



# Official Gazette

## City of Spokane, Washington

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

Volume 113

JUNE 21, 2023

Issue 25



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### 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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### INSIDE THIS ISSUE

MINUTES	590
ORDINANCES	596
JOB OPPORTUNITIES	605
NOTICES FOR BIDS	618

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# Minutes

**NOTICE****MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, June 12, 2023**

The minutes for the Monday, June 12, 2023, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, June 28, 2023, issue of the *Official Gazette*.

**MINUTES OF SPOKANE CITY COUNCIL****Monday, June 5, 2023****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:35 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 (appearing virtually), 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.

**Current Agenda Review**

The City Council received an overview from staff on the June 5, 2023, Current Agenda items.

Low Bid Regarding Garland Avenue Pathway, Shaw Middle School Project (OPR 2023-0467) (Hillyard Neighborhood) (Council Sponsor: Council Member Kinnear)

**Motion** by Council Member Bingle, seconded by Council Member Wilkerson, **to table indefinitely** the Low Bid for Garland Avenue Pathway, Shaw Middle School project (per staff request, as the project will be re-bid); **carried 7-0**.

Revenue Contract with Fatbeam LLC (OPR 2023-0552) (Council Sponsor: Council President Beggs)

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to defer** the Revenue Contract with Fatbeam LLC to permit Fatbeam to use inner-duct in the City's conduits for a 10-year term effective upon both parties' signature, with a 5-year renewal option to the June 26, 2023, Consent Agenda; **carried 7-0**.

Amendment No. 1 to Loan Agreement with the State of Washington Department of Ecology (OPR 2022-0413) (Council Sponsors: Council President Beggs and Council Member Kinnear)

**Motion** by Council Member Stratton, seconded by Council Member Cathcart, **to suspend** Council Rules to allow the addition of Amendment No. 1 to Loan Agreement with the State of Washington Department of Ecology for 2021—2023 Biennial Stormwater Capacity Grants to tonight's Consent Agenda; **carried 7-0**.

**Motion** by Council Member Bingle, seconded by Council Member Stratton, **to add** Amendment No. 1 to Loan Agreement with the State of Washington Department of Ecology for 2021—2023 Biennial Stormwater Capacity Grants to tonight's Consent Agenda; **carried 7-0**.

Ordinance C35389—Ballot Proposition Regarding the City Council Redistricting Process and Related Resolution 2023-0043 Requesting the Spokane County Auditor to Hold a Special Election (Council Sponsors: Council Members Cathcart and Bingle)

Upon review of First Reading Ordinance C35389 on the June 5 Current Agenda, the following action was taken:

**Motion** by Council Member Cathcart, seconded by Council Member Bingle **to defer** the Final Reading of Ordinance C35389 (submitting a ballot proposition to the voters of the City of Spokane amending the city council redistricting process by adding a new section 62 to Article VII and repealing sections 59 and

60 of the Spokane City Charter) and Resolution 2023-0043 (requesting the Spokane County Auditor to hold a special election in conjunction with the scheduled general election on November 7, 2023) from the June 12, 2023, Legislative Agenda, to the June 26, 2023, Legislative Agenda; **carried 7-0.**

Letter of Support regarding Therapeutic Courts Grant (CPR 2023-0016) (Council Sponsor: Council President Beggs)

**Motion** by Council Member Wilkerson, seconded by Council Member Cathcart, **to suspend** Council Rules to add City Council letter in support of a grant application by the Municipal Court to the Administrative Office of the Courts for funds to continue implementing therapeutic courts and stand up a new drug court to go along with the new drug possession / public use laws to tonight's Legislative Agenda under "Special Considerations;" **carried 7-0.**

**Motion** by Council Member Bingle, seconded by Council Member Wilkerson, **to add** City Council letter in support of a grant application by the Municipal Court to the Administrative Office of the Courts for funds to continue implementing therapeutic courts and stand up a new drug court to go along with the new drug possession / public use laws to tonight's Legislative Agenda under "Special Considerations;" **carried 7-0.**

#### **Action to Approve June 5, 2023, Current Agenda**

Following staff reports and Council inquiry and discussion regarding the June 5, 2023, Current 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 adopt** tonight's (June 5) Agenda, as modified; **carried 7-0.**

#### **Advance Agenda Review**

The City Council received an overview from staff on the June 12, 2023, Advance Agenda items.

Special Budget Ordinance C36393 (Council Sponsors: Council President Beggs and Council Member Kinnear)

**Motion** by Council Member Wilkerson, seconded by Council Member Stratton, **to substitute** Special Budget Ordinance C36393 arising from the need to increase funding to support operations at TRAC with a version circulated earlier in the day (changing \$3,900,000 to \$4,700,000); **carried 6-1.**

(Council Member Zappone left the meeting at 4:56 p.m.)

