



# Official Gazette

## City of Spokane, Washington

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

Volume 113

MAY 3, 2023

Issue 18



### MAYOR AND CITY COUNCIL

MAYOR NADINE WOODWARD

COUNCIL PRESIDENT BREEAN BEGGS

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

LORI KINNEAR (DISTRICT 2)

KAREN STRATTON (DISTRICT 3)

BETSY WILKERSON (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk  
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:  
<https://my.spokanecity.org/gazettes/>

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**The Official Gazette**  
 USPS 403-480  
 0% Advertising  
 Periodical postage paid at  
 Spokane, WA

**POSTMASTER:**

**Send address changes to:**  
 Official Gazette  
 Office of the Spokane City Clerk  
 808 W. Spokane Falls Blvd.  
 5th Floor Municipal Bldg.  
 Spokane, WA 99201-3342

**Subscription Rates:**

Within Spokane County:  
 \$4.75 per year  
 Outside Spokane County:  
 \$13.75 per year

**Subscription checks made payable to:**  
 City Treasurer

**Address Change:**

Official Gazette  
 Office of Spokane City Clerk  
 808 W. Spokane Falls Blvd.  
 5th Floor Municipal Bldg.  
 Spokane, WA 99201-3342

# Minutes

## MINUTES OF SPOKANE CITY COUNCIL

**Monday, April 24, 2023**

### BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:34 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. Note: The regularly scheduled 6:00 p.m. Legislative Session was canceled, and Legislative Agenda items were considered during the 3:30 p.m. Briefing 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, Stratton, Wilkerson, and Zappone were present.

City Administrator Johnnie Perkins; Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

**MAYORAL PROCLAMATIONS**

Month of April *Autism Awareness Month*

Council Member Zappone read the proclamation. Allie Speziale, on behalf of Northwest Autism Center; Julie Perry from the Autism Society of Washington; and Maria Jennings from the Isaac Foundation accepted the proclamation and provided remarks on the event.

April 28, 2023 *Arbor Day*

Council Member Kinnear read the proclamation. Katie Kosanke, on behalf of City of Spokane Parks & Recreation, accepted the proclamation and remarked on the event.

The Mayoral proclamations are attached to these minutes for reference.

**Advance Agenda Review**

The City Council received an overview from staff on the May 1, 2023, Advance Agenda items.

**Action to Approve May 1, 2023, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the May 1, 2023, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Wilkerson, seconded by Council Member Kinnear, the City Council **approved** the May 1, 2023, Advance Agenda.

**Current Agenda Review**

The City Council reviewed the April 24, 2023, Current Agenda.

**Suspension of Council Rules**

**Motion** by Council Member Wilkerson, seconded by Council Member Kinnear, **to suspend** the Council Rules for the purposes of adding specific items to the Legislative Agenda; **carried 7-0.**

Resolutions 2023-0032, 2023-0033, and 2023-0034 (Council Sponsors: Council President Beggs and Council Member Wilkerson)

**Motion** by Council Member Bingle, seconded by Council Member Zappone, **to add** Resolution 2023-0032, Resolution 2023-0033, and Resolution 2023-0034 (Joint Resolutions with Spokane County) to the Legislative Agenda; **carried 7-0.**

Council Letter to Michelle Weatherly regarding proposed relocation of Opioid Treatment Center (CPR 2023-0016) (Council Sponsors: Council President Beggs and Council Member Wilkerson) and City Clerk Report on Initiative No. 2023-3 filed by Brian Hansen prohibiting encampments near schools, parks, playgrounds, and child care facilities (LGL 2023-0025)

**Motion** by Council Member Bingle, seconded by Council Member Wilkerson, **to add** Special Considerations Item S1 (City Council letter to Michelle Weatherly at the Washington State Department of Health regarding the Spokane Regional Health District's proposed relocation of the Opioid Treatment Center) and S2 (City Clerk Report on Initiative No. 2023-3 filed by Brian Hansen prohibiting encampments near schools, parks, playgrounds, and child care facilities) to the Legislative Agenda;" **carried 7-0.**

Council Letter to Michelle Weatherly regarding proposed relocation of Opioid Treatment Center (CPR 2023-0016) (Council Sponsors: Council President Beggs and Council Member Wilkerson)

