.

**NOTE: Candidates with any marijuana use in the last six months will not be considered.**

**Note:** Applicants are required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment and obtain ACCESS II certification within the probationary period.

#### **EXAMINATION DETAILS:**

Applicants 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 Test: 80%
- Performance Evaluation: 20%

#### **MULTIPLE-CHOICE TEST DETAILS**

Testing will be conducted online on March 16, 2023, at 10:00 a.m. at Civil Service City Hall - 4th Floor Test Room, 808 W. Spokane Falls Blvd.

The approximate duration of the test will be 2 hours.

The test may include the following subjects:

- Accuracy & Error Detection
- Basic Computer Literacy
- Grammar Fundamentals
- Interpersonal Relations
- Proofreading
- Records Management
- Vocabulary & Spelling

#### **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.

#### **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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 23rd day of February 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**BUSINESS SYSTEMS ANALYST II SPN 161**  
**OPEN ENTRY**

**DATE OPEN:** Monday, February 27, 2023

**DATE CLOSED:** Monday, March 13, 2023 at 4:00 p.m.

**SALARY:** \$69,071.04 annual salary, payable bi-weekly, to a maximum of \$98,010.72

**DESCRIPTION:**

The City of Spokane is seeking a self-directed, problem solving, Business System Analyst II to come join our driven teams!

Under limited supervision, performs information technology support work and administrative coordination, emphasizing the maintenance and general administration of specialized computer programs and business systems within a City department.

**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:*

- Serves as the primary liaison for assigned specialized computer technology activities of their department.
- Coordinates and supports the technical aspects of departmental information systems planning, development and maintenance.
- Provides primary support and administration for one or more specialized departmental systems and/or applications; adds and removes users; sets up and changes passwords; monitors system resources and availability; monitors and oversees system security measures.
- Assists with the identification of business needs, desired outcomes and process adjustments.
- Communicates with staff regarding system deficiencies and/or enhancement goals.
- Communicates with vendors regarding the feasibility and cost of such modifications.
- Coordinates the implementation of approved changes.
- Works closely with departments to enhance operational effectiveness, providing training on the Lean Business Improvement Process and facilitating ongoing progress.
- Monitors and reports on performance measurement related to identifying trends and root causes of performance gaps.
- Participates on complex applications development, enhancement and integration projects by coordinating assigned technical activities such as installation and testing processes.
- Makes system modifications as authorized.
- Communicates with department staff to ensure that needs are being met and to relay any concerns or problems to the appropriate parties.
- Installs hardware and software; ensures timely and appropriate installation of system upgrades.
- Performs application and system backups; plans, recommends and implements disaster recovery procedures.
- Troubleshoots, researches and resolves computer application and system performance, integrity, security, access and other issues/problems within technical parameters.
- Coordinates complex system problems with outside vendors and/or Information Technology Department staff.
- Reads and interprets computer printouts, reports and screen information.
- Compiles and processes statistical and Ad Hoc data for departments, vendors and others; ensures that data is complete and accurate.
- Provides applications-related training to end-users, employing a variety of software and methodologies to create instructional presentations; identifies repetitive user issues and either personally provides training or coordinates with vendors to provide more comprehensive training.
- Recommends and develops system access policies and procedures; develops and maintains system documentation and user instructions; creates and maintains system service records and resource contacts.
- Performs professional technical administrative support work involving data compilation, technical reporting and other areas; sets up databases, spreadsheets, presentations, graphics and other documents; develops complex forms and templates.
- May provide user support and coordination pertaining to phone, video, and other technology systems.
- May serve as a lead worker over subordinate clerical or technical administrative staff.
- Attends meetings, trainings and seminars.
- Serves on committees and task forces.
- Continuously communicates with supervisor regarding the status of assignments and projects.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Open Entry Requirements:

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

- **Education:** A bachelor's degree from an accredited four-year college or university in business or public administration, accounting, information systems, or a closely related field. AND
- **Experience:** Two years of progressively responsible professional experience in information technology support and business analysis or process improvement.
- **Substitution:** An equivalent combination of education, training and experience may also be qualifying.

**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, Training and Experience Evaluation, with weights assigned as follows:

- T & E 100%

**TRAINING AND EXPERIENCE EVALUATION 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.

The link to the Business Systems Analyst II examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on March 16, 2023. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)). The test will be available for log-in until 4:00 p.m. Pacific Time on Tuesday, March 21, 2023.

- 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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 23rd day of February 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**BUSINESS SYSTEMS ANALYST II SPN 161  
PROMOTIONAL**

**DATE OPEN: Monday, February 27, 2023****DATE CLOSED: Monday, March 13, 2023 at 4:00 p.m.****SALARY: \$69,071.04 annual salary, payable bi-weekly, to a maximum of \$98,010.72****DESCRIPTION:**

Under limited supervision, performs information technology support work and administrative coordination, emphasizing the maintenance and general administration of specialized computer programs and business systems within a City department.