#### **Action to Approve June 12, 2023, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the June 12, 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 Stratton, **to adopt** the June 12, 2023, Advance Agenda, as modified; **carried 6-0.**

#### **Council Recess/Executive Session**

The City Council adjourned at 5:05 p.m. No Executive Session was held. The City Council reconvened at 6:06 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 (appearing virtually), Stratton, Wilkerson, and Zappone were present.

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

#### **Poetry at the Podium**

Eric Flower presented the poem "I Live in the Clouds."

There were no **Council and Committee Reports.**

**MAYORAL PROCLAMATION**

June 2023 *Pride Month*

Council Member Zappone read the proclamation. Matthew Danielson from Spokane Pride accepted the proclamation and remarked on the event.

The above proclamation is attached to these minutes for reference.

**COUNCIL SALUTATION**

Council President Beggs read a salutation recognizing and saluting the public service of former City Council Member Steve Eugster who recently passed away. Steve's children, Andrew and Annie, were invited to the podium to accept the salutation and provide remarks.

The above salutation is attached to these minutes for reference.

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

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

**ADMINISTRATIVE REPORTS****2022 Annual Report of the Office of Police Ombudsman and Police Ombudsman Commission**

Police Ombudsman Bart Logue, accompanied by Deputy Police Ombudsman Luvimae Omana, presented the Office of the Police Ombudsman 2022 Annual Report, and responded to Council inquiries and commentary. Police Ombudsman Commissioner Luc Jasmin III presented the Office of the Police Ombudsman Commission's 2022 Annual Report and responded to Council inquiries and commentary. The reports can be viewed at the following links:

<https://my.spokanecity.org/opo/documents/annual-reports/>.

<https://my.spokanecity.org/bcc/commissions/ombudsman-commission/>.

**OPEN FORUM**

Council President Beggs provided an overview of the Council Rules on Open Forum. The following individual(s) spoke during the Open Forum:

- Rick Bocook
- Stewart Slinger
- Mary Nguyen
- Sunshine Wigen
- Kevin Vanhook
- Wendy Powell
- Katherine Corrick
- Dave Miller
- Tanya Comstock
- Dennis Flynn
- Monica Tittle
- Cherrie Barnett
- Colleen Simpson
- Will Hulings
- Zach McGuckin

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

Purchase of a John Deere 624P Wheel Loader from Pape Machinery, Inc. (Spokane) for the Water Department using Sourcwell Contract #032119-JDC—\$317,393.98. (OPR 2023-0562) (Council Sponsor: Council Member Stratton)

Public Works Agreement with Johnson Controls Fire Protection, LP (Spokane) to provide upgrades and network loop to the new location of the TSW rack mount in the IT room at Riverside Park Water Reclamation Facility from May 1, 2023 through July 30, 2023—\$149,043.46 (incl. tax). (OPR 2023-0563) (Council Sponsors: Council Members Kinnear and Bingle)

Contract with MHA SpeakOut SpeakUp to subgrant Youth Homelessness Demonstration Project funding for Host Homes—\$138,000. (OPR 2023-0564) (Council Sponsor: Council Member Stratton)

Contract Amendment with GHD, Inc. (Seattle, WA) to develop future infrastructure concept designs and costs associated with the City to provide planning framework and engineering analysis for the wastewater system—\$939,503. (OPR 2021-0656 / ENG 2021081) (Council Sponsor: Council Members Kinnear and Bingle)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through May 19, 2023, total \$8,848,996.73 (Check Nos.: 594450-594614; ACH Nos.: 116327-116564), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$8,338,154.48. (CPR 2023-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through May 26, 2023, total \$11,061,500.46 (Check Nos.: 594615-116921; ACH Nos.: 116565-116921), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$10,660,412.22. (CPR 2023-0002)
- c. Payroll claims of previously approved obligations through May 27, 2023: \$8,807,526.44 (Check Nos.: 567057-568249). (CPR 2023-0003)

City Council Meeting Minutes: May 15, May 22, May 25, and June 1, 2023. (CPR 2023-0013)

Amendment No. 1 to Loan Agreement with the State of Washington Department of Ecology for 2021—2023 Biennial Stormwater Capacity Grants adding funds and extending the expiration date to June 30, 2023—additional \$62,500 Revenue. Total grant revenue: \$132,500. (As added during the 3:30 p.m. Briefing Session) (OPR 2022-0413) (Council Sponsors: Council President Beggs and Council Member Kinnear)

## LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

## RESOLUTIONS

### **Resolution 2023-0041 (Council Sponsors: Council President Beggs and Council Member 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 2023-0041** adding two items to the Plan Commission's 2022/2023 Work Program – General Facilities Charges Review and Shoreline Master Program Code Amendment.