Representatives from the Spokane Regional Health District, Kevin Freeman, Chair of the Board of Health for the Spokane Regional Health District (SRHD), and Misty Challinor, Treatment Services Director for the SRHD, reported on the relocation of the Opioid Treatment Center from SRHD campus to the 8<sup>th</sup> Street property as it is currently defined, and they responded to Council inquiries. The following action was taken:

**Motion** by Council Member Wilkerson, seconded by Council Member Kinnear, **to defer** the City Council letter to Michelle Weatherly at the Washington State Department of Health regarding the Spokane Regional Health District's proposed relocation of the Opioid Treatment Center to May 8, 2023, Agenda; **carried 7-0.**

(City Administrator Johnnie Perkins left the dais at 4:29 p.m., at which time Giacobbe Byrd, Director-City Council Office, joined City Council on the dais.)

### LEGISLATIVE SESSION

(Note: The regularly scheduled 6:00 p.m. Legislative Session of City Council was canceled. Items listed under the Legislative Session were considered during the City Council's 3:30 p.m. Administrative Session.)

There were no **Council Committee Reports.**

### MAYORAL PROCLAMATIONS

**For Mayoral Proclamations, see beginning portion of minutes.**

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

There were no **Administrative Reports.**

### OPEN FORUM

Council President Beggs provided an overview of the rules for Open Forum. The following individuals spoke during the Open Forum:

- Anwar Peace
- Ellis Kleinkauf
- Laura Renz

Dave M was signed up to speak for Open Forum virtually by telephone. Council Member Kinnear raised an issue that Council Rules state that you need to state full name. Council President Beggs inquired if Dave M was willing to state his full name. Dave M indicated that he did not wish to state his full name and that it should be left the way it is. Council discussion ensued. The following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, that Council **suspends** the Rules to allow Dave M to speak without unveiling true name; **rejected 2-5.**

The following additional individuals spoke during the Open Forum:

- Justice Forral
- Jacob Swartz
- Gretchen McDevitt
- Tim Kinley
- Steve Corker
- Rob Chase

## **BOARD AND COMMISSION APPOINTMENTS**

### **Appointment to Design Review Board – Community Assembly Liaison**

**Motion** by Council Member Kinnear, seconded by Council Member Zappone, **to defer indefinitely** the one appointment of a Community Assembly Liaison to the Design Review Board; **carried 7-0.**

### **Appointments to Community, Housing, and Human Services Board (CPR 2012-0033) and Bicycle Advisory Board (CPR 1992-0059)**

**Upon 7-0 Voice Vote**, the City Council **approved** (and thereby confirmed) the following appointments for three-year terms from May 1, 2023, to May 1, 2026:

- Casey Bowers, David Edwards, and Leslie K. Hope to the Community, Housing, and Human Services Board.
- Karim Habib to the Bicycle Advisory Board.

## **CONSENT AGENDA**

Council Member Kinnear requested the Multiple Family Housing Property Tax Exemption Conditional Agreement with Grandview-Washington, LLC be considered separately. After the opportunity for public testimony and an opportunity for Council commentary, with no individuals requesting to speak, the following action was taken:

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

Purchases from Western States CAT (Spokane) of one CAT backhoe and one CAT loader for the Fleet Services Department to replace units that have reached the end of their economic lives—\$400,431.05 (incl. tax). (OPR 2023-0420) (Council Sponsor: Council Member Stratton)

Pre-approval to purchase/lease 12 units for various departments to allow the City to purchase the units at the time they become available and to avoid price increases from the time a quote is received—\$1,695,000. (OPR 2023-0421) (Council Sponsor: Council Member Stratton)

Contract Assignment and Assumption with Proclaim Liberty (Spokane) for utility infrastructure improvements at Liberty Park Terrace Apartments utilizing Connecting Housing to Infrastructure Program (CHIP) Grant funds—\$680,461. (OPR 2022-0581) (Council Sponsors: Council President Beggs and Council Member Bingle)

Agreement with Better Health Together (Spokane) to administer the Youth Homeless Demonstration Project Planning Grant—\$134,879. (OPR 2023-0422) (Council Sponsor: Council Member Zappone)

Multiple Family Housing Property Tax Exemption Conditional Agreements with:

- a. Jordan Bensen-Piscopo for the future construction of approximately 21 units, at Parcel Numbers 35294.1814 and 35294.1815, commonly known as 713 East 29th Avenue. (OPR 2023-0423) (Council Sponsors: Council Members Kinnear and Wilkerson)
- b. 3508 E 34th, LLC for the future construction of approximately 4 units, at Parcel Number 35342.2425 commonly known as 3508 East 34th Avenue. (OPR 2023-0424) (Council Sponsors: Council Members Kinnear and Wilkerson)

The Conditional Agreements will ultimately result in the issuance of final certificates of tax exemption to be filed with the Spokane County Assessor's Office post construction.