**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:*

- Serves as the primary liaison for assigned specialized computer technology activities of their department;
- Coordinates and supports the technical aspects of departmental information systems planning, development and maintenance.
- Provides primary support and administration for one or more specialized departmental systems and/or applications; adds and removes users; sets up and changes passwords; monitors system resources and availability; monitors and oversees system security measures.
- Assists with the identification of business needs, desired outcomes and process adjustments.
- Communicates with staff regarding system deficiencies and/or enhancement goals.
- Communicates with vendors regarding the feasibility and cost of such modifications.
- Coordinates the implementation of approved changes.
- Works closely with departments to enhance operational effectiveness, providing training on the Lean Business Improvement Process and facilitating ongoing progress.
- Monitors and reports on performance measurement related to identifying trends and root causes of performance gaps.
- Participates on complex applications development, enhancement and integration projects by coordinating assigned technical activities such as installation and testing processes.
- Makes system modifications as authorized.
- Communicates with department staff to ensure that needs are being met and to relay any concerns or problems to the appropriate parties.
- Installs hardware and software; ensures timely and appropriate installation of system upgrades.
- Performs application and system backups; plans, recommends and implements disaster recovery procedures.
- Troubleshoots, researches and resolves computer application and system performance, integrity, security, access and other issues/problems within technical parameters.
- Coordinates complex system problems with outside vendors and/or Information Technology Department staff.
- Reads and interprets computer printouts, reports and screen information.
- Compiles and processes statistical and Ad Hoc data for departments, vendors and others; ensures that data is complete and accurate.
- Provides applications-related training to end-users, employing a variety of software and methodologies to create instructional presentations; identifies repetitive user issues and either personally provides training or coordinates with vendors to provide more comprehensive training.
- Recommends and develops system access policies and procedures; develops and maintains system documentation and user instructions; creates and maintains system service records and resource contacts.
- Performs professional technical administrative support work involving data compilation, technical reporting and other areas; sets up databases, spreadsheets, presentations, graphics and other documents; develops complex forms and templates.
- May provide user support and coordination pertaining to phone, video, and other technology systems.
- May serve as a lead worker over subordinate clerical or technical administrative staff.
- Attends meetings, trainings and seminars.
- Serves on committees and task forces.
- Continuously communicates with supervisor regarding the status of assignments and projects.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

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

- *Experience:* Two years of experience with the City in the classification of Business Systems Analyst I (SPN 160) or Information Systems Analyst I (SPN 164).

**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:* A bachelor's degree from an accredited four-year college or university in business or public administration, accounting, information systems, or a closely related field. **AND**
- *Experience:* Two years of progressively responsible professional experience in information technology support and business analysis or process improvement. .
- *Substitution:* An equivalent combination of education, training and experience may also be qualifying.

### **EXAMINATION DETAILS:**

Applicants 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 Training and Experience Evaluation (T&E) and performance evaluation (PAR), with scoring weight assigned as follows:

- T&E 80%
- PAR 20%

### **TRAINING AND EXPERIENCE EVALUATION DETAILS**

**The link to the Business Systems Analyst II examination, with instructions, will be emailed prior to 4:00 p.m. Pacific time on March 16, 2023. Please note that this email will be sent from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)). The test will be available for log-in until 4:00 p.m. Pacific Time on Tuesday, March 21, 2023.**

- Copies of your college or university transcripts (unofficial transcripts are accepted) are 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.**

### **PROMOTIONAL EVALUATION DETAILS:**

**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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 23rd day of February 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**LABORER II SPN 502**  
**PROMOTIONAL**

**DATE OPEN:** Monday, February 27, 2023      **DATE CLOSED:** Monday, March 13, 2023 at 4:00 p.m.  
**SALARY:** \$41,342.40 annual salary, payable bi-weekly, to a maximum of \$64,519.20

**DESCRIPTION:**

Performs semi-skilled manual work in various departments which requires some previous experience and special knowledge acquired on the job.

**DUTIES:**

- Work performed varies with department to which assigned.
- May supervise small labor crew. Participate in loading, unloading and similar operations. Assists in setting up and dismantling playground equipment.
- Receives calls, investigates and dispatches night crews to remedy routine complaints, reports major complaints to supervisor. Checks excavations for compliance with safety regulations.
- Acts as helper or assigned as apprentice to Craft Specialist and skilled trade workers in maintenance and repair of assigned buildings. May assist in minor maintenance of an assigned heating plant.
- Performs various tasks in support of solid waste disposal operations including, but not limited to, attending household hazardous waste and recycling facility, removing refrigerants from appliances, and directing the public.
- Operates compressors, jack hammers, cement mixers, brush chippers, chain saws, post-hole diggers, sewer augers and other similar power-driven equipment related to the job.
- Drives various trucks, operates rubber-wheeled tractors with attachments, front-end loaders and fork lifts. May be required to operate equipment of the next higher class on occasion. Assists in snow removal operations. Mounts sander boxes and tanks. Performs minor maintenance on street cleaning equipment.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Prepares necessary reports.
- Assists in installation, repair and disconnection of water mains, hydrants and valves. Operates pipe and leak locating equipment or performs other operations peculiar to the assigned job.
- Assists in maintenance and construction of sanitary sewer and storm water infrastructure.
- Supervises crew engaged in installation, repair and maintenance of traffic signs and markers. Operates lane and crosswalk painting machines, and fabricates traffic signs using silk screens.
- 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:* Six months of work experience with the City in a lower laboring type classification. Specialized experience within a department may be required for assignment to certain positions.
- *License:* Possession of a valid driver's license. Must obtain a Class B Commercial Driver's License (CDL) with air brake endorsement, within six months of appointment.