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

## FINAL READING ORDINANCES

**For Council action on Final Reading Ordinance C36387, see section of minutes under Hearings.**

## 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 C35388** Extending and renewing Ordinance C36232, as amended by Ordinance No. C36296, an interim zoning ordinance codified in Chapter 17C.400 SMC establishing interim zoning regulations concerning permitting and encouraging the construction of low-intensity residential buildings in residential zoning districts and multi-family housing in center and corridor zoning districts. (Council Sponsors: Council Members Cathcart and Wilkerson)
- ORD C35389** Submitting a ballot proposition to the voters of the City of Spokane amending the city council redistricting process by adding a new section 62 to Article VII and repealing sections 59 and 60 of the Spokane City Charter. (Council Sponsors: Council Members Cathcart and Bingle)
- ORD C35390** Relating to the building code; amending SMC section 17G.010.030, Expiration of Building Permits. (Council Sponsors: Council Members Cathcart and Bingle)

### SPECIAL CONSIDERATIONS

**Council Letter of Support Regarding Therapeutic Courts Grant (CPR 2023-0016) (as added during the 3:30 p.m. Briefing Session) (Council Sponsor: Council President Beggs)**

After Council commentary, the following action was taken:

**Upon 7-0 Voice Vote**, the City Council **approved** the City Council Letter in support of a grant application by the Municipal Court to the Administrative Office of the Courts for funds to continue implementing therapeutic courts and stand up a new drug court to go along with the new drug possession / public use laws.

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

### HEARINGS

**Final Reading Ordinance C36387 (Council Sponsors: Council President Beggs and Council Member Zappone) (First Reading held on May 22, 2023)**

The City Council held a hearing on Final Reading Ordinance C36387 relating to minimum parking spaces required and bicycle parking. After an overview by Tyler Kimbrell of Planning and Economic Development Services; public testimony; and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36387** relating to minimum parking spaces required and bicycle parking; amending Spokane Municipal Code (SMC) Sections 17C.230.110 and 17C.230.200.

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

### ADJOURNMENT

There being no further business to come before the City Council, the meeting adjourned at 7:40 p.m.

Referenced attachments on file in the Office of the City Clerk.

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**MEETING MINUTES**  
**City of Spokane**  
**City Council Study Session**  
**June 8, 2023**

**Call to Order:** 11:05 a.m.

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

Direct link: <https://vimeo.com/83458643>

**Attendance:**

Committee Members Present: Council President Breean Beggs, Council Members Kinnear, Cathcart, Wilkerson (left at 11:45 a.m.), Zappone and Bingle.

Committee Members Absent: Council Member Stratton

**Agenda Items:**

1. Innovation High School Student Report

- Presenter:  
Soryanna Taylor
- Action taken:  
No action taken. Presentation and discussion only.

2. Homelessness Funding Overview

- Presenter:  
Kim McCollim, City of Spokane  
Jenn Cerecedes, City of Spokane
- Action taken:  
No action taken. Presentation and discussion only.

3. Regional Homeless Collaborative Update

- Presenter:  
Gavin Cooley, Spokane Regional Collaborative  
Rick Romero, Spokane Regional Collaborative  
Theresa Sanders, Spokane Regional Collaborative
- Action taken:  
No action taken. Presentation and discussion only.

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 12:22 p.m.

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# Ordinances

**These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.**

## ORDINANCE NO. C36388

AN ORDINANCE EXTENDING AND RENEWING ORDINANCE C36232, AS AMENDED BY ORDINANCE NO. C36296, AN INTERIM ZONING ORDINANCE CODIFIED IN CHAPTER 17C.400 SMC ESTABLISHING INTERIM ZONING REGULATIONS CONCERNING PERMITTING AND ENCOURAGING THE CONSTRUCTION OF LOW-INTENSITY RESIDENTIAL BUILDINGS IN RESIDENTIAL ZONING DISTRICTS AND MULTI-FAMILY HOUSING IN CENTER AND CORRIDOR ZONING DISTRICTS.