Consultant Contract Amendment with Stantec Consulting Services, Inc. (Spokane) for the Northeast Environmental Protection Agency Community Wide Assessment grant to include American Rescue Plan Act funding to leverage and expand the subarea plan for this area from June 30, 2023, through December 30, 2026—\$330,791.91. (OPR 2020-0603) (Council Sponsors: Council Members Cathcart, Bingle, and Kinnear)

Consultant Agreement with GeoEngineers, Inc. (Spokane) for Part 12d Comprehensive Assessment and Report for Upriver Dam Hydroelectric Project – Phase 1—\$108,600 (plus tax, if applicable). (OPR 2023-0426 / RFQu 5820-23) (Council Sponsors: Council Members Stratton and Zappone)

Contract Renewal with Infor Public Sector, Inc. (Tampa, FL) for annual contract maintenance of the Fire Department's Computer Aided Dispatch (CAD) system, covering maintenance fees and non-Microsoft software licenses, and adding four additional CAD mobile licenses for use by the Spokane Fire Department from May 1, 2023 through April 30, 2024—approximately \$97,331.77 (incl. tax). (OPR 2021-0257) (Council Sponsors: Council Members Cathcart and Kinnear)

Master Contract Renewal 2 of 2 with Camtek, Inc. (Spokane) for camera/video management software and access control systems installation and maintenance for Asset Management from January 1, 2023, through December 31, 2023—\$350,000 (incl. tax). (OPR 2020-0067 / RFP 5181-19) (Council Sponsor: Council Member Stratton)

One-year Value Blanket Renewal 2 of 2 with Camtek, Inc. (Spokane) for all hardware and software licensing and/or maintenance they provide from March 1, 2023, through December 31, 2023—\$295,000. (OPR 2019-0073) (Council Sponsor: Council Member Stratton)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through April 14, 2023, total \$6,876,860.57 (Check Nos.: 593478-593625; ACH Nos.: 114924-115235), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,392,361.76. (CPR 2023-0002)
- b. Payroll claims of previously approved obligations through April 15, 2023: \$8,764,760.50 (Check Nos.: 567566-567718). (CPR 2023-0003)

City Council Meeting Minutes: April 20, 2023. (CPR 2023-0013)

**Multiple Family Housing Property Tax Exemption Conditional Agreement with Grandview-Washington, LLC (OPR 2023-0425) (Taken separately) (Council Sponsors: Council Members Kinnear and Wilkerson)**

**Upon 4-3 Voice Vote**, the City Council **approved** Multiple Family Housing Property Tax Exemption Conditional Agreement with Grandview-Washington, LLC for the future construction of approximately 348 units, at multiple parcel numbers commonly known as 3000 West 14th Avenue.

## LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

## RESOLUTIONS

**Resolutions 2023-0032, 2023-0033, and 2023-0034 (as added during the Briefing Session) (Council Sponsors: Council President Beggs and Council Member Wilkerson)**

After an opportunity for public testimony and Council commentary, with none provided, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted** the following three Resolutions:

**RES 2023-0032** Joint Resolution with Spokane County in the matter of authorizing the Spokane Airport Board to execute a public water line easement to the City of Spokane. The no-cost water utility easement is 3,099 lineal feet by 30 feet wide for a total of 2.13 acres and is located in Spokane County Assessor Tax Parcels 25320.1101 and 25335.0501. (Council Sponsors: Council President Beggs and Council Member Wilkerson)

**RES 2023-0033** Joint Resolution with Spokane County in the matter of authorizing the Spokane Airport Board to convey property in Spokane County Assessor Parcels 14025.9004, 14022.9002, 14022.0601, 14022.0501, 14022.0101, 15355.9007, 15341.9008, 15341.9009, 15341.9001 comprising approximately 9.585 acres of land to Spokane County for Right-of-Way, Border Easement, and Slope