**EXAMINATION DETAILS:**

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane. 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.

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

- Multiple-Choice Examination: 80%

- PAR: 20%.

**MULTIPLE CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, March 16, 2023
- Test Time: 1:00 p.m.
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 1 hour and 30 minutes

The written test may include such subjects as:

- Applied Technology
- Interpersonal Skills
- Organizational Awareness
- Safety & Occupational Hazards
- Teamwork
- Technical Competence
- Vehicle Operations.

**PROMOTIONAL EVALUATION DETAILS:**

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](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> 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 23rd day of February 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### **Well Electric Wellfield Feasibility Study – Well Drilling, Construction, Development, and Testing Engineering Services File No. 2018099**

This project consists of the construction and development of TWO (2) deep monitoring wells, ONE (1) shallow monitoring well, ONE (1) test production well, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 6, 2023, 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 packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: 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 #.

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.

**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.

A prebid conference will be held at the office of the Upriver Dam and Facility, (2701 North Waterworks Street, Spokane, WA 99212) at 1:00 p.m. on February 23, 2023.

Publish: February 15, 22, & March 1, 2023

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**Marshall Road Transmission Main Phase 1  
Engineering Services File No. 2018106**

This project consists of the construction of approximately 4,650 linear feet of 30-inch diameter water transmission main, 1,000 linear feet of 12-inch diameter water distribution main, 425 cubic yards of rock excavation, 3,000 square yards of 3-inch thick HMA pavement, 1110 square yards of 5-inch thick HMA pavement, 7,600 square yards of gravel road replacement and widening, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 13, 2023, 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 packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: 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 #.

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.

**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: February 22, March 1, & 8, 2023

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**Holland Avenue Sewer – Normandie Lane to Colton Street  
Engineering Services File No. 2021082**

This project consists of the construction of approximately, 2560 linear feet of 18" sanitary sewer, 12 sanitary manholes structures, 510 linear feet of 30" directional bore casing, 15 storm drainage structures, 350 square yards of sidewalk, 2,200 square yards of 3-inch thick HMA pavement, 2,000 square yards of 4-inch thick HMA, 6,800 square yards of 5-inch thick HMA pavement, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 20, 2023, 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 packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: 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 #.

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 2023 Standard Specifications.

**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 1, 8, & 15, 2023

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**Asset Management Strategy and Program Development for Water and Wastewater Departments**

**City of Spokane Integrated Capital Management department**

**RFQu #5822-23**

**Description:** The City of Spokane is soliciting electronic Qualification Proposals for Asset Management Strategy and Program Development for Water and Wastewater Departments.

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, MARCH 27, 2023**. Hard copy and/or late submittals will not be accepted. 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, MARCH 27, 2023**. To watch the City of Spokane Bid Opening Meeting, go to our City Purchasing Department 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 Request for Qualifications 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 Qualifications.

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: March 1, 8 & 15, 2023

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**COMPRESSED NATURAL GAS**

Fleet Services

**ITB #5848-23**

**Description:** The City of Spokane is seeking electronic bids for Compressed Natural Gas.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, March 20, 2023, 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.procurement.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.procurement.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.**

Thea Prince, Sr. Procurement Specialist  
Purchasing Department

Publish: March 1 & 8, 2023

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**Renewal Natural Gas and Clean Fuel Standard Implementation**  
Fleet Services Department  
**#RFP 5849-23**

**REQUEST FOR PROPOSALS**

**Description:** The City of Spokane is soliciting electronic proposals for the RENEWABLE NATURAL GAS & CLEAN FUEL STANDARD IMPLEMENTATION

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, March 20, 2023 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.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

To view this solicitation, access Plans and Specifications, and submit a proposal, you must first register in the City's bidding portal at <https://spokane.procurement.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled "Clarifications" under the relative project number.

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated.**

Thea Prince  
Purchasing Department

Publish: March 1 & 8, 2023

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**NELSON FACILITY CNG FUEL SYSTEM EXPANSION PROJECT**

City of Spokane

**PW ITB #5851-23**

**Description:** The City of Spokane is soliciting electronic bids for the Nelson Facility CNG Fuel System Expansion Project

**Pre-Bid Conference:** Thursday, March 9 at 9:00 am in the Lobby at the Nelson Facility, 915 N Nelson Street, Spokane WA 99202

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, March 20, 2023 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, March 20, 2023**. 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

Publish: March 1 & 8, 2023

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