WHEREAS, on July 18, 2022 the City Council adopted Ordinance No. C36232, an interim zoning ordinance, to implement actions specified in RCW 36.70A.600(1), and adopting Chapter 17C.400 SMC to increase residential building capacity; and

WHEREAS, on October 24, 2022 the City Council adopted Ordinance No. C36296, amending SMC 17C.400.010 and 17C.400.030 to clarify requirements for airport overlay zones and the siting of parking facilities in relation to streets and residential structures, and declaring an emergency; and

WHEREAS, Ordinance No. C36232, as amended, is currently effective until July 18, 2023; and

WHEREAS, RCW 36.70A.390 authorizes the City to renew interim zoning ordinances adopted for one or more six-month periods if subsequent public hearings are held and findings of fact are made prior to each renewal; and

WHEREAS, pursuant to RCW 36.70A.390, a work plan was initiated to study the interim zoning ordinance and to provide time for public engagement and refinement of regulations before adopting permanent changes to the comprehensive plan and Title 17C SMC; and

WHEREAS, work is underway to comply with the aforementioned work plan and more time is required to prepare proposed permanent amendments asked for by the work plan and interim zoning ordinance; Now, Therefore,

The City of Spokane does ordain:

Section 1. Findings of Fact. The preambles to Ordinance No. C36232, Ordinance No. C36296, and to this Ordinance are adopted as the City Council's findings of fact in support of the above-mentioned interim zoning regulations and the extension adopted herein.

Section 2. Interim Zoning Ordinance Extension. The interim zoning ordinance, as amended, which is codified in Chapter 17C.400 SMC shall be extended a period of five-months (effective until December 18, 2023), unless amended or cancelled by a new ordinance adopted by the City of Spokane. No other amendments to Chapter 17C.400 SMC are proposed at this time.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

**Passed by City Council June 12, 2023  
Delivered to Mayor June 14, 2023**

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**ORDINANCE NO. C36390**

An ordinance relating to the building code; amending SMC section 17G.010.030, Expiration of Building Permits

Section 17G.010.030 Expiration of Building Permits

- A. Every permit issued by the building services department under the provisions of this code will expire by limitation and become null and void if the work authorized by such permit is not commenced within one hundred eighty days from the date of such permit. Evidence of commencement would be an inspection entry on an issued permit or verification via a physical site visit by ~~((a building department inspector))~~ **the Building Official** or **their** representative. ~~((Before such work can be recommenced, a new permit must be first obtained, and the fee therefore is as provided in SMC 8.02.031(U) so long as no changes have been or will be made in the original plans and specifications for such work. The building official is authorized to grant, in writing, one or more extensions of time for periods not more than one hundred eighty days each. The extension shall be requested in writing and justifiable cause demonstrated and shall be presented to the building official prior to permit expiration.))~~
- B. Issued permits in which work has commenced within one hundred eighty days of issuance are valid for ~~((three hundred sixty-five days))~~ **two calendar years** from issuance date.
- C. Courtesy Notices are sent in the mail to permit holders at least thirty days or more prior to the first expiration date telling the permit holder to call for inspections or request for extensions if additional time is needed. If the permit holder fails to obtain the necessary inspections or request extensions by the permit expiration date, the work will be presumed to be abandoned and the permit will expire by default.3
- D. A permittee holding an unexpired permit may apply for an extension of the time within which he may commence work under that permit when he is unable to commence work within the time required by this section for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period not exceeding one hundred eighty days upon written or verbal request by the permittee identifying the circumstances necessary for the extension request.
- E. In order to renew action on a permit after expiration, the permittee must pay a new permit fee. Guidelines in SMC 8.02.031(U) will be followed.

**Passed by City Council June 12, 2023**

**Delivered to Mayor June 14, 2023**

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**ORDINANCE NO. C36393**

An ordinance 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 in the various funds of the City of Spokane government for the year ending December 31, 2023, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2023 budget Ordinance No. C36345, as above entitled, and which passed the City Council December 12, 2022, it is necessary to make changes in the appropriations of the Real Estate Excise Tax Fund & the Miscellaneous Community Development Grants Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Real Estate Excise Tax Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase appropriation by \$4,700,000.
- A) Of the increased appropriation, \$4,700,000 is provided solely as an operating transfer-out to the Miscellaneous Community Development Grants Fund.

Section 2. That in the budget of the Miscellaneous Community Development Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$4,700,000.
- A) Of the increased revenue, \$4,700,000 is provided solely as an operating transfer-in from the Real Estate Excise Tax Fund.

2) Increase appropriation by \$4,700,000.

A) Of the increased appropriation, \$4,700,000 is provided solely for operational expenditures at TRAC.

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to increase funding to support operations at TRAC, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council June 12, 2023**

**Delivered to Mayor June 14, 2023**

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**ORDINANCE NO. C36395**

An ordinance relating to Spokane Municipal Court, and amending Sections 05A.01.010, 05A.09.010, and 05A.18.020 of the Spokane Municipal Code, and declaring an emergency.