Easement necessary for improvements to Craig Road. (Council Sponsors: Council President Beggs and Council Member Wilkerson)

**RES 2023-034**

Joint Resolution with Spokane County in the matter of authorizing the Spokane Airport Board to sell real property located in Spokane County Assessor Tax Parcels 15344.0102; 15344.0103; 15344.0104; 15344.0105; 15344.0106; 15344.0111; and 15344.0113, comprised of approximately 63.27 acres of land located generally fronting on Craig Road, south of McFarlane Road at Spokane International Airport. (Council Sponsors: Council President Beggs and Council Member Wilkerson)

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

There were no **Final Reading Ordinances**.

There were no **First Reading Ordinances**.

**SPECIAL CONSIDERATIONS**

**City Clerk Report on Initiative 2023-3 Prohibiting Encampments Near Schools, Parks, Playgrounds, and Child Care Facilities. (LGL 2023-0025) (as added during the Briefing Session)**

The City Clerk provided a report on Initiative No. 2023-3 filed by Brian Hansen prohibiting encampments near schools, parks, playgrounds, and child care facilities. No public testimony was allowed/taken on this matter. The following action was taken following Council commentary:

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, **to adopt** the proposed initiative measure; **rejected 2-5**.

As no further action was taken, the City Clerk will transmit the proposed initiative measure to the Hearing Examiner for a formal written opinion.

There were no **Hearings**.

**Cancelation of August 14, 2023, City Council Meeting**

Council held discussion on canceling the August 14, 2023, City Council meeting. The following action was taken:

**Motion** by Council member Zappone, seconded by Council Member Kinnear, **to cancel** the August 14 City Council meeting; **carried 6-1**.

**ADJOURNMENT**

There being no further business to come before the City Council, the meeting adjourned at 5:25 p.m. No Executive Session was held.

Referenced attachments on file in the Office of the City Clerk

**SPECIAL MEETING MINUTES**  
**City of Spokane**  
**City Council Study Session**  
**April 24, 2023**

**Call to Order:** 9:12 a.m.

Recording of the meeting may be viewed here at:

<https://www.youtube.com/@SpokanePublicLibrary1891/stream>

**Attendance:**

Council Members Present: Council President Breean Beggs, Council Members Kinnear, Stratton, Cathcart, Wilkerson (arrived at 10:00 a.m.), Bingle and Zappone

Council Members Absent: None

**Agenda Items:**

1. Spokane Regional Collaborative Community Conversation on Homelessness
  - Presenters:  
Gavin Cooley, Shane Gronholz, Rick Romero, Theresa Sanders, Mandy Champman Semple, and Sarah Schwering
  - Action taken:  
No action taken. Presentation and discussion only.

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 11:01 a.m.

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**MEETING MINUTES**  
**City of Spokane**  
**City Council Study Session**  
**April 27, 2023**

**Call to Order:** 11:02 a.m.

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

Direct link: <https://vimeo.com/82210101>

**Attendance:**

Committee Members Present: Council President Breean Beggs, Council Members Kinnear, Stratton (left at 12:02 p.m.), Cathcart, Wilkerson (left at 11:40 p.m.), Bingle (left at 12:31 p.m.) and Zappone

Committee Members Absent: None

**Agenda Items:**

1. PIT Count Discussion
  - Presenter:  
Daniel Ramos, City of Spokane  
Jenn Cerecedes, City of Spokane
  - Action taken:  
No action taken. Presentation and discussion only.
2. Matrix Study - SPD Vehicles
  - Presenters:  
Rick Giddings, City of Spokane  
Kate Vigneau, Matrix Consulting  
David Branch, Matrix Consulting  
Tim Coxwell, Matrix Consulting



- Action taken:  
No action taken. Presentation and discussion only.
3. Gonzaga Climate Center: Understanding and Addressing Extreme Heat in Spokane - Kaitlan Ducken
- Presenters:  
Brian Henning, Gonzaga University  
Kaitlan Ducken, Gonzaga University  
Ben Brown, Gonzaga University  
Emma Gashi, Gonzaga University  
Emily Phelps, Gonzaga University
  - Action taken:  
No action taken. Presentation and discussion only.

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 12:43 p.m.

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Committee**  
**20 March, 2023**

**I. Called to Order: 1:18 PM PST**Recording of the meeting may be viewed by at <https://vimeo.com/81022476>**Attendance**

Committee Members Present:

Council Member Wilkerson, CM Michael Cathcart, CM Karen Stratton, CM Jonathan Bingle, CM Zack Zappone

Council President Breean Beggs and CM Lori Kinnear are absent.

Staff/Others Present:

Hannahlee Allers, Chris Johnson, David Moss, Jessica Stratton, Terri Stripes, Michelle Murray, Matt Boston, Justin Lundgren, Mike Piccolo, Spencer Gardner, Kim McCollim, Jenn Cerecedes, Shae Blackwell, Jeff Gunn, Candy Davis, Mark Carlos, Kelly Thomas, Johnnie Perkins, Alex Gibilisco. Chris Wright, Abby Martin, Lynden Smithson, Amanda Beck

**Approval of Minutes:**

- Action Taken  
Council Member Zappone moved to approve, Council Member Stratton seconded. Agenda and minutes were approved unanimously.

**Agenda Items**Discussion Items

1. Design Review Board Interview – Kris Hansen (10 mins)
  - No Action Taken, Interviews Only
3. SBO- Housing Navigators ROW Contract – Jennifer Cerecedes (5 mins)
  - Action Taken
4. February Investment Report – Christopher Johnson (10 minutes)
  - No Action Taken, Presentation Only
5. Quarterly Range Changes – Mike Piccolo (15 mins)
  - Action Taken, Council President and Council Member Wilkerson agreed to sponsor this item to move forward
6. Safe Open Spaces Ordinance – Council Member Bingle and Council Member Cathcart (15 mins)
  - Action taken, Council Members Bingle and Cathcart agreed to sponsor this item to move forward.



**7. Business Sustainability Resolution – Council Member Bingle (10 minutes)**

- Action taken, Council Member Bingle and Council Member Cathcart agreed to sponsor this item to move forward

**Consent Items**

1. SMC Accounting Department Name Change – Tonya Wallace
2. Airport Sale of Parcel No. 25335.0206 – Matt Boston
3. Airport Sale of Parcel No. 15365.1101
4. WAPTA Grant Application – Mike McNab

**Executive session**

None.

**IV. Adjournment**

The meeting adjourned at 2:30 PM PST, next meeting will be on the 17<sup>th</sup> of April, 2023 at 1:15 PM PST

# Job Opportunities

**We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.**

## SENIOR CONTINUOUS IMPROVEMENT ANALYST SPN 037 PROMOTIONAL

**DATE OPEN: Monday, May 1, 2023**

**DATE CLOSED: Monday, May 15, 2023**

**SALARY: \$78,112.08 annual salary, payable bi-weekly, to a maximum of \$110,455.20**

**DESCRIPTION:**

Initiates and leads continuous improvement activities and staff development to reduce waste and streamline processes across all City departments.

**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.*

- Develops and implements continuous improvement strategies, tools, methods, and techniques in accordance with Citywide initiatives and strategic goals.
- Coordinates, facilitates, and plans the work of the continuous improvement team to ensure that assigned work is carried out.
- Coaches the team in the selection and application of problem solving methods and techniques. Provides advice on work methods and assists coworkers in identifying the conditions of viable solutions to problems encountered.
- Monitors the status of work conducted by the continuous improvement team, checks on work in progress, and reviews completed work for adherence to the organizational mission.
- Observes needs related to training, resources, and supplies, and relays needs and requests to supervisor.
- Writes software requests for proposals (RFPs) and requests for information, presents RFPs to mayoral cabinet for approval, and leads RFP submission review teams.
- Research new methods and best practices in analytics, performance management, and continuous improvement. Evaluates and provides recommendations on process controls and key performance indicators.
- Advises management on the effect of new processes within new, existing, or future information technology systems. Conducts process workshops with project teams and ensures appropriate participation and support.
- Identifies data sources, gathers data, and solicits feedback and personal insights. Interviews staff, conducts surveys and site visits, and evaluates business process documents.
- Analyzes workflows and processes within and across City functional areas. Maps current states, pinpoints waste and root causes, and sets measurable goals for improvement.
- Develops potential solutions and determines business and technical requirements for process changes. Implements metrics and tools to measure and document project outcomes.
- Gathers, analyzes, translates, and distributes performance measurement data to elected officials, department heads, or the public-facing website. Facilitates regular performance review meetings.
- Coordinates with software vendors on new product implementation and facilitates system testing.
- Analyzes costs and benefits, and actual and potential returns on investment, of continuous improvement projects.