WHEREAS, the City of Spokane is preparing for enforcement of state law regarding public use and possession of illegal drugs and seeks to ensure that the legislature's goal that treatment and rehabilitation for drug users is accomplished; and

WHEREAS, statewide laws relating to the public use and possession of controlled substances have undergone rapid and significant changes including, among other provisions, elevation of some violations of related state and local laws to misdemeanor and gross misdemeanor charges, and encouraging prosecutors to consider diversion and treatment options in lieu of immediate jail sentences; and

WHEREAS, drug courts and other therapeutic courts offer a pathway to recovery that focuses on a treatment model which could ultimately reduce recidivism and rehabilitate individuals; and

WHEREAS, the City has an important governmental interest in protecting the health, safety and lives of its residents and in reducing the community impact of drug possession and drug use; and that under its Article XI section 11 police powers, the City is authorized to act in the interest of public safety and welfare; and

WHEREAS, the Municipal Court has an urgent need to quickly establish a Misdemeanor Drug Court in order to manage the new drug possession and public use laws established by the Legislature; and

WHEREAS, the City Council finds that an urgency and emergency exists such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions.

**NOW, THEREFORE**, the City of Spokane does ordain:

**Section 1.** Section 05A.01.010 of the Spokane Municipal Code is amended as follows:

**Section 05A.01.010 Court Established Pursuant to Chapter 3.50 RCW**

The municipal court of the City of Spokane ("municipal court") is hereby created, and shall have jurisdiction and exercise all powers vested in the municipal court by chapter 3.50 RCW, together with such other powers and jurisdiction generally conferred on such courts in Washington, either by common law or statute. One purpose of the municipal court is to protect community members from criminal recidivism from those charged with crimes by providing accountability and services to defendants informed by their criminogenic needs, responsivity and threats consistent with due process and overall goals of rehabilitation and crime reduction. The municipal court shall commence operation on January 1, 2009.

**Section 2.** Section 05A.18.020 of the Spokane Municipal Code is amended as follows:

**Section 05A.18.020 Therapeutic Courts Established**

1. Pursuant to, and as authorized by, RCW 2.30.030, the Court's previous establishment of a Community Court as a program within the Municipal Court is hereby codified as presently constituted, including a docket separate from other criminal matters, operating in accordance with the policies and procedures established by the community court core team as defined by associated Court's Policies and Procedure Manual and endorsed by the Center for Court Innovation.
2. Pursuant to, and as authorized by, RCW 2.30.030, the Court's previous establishment of a Veterans Court as a program within the Municipal Court is hereby codified as presently constituted, including a docket separate from

other criminal matters, operating in accordance with the policies and procedures established by the Veterans Court Core Team as defined by associated Court's Policies and Procedure Manual and endorsed by the Center for Court Innovation.

3. Pursuant to, and as authorized by, RCW 2.30.030, the Court's previous establishment of a DUI Court as a program within the Municipal Court is hereby codified as presently constituted, including a docket separate from other criminal matters, operating in accordance with the policies and procedures established by the DUI Court core team as defined by associated Court's Policies and Procedure Manual and endorsed by the Washington Traffic Safety Commission.
4. Pursuant to, and as authorized by, RCW 2.30.030, the Court's previous establishment of a Domestic Violence Intervention Treatment Court is hereby codified as presently constituted, including a docket separate from other criminal matters, operating in accordance with the policies and procedures established by the DVIT Team as defined by associated Court's Policies and Procedure Manual and endorsed by the Center for Court Innovation.
5. Pursuant to, and as authorized by, RCW 2.30.030, the Municipal Court is authorized to administer a Misdemeanor Drug Court, including a docket separate from other criminal matters, operating in accordance with the policies and procedures established by the Misdemeanor Drug Court Core Team as defined by associated Court's Policies and Procedure Manual and endorsed by industry best practices.

**Section 3. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

**Section 4.** Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Section 5. Emergency Clause.** The City Council declares that an urgency and emergency exists and this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately under Section 19 of the City Charter, upon the affirmative vote of one more than a majority of the City Council.

**Passed by City Council June 12, 2023**  
**Delivered to Mayor June 14, 2023**

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#### ORDINANCE NO. C36397

An ordinance relating to Office of Police Ombudsman Commission; amending Section 04.32.030 of the Spokane Municipal Code concerning the Office of Police Ombudsman; and declaring an emergency.

WHEREAS, in 2013 the citizens of Spokane overwhelmingly approved amendment of the Spokane City Charter to create the Office of Police Ombudsman (OPO) and the Office of Police Ombudsman Commission (Commission); and

WHEREAS, consistent with the Spokane City Charter Section 129 and the will of the citizens of Spokane; commencing in 2014 the Spokane City Council adopted SMC 04.32 to further define the powers, duties, and other aspects of the OPO and the Commission, which ordinances have been amended from time to time, most recently in 2019; and

WHEREAS, the current municipal code provision limiting the OPO's ability to conduct investigations into matters involving the chief of police is not consistent with the broad scope of investigative authority granted to the OPO under Section 129 the Spokane City Charter that was overwhelmingly approved by voters in 2013, and further creates a lack of clarity with respect to many investigations by the OPO; and

WHEREAS, the absence of mayoral action in response to previous OPO reporting underscores the need to amend the municipal code provisions to ensure the goals of full confidence and accountability in police leadership, as set forth in the City Charter, are fulfilled; and

WHEREAS, nothing in current or proposed changes to the Municipal Code interferes with the Mayor's powers under the Charter to investigate her employees and department heads; and

WHEREAS, the current discrepancy between the City Charter and the Municipal Code creates an untenable situation that jeopardizes the City and must be promptly remedied; and

WHEREAS, the City Council finds that an urgency and emergency exists such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions.

**NOW, THEREFORE,** the City of Spokane does ordain:

**Section 1.** That Section 04.32.030 of the Spokane Municipal Code is amended as follows:

**Section 04.32.030 Functions and Duties**

The functions and duties of the OPO are as follows:

- A. The OPO will actively monitor all police department OPO Involved Investigations as provided herein.
- B. The OPO may receive complaints from any complaining party, including, without limitation, citizens or employees of the police department. The OPO may conduct a preliminary investigation regarding the complaint for the purpose of determining whether to forward the complaint to IA. The preliminary investigation shall include, as appropriate, interviewing the complainant and interviewing any other person who the complainant asserts was subject to the improper use of force or improper/inappropriate interaction with an officer. If after this interview(s) the OPO is unable to determine whether the matter should be forwarded to IA, the OPO may conduct such additional interviews as are reasonably necessary to determine whether to forward the case to IA. If a complainant or witness refuses to have his or her interview recorded, he or she shall be asked to write out his or her complaint. All interviews will be conducted by the OPO. In the event the OPO is unavailable to conduct the initial interview, the complainant will be asked to prepare a written statement or taped oral narrative concerning the matter, allowing the OPO to subsequently determine whether an actual interview should be conducted. Officers will not be interviewed as part of the preliminary investigation, unless the complainant is an officer. If the complainant is an officer, the OPO may request an interview from the complainant officer as part of the preliminary investigation.

If the OPO determines that the complaint should not be forwarded to IA, the OPO may publish a closing report, which states the allegations of the complaint and the basis for the OPO's determination that the complaint did not need to be forwarded to IA. Neither this closing report nor the preliminary investigation shall be used for discipline; the closing report and any part of the preliminary investigation that is released shall not reveal the names of the officers involved. For each complaint where the OPO determines that the complaint does not need to be forwarded to IA, the OPO shall forward to IA its determination as well as the name of any complainant and/or witnesses and the details of the alleged complaint.

If the OPO determines that the complaint should be forwarded to IA, the OPO will forward the complaint and any preliminary investigation to IA within three business days for processing and, when appropriate, investigation. The OPO will not act upon complaints concerning events that occurred more than one year prior to the filing of a complaint. The OPO will not conduct separate disciplinary investigations, but may participate in all OPO Involved Investigation interviews and request that further investigation be conducted by IA as provided herein.

- C. In addition to complaints received by the OPO, IA will provide copies of all other OPO Involved Investigation complaints to the OPO within three business days. Once the case is closed, the OPO will return all case file materials to IA for retention consistent with the police department's record retention policy but will have subsequent access to closed cases.
- D. The OPO will have the opportunity to make a recommendation for mediation to the chief of police prior to investigation. In the event the department, the complainant, and the officer all agree to mediation, that process will be utilized rather than sending the matter on for investigation. Assuming the officer participates in good faith during the mediation process, the officer will not be subject to discipline, and no disciplinary finding will be entered against the officer. Good faith means that the officer listens to all information presented and considers the issues raised by the complainant, and acts and responds appropriately. Agreement with either the complainant or the mediator is not a requirement of good faith. In the event an agreement to mediate is reached and the complainant thereafter refuses to participate, the officer will be considered to have participated in good faith.
- E. Once any complaint is received by IA, including those forwarded to IA from the OPO, it shall be submitted to the chain of command for review per existing police department policy. When either the chief or his or her designee determines that the allegations warrant investigation, such investigation shall be approved, and IA will initiate the investigative process. The OPO will participate in that investigation process for OPO Involved Investigations as follows:
  1. Internal affairs will notify the OPO of all administrative interviews on all OPO Involved Investigations. The OPO may attend and observe interviews in person or by telephone and will be given the opportunity to ask questions

during the interview and after the completion of questioning by the department. The OPO will not participate in criminal investigations of department employees, but will be notified when the criminal investigation is concluded.