- Prepares and presents trainings and tools to City personnel.
- Builds database queries and exports data for analysis or presentation.
- Writes project charters, including identifying stakeholders, establishing timeframes, and setting benchmarks. Documents process improvements. Prepares and submits related reports.
- Performs related work as required.

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

- *Experience:* Two years in the classification of Continuous Improvement Analyst (SPN 036).

**Licenses and Certifications:**

- Incumbents must possess a valid driver's license, to be maintained throughout employment, or otherwise demonstrate ability to get to and from multiple work locations as required.

**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:**

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

- *Education:* Bachelor's degree in Business Administration, Public Administration, Industrial Engineering, or a related field; **AND**
- *Experience:* Four years of progressively responsible continuous improvement or quality assurance experience.

**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**

Qualified applicants will receive a link to the Senior Continuous Improvement Analyst T&E, via email, prior to 4:00 p.m. Pacific Time on Thursday, May 18, 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, May 23, 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 27th day of April 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

---

**ACCOUNTING CLERK SPN 106**  
OPEN ENTRY

**DATE OPEN: Monday, May 1, 2023**

**DATE CLOSED: Monday, May 15, 2023**

**SALARY: \$41,446.80 annual salary, payable bi-weekly, to a maximum of \$65,124.72**

**DESCRIPTION:**

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

**DUTIES:**

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

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

- Performs periodic or annual inventories of city property, some of which may include traveling offsite to remote locations or working in extreme weather/site conditions.
- Performs related work and tasks as required.

**MINIMUM QUALIFICATIONS:****Open Entry Requirements:**

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

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

**EXAMINATION DETAILS:**

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

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

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

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

**EXAMINATION DETAILS**

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

A link to the Accounting Clerk examination, with instructions, will be emailed prior to 4:00 PM Pacific time on Thursday, May 18, 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 from 4:00 PM Pacific time on Thursday, May 18, 2023, until 4:00 p.m. Pacific time the following Tuesday, May 23, 2023.

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

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

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](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 27th day of April 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**ACCOUNTING CLERK SPN 106**  
**PROMOTIONAL**

**DATE OPEN: Monday, May 1, 2023**

**DATE CLOSED: Monday, May 15, 2023**

**SALARY: \$41,446.80 annual salary, payable bi-weekly, to a maximum of \$65,124.72**

**DESCRIPTION:**

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

**DUTIES:**

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

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

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

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

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

**Note: Current non-probationary City of Spokane employees within the line of progression who meet the open entry requirements may apply on a promotional basis, pursuant to Civil Service Rule VI, Section 5.**

**Open Entry Requirements:**

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

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

**EXAMINATION DETAILS:**

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

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

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

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

**EXAMINATION DETAILS**

**This is an online examination and will be conducted in the Civil Service Test Room (4th floor, City Hall), on Thursday, May 18, 2023 at 2:00 p.m.** The approximate duration of the examination is 2 hours and 15 minutes.

Examinations may include such subjects as:

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

**PROMOTIONAL EVALUATION DETAILS**

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

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

**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 27th day of April 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**ASSISTANT PLANNER I SPN 256**  
**OPEN ENTRY**

**DATE OPEN: Monday, May 1, 2023**

**DATE CLOSED: Monday, May 15, 2023**

**SALARY: \$58,422.24 annual salary, payable bi-weekly, to a maximum of \$82,580.40**

**DESCRIPTION:**

Performs professional work in the areas of urban planning, zoning administration, subdivision administration, and community development.