2. Upon completion of OPO Involved Investigations, IA will forward a complete copy of the case file to the OPO for review. The OPO will review the case file and determine whether the investigation was timely, thorough and objective.
- F. As a part of the review process, the OPO may conclude that further investigation is needed on issues deemed material to the outcome. The OPO will notify IA of the suggested further investigation. The OPO's suggestions and rationale for further investigation will be provided to IA in writing. The OPO and assigned investigator(s) will discuss the suggested further investigation and attempt to reach an agreement. If there is no agreement between the assigned investigator(s) and the OPO regarding the necessity, practicality, or materiality of the requested further investigation, the OPO will notify the chief (or designee) in writing of the OPO's suggestions and rationale for further investigation. The chief (or designee) will determine whether further investigation will be undertaken by IA. The chief (or designee) will provide his or her determination to the OPO in writing.

If the OPO is not satisfied with the determination of the chief, the OPO's request for further investigation may be presented to the commission, whose decision will be final. The decision of the commission will be based upon the OPO's written request and the chief's (or designee's) written response. Once the matter has been referred to and resolved by the commission, the IA investigation will be completed consistent with the determination by the commission on the OPO's request. After providing IA a reasonable opportunity to complete the further investigation, if the commission determines and specifically describes in writing how the IA investigation was not completed consistent with the commission's decision, the commission may again direct IA to complete the further investigation in the OPO's request, or the commission may publish a report stating what further investigation in the OPO's request the commission believes was not completed by IA. If the OPO has not yet made a certification decision, a certification decision shall be made by the OPO. In addition to its report, the commission may direct the OPO or a third-party investigator to complete the further investigation requested by the OPO; however, no such investigation may commence until the Chief has made a final, written discipline determination in the matter. If the commission contracts for a third-party investigation, it shall be conducted by someone with knowledge and experience in conducting a fair and objective law-enforcement investigation and who has no conflict of interest. The OPO or third-party investigator may request, but not require, participation by police officers in the investigation. Once the OPO or third-party investigator has completed the OPO requested investigation, the Commission may publish a report of the results of the investigation of the OPO or third-party investigation, so long as the report does not identify specific members of the department and does not in any way comment on officer discipline (or lack thereof). The further investigation and/or the commission's report may not be used by the City as a basis to open or re-open complaints against any bargaining unit employees, including those assigned to IA, or to reconsider any decision(s) previously made concerning discipline. No discipline of bargaining unit employees may result from the OPO or third-party investigation.

After completion of the further investigation by IA, or the conclusion, by IA or the commission, that no further investigation by IA will be undertaken, the OPO will then certify whether or not, in the opinion of the OPO, the internal investigation was timely, thorough and objective. This determination will be made within five business days. Once the certification determination is made, the OPO will not be involved further in the disciplinary process in that case.

- G. The OPO will be notified if the Chief or designee determines that any complaint that meets the definition of an OPO Involved Investigation will not be investigated by IA. If the OPO believes that an investigation should be completed, the OPO shall notify the Chief or designee in writing. The OPO and Chief or designee will discuss the OPO's request for investigation and attempt to reach an agreement. The Chief will provide a written response to the OPO's request within fourteen days. If there is no agreement between the Chief or designee and the OPO regarding the investigation, the commission will decide whether the investigation requested by the OPO will be undertaken by IA, as provided in section (E). The decision of the commission will be based upon the OPO's written request and the Chief's (or designee's) written response. After providing IA a reasonable opportunity to undertake the investigation, if the commission determines and specifically describes in writing how IA failed to undertake an investigation consistent with the commission's decision, the commission may again direct IA to undertake an investigation, or the commission may direct the OPO to conduct an independent investigation into the complaint that meets the definition of an OPO Involved Investigation that the Chief determined would not be investigated by IA. The OPO may request, but not require, participation by police officers in the investigation. The OPO may publish a report of the results of the investigation, so long as the report does not identify specific members of the department and does not in any way comment on officer discipline (or lack thereof). Any released investigation will not identify specific members of the department. The OPO's investigation and/or report may not be used by the City as a basis to open complaints against any bargaining unit employee(s), including those assigned to IA, or to reconsider any decision(s) previously made concerning discipline. No discipline of bargaining unit employees may result from the OPO investigation.
- H. All disciplinary decisions will be made by the chief (or designee). The OPO shall not have a role in any disciplinary matter.