**DUTIES:**

- Assists in the preparation of comprehensive plan elements, neighborhood specific plans, topical plans and studies, and special planning projects, such as housing needs assessments or transportation studies.
- Assists in research and surveys regarding demographics, economic conditions, land use trends, property values and ownership, housing conditions, infrastructure condition and capacity, and other subjects related to city planning. Will utilize department computer assets, including Geographic Information System technology, to do research and analysis.
- Assists in organizing and facilitating public meetings and workshops for the general public, special interest groups, and City boards, committees, and commissions as a part of the planning process.
- Prepares staff reports for, and participates in, public hearings regarding community development issues.
- Assists in drafting developmental policies and ordinances in furtherance of adopted plans.
- Reviews and analyzes development proposals, including environmental reviews and applications for land use actions and development permits. Comprehensive plan revisions, zoning code amendments, rezones, subdivisions, site-plan reviews, shoreline permits, and similar project activity may be assigned to the employee.
- Supervises and participates in the preparation and maintenance of planning base maps and zoning maps. Designs, organizes and illustrates the text of planning reports. Prepares graphic interpretations of planning principles and objectives.
- Prepares and presents staff reports and recommendations on land use actions and development applications. Records appropriate entries in the computerized property management system.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Open Entry Requirements**

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

- *Education and Experience:* Bachelor's degree from a four-year college or university with a major in city, urban, regional, or environmental planning from a degree program which is accredited by the Planning Accreditation Board (PAB). Applicants enrolled in the final (senior) year of a qualifying program may apply, but candidates must obtain their Bachelor's degree prior to hire.
- *Substitution:* One year of professional planning experience along with possession of a closely related Bachelor's degree may also be qualifying.
- *License:* Applicants must possess a valid driver's license or evidence of equivalent mobility.

**EXAMINATION DETAILS:**

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

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

The examination will consist of an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

**EXAMINATION DETAILS:**

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

A link to the Assistant Planner I examination, with instructions, will be emailed prior to 4:00 PM Pacific time on Thursday, May 18, 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 from 4:00 PM Pacific time on Thursday, May 18, 2023, until 4:00 p.m. Pacific time the following Tuesday, May 23, 2023.



**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Subdivisions
- Zoning
- Planning
- Statistics and Math
- Public Relations
- Professional Conduct

**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 27th day of April 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

**South Gorge Trail Connection  
(A Portion of the Great Gorge Loop Trail)  
Engineering Services File No. 2018097**

This project consists of the construction of an elevated steel structure pathway and concrete slab on grade pathway with concrete cast-in-place retaining walls, pin piles, fiberglass reinforced plastic (FRP) grating, FRP pedestrian railing, lighting, fencing, site restoration, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. May 22, 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 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.

Publish: April 26, May 3, 10, & 17, 2023

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**Thor-Freya Couplet Phase 2  
Engineering Services File No. 2021098**

This project consists of the construction of approximately 4,000 cubic yards of excavation, 1,000 linear feet of storm and sanitary sewer, 15 drainage structures, 300 square yards of sidewalk, 6,000 square yards of 11-inch thick concrete pavement, 3,000 square yards of 1-1/2-inch thick asphalt pavement, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. May 22, 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 2023 Standard Specifications.

Publish: May 3, 10, & 17, 2023

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**2023 Residential Grind & Overlay  
Engineering Services File No. 2023044**

This project consists of the construction of approximately 18,423 square yards of 2-inch thick HMA pavement, 460 square yards of pavement repair, 14,161 square yards of grinding, 477 square yards of sidewalk, 2 new drainage structures and 8 retrofits, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. May 15, 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 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.

Publish: April 26, May 3 & 10, 2023

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**2023 Paving Unpaved Streets  
Engineering Services File No. 2023049**

This project consists of the construction of approximately 1,500 cubic yards of roadway excavation, 7,200 square yards of preparation of untreated roadway, 2,500 linear feet of sawcutting flexible pavement, 7,200 square yards of HMA CL ½ in. 3 inch thick, 21 each cleaning existing drainage structure, 920 square yards of hydroseeding, 50 square yards of cement concrete sidewalk, 155 linear feet of cement concrete curb, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. May 15, 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 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.

Publish: April 26, May 3 & 10, 2023

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR PROPOSALS #5832-23

#### PROPERTY LEASING SERVICES FOR THE INTERMODAL FACILITY

City of Spokane Facilities Department

The City of Spokane is soliciting electronic Proposals for the above titled Request for Proposals.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, MAY 15, 2023**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for changes and/or modifications via email.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

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

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, MAY 15, 2023**. For the link to attend virtually and the number to attend by telephone, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>.

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

Publish: May 3 & 10, 2023