- I. The OPO will be provided a copy of any letter or other notification to an officer informing the officer of actual discipline imposed as a result of an internal affairs investigation, or any notice of finding in the event that the complaint is not sustained.
- J. The OPO will be notified by IA within five business days of case closure of all OPO Involved Investigations. The OPO, in addition to the department's written notice of finding letter to the complainant, may send a closing letter to the complainant. The letter may summarize the case findings.
- K. Any complaining party who is not satisfied with the findings of the department concerning their complaint may contact the office of police ombudsman to discuss the matter further. However, unless persuasive and probative new information is provided, the investigation will remain closed. In accordance with established arbitral case law, employees may not be disciplined twice for the same incident. In the event the investigation is re-opened and discipline imposed, the appropriate burden of establishing compliance with this section rests with the City in any subsequent challenge to the discipline.
- L. Once the OPO has made a certification decision and the chief has made a final determination on the case, the OPO shall publish a closing report that summarizes the complaint, the OPO Involved Investigation, and the findings. The closing report will not disclose the names of officers or witnesses. The OPO's closing report shall not be used in disciplinary proceedings of bargaining unit employees.
- M. In addition to the investigative process, the OPO will have unimpeded access to all complaint and investigative files from OPO Involved Investigations for auditing and reporting purposes. The OPO shall not retain investigative files beyond one year and will return the same to Internal Affairs for safekeeping. At all times and including, without limitation, issuing written reports, the OPO will not release the name(s) of employees or other individuals involved in incidents or investigations nor any other personally identifying information. The OPO may make statistical observations regarding the disciplinary results of sustained internal investigations, but shall not take issue with discipline imposed by the chief of police in specific cases.
- N. The OPO may recommend policies and procedures for the review and/or audit of the complaint resolution process and review and recommend changes in departmental policies to improve the quality of police investigations and practices, including the IA investigation process. The OPO may independently investigate any non-disciplinary matter necessary to enable the OPO to issue policy and procedure recommendations. The OPO may publish a policy and procedure report that identifies the OPO's recommended policy and procedure changes. The OPO's recommendations will be related to departmental procedure, policies, training, or related issues. The OPO will not make recommendations concerning discipline for specific cases or officers. If required by law, the City will engage in collective bargaining prior to adopting any such recommendations.
- O. The OPO shall not have access to legally privileged documents held by the city attorney or attorney-client communications held by the city attorney's clients. The OPO shall not disclose confidential records and shall be subject to the same penalties as the legal custodian of the records for any unlawful or unauthorized disclosure.
- P. The police ombudsman may propose rules and procedures required for the discharge of the police ombudsman's duties, including policies and procedures for receiving and processing complaints, monitoring investigations, and reporting findings, conclusions and recommendations to the commission. The OPO's rules and procedures must be consistent with state law and the collective bargaining agreement between the city and police guild. The OPO may not levy any fees for the handling of complaints or any other duties identified in this chapter.
- Q. ~~((Complaints regarding the chief of police shall be directed to the mayor and investigated by the city's human resources department.))~~ Complaints against the ombudsman shall be directed to and investigated by the commission, with the assistance of the City's human resources department. Out of interests in comity, the OPO shall strive to let other entities perform any investigation of the Chief of Police.

**Section 2.** Upon approval by the city attorney, the city clerk or the code reviser are authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Section 3.** Emergency Clause. The City Council declares that an urgency and emergency exists such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately under Section 19 of the City Charter, upon the affirmative vote of one more than a majority of the City Council.

**Passed by City Council June 12, 2023**  
**Delivered to Mayor June 14, 2023**

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**ORDINANCE NO. C36398**

An ordinance establishing the Spokane Opioid Abatement Council and defining its composition, powers and duties; adopting a new chapter 04.39 to Title 04 of the Spokane Municipal Code; and declaring an emergency.

WHEREAS, as part of a class action settlement of opioid related claims, the City of Spokane is a Participating Local Government pursuant to the One Washington Memorandum of Understanding (hereafter the "WA MOU") with municipalities and counties within the State of Washington; and

WHEREAS, local jurisdictions in Spokane County, including the City of Spokane, Spokane County, the City of Cheney, the City of Spokane Valley, and the City of Liberty Lake are all "Participating Local Governments" pursuant to the WA MOU (hereinafter collectively referred to as "Participating Local Governments"); and

WHEREAS, all of Participating Local Governments are also participants in the "Allocation Agreement Governing the Allocation of Funds Paid by the Settling Opioid Distributors in Washington State" (hereafter "Allocation Agreement"); which funds from the settlement have been distributed directly to the Participating Local Governments commencing in 2022; and

WHEREAS, the Participating Local Governments further anticipate receipt of additional funds resulting from settlements with opioid pharmaceutical supply chain participants pursuant to the WA MOU (collectively referred to herein as "Opioid Funds") as well as future settlements as defined in the One WA MOU; and

WHEREAS, it is expected that the City of Spokane and Participating Local Governments will receive Opioid Funds until at least the year 2038; and

WHEREAS, the terms of the WA MOU and Allocation Agreement, and related documents, require the Participating Local Governments to establish, together or independently, local opioid abatement council(s) to ensure that Opioid Funds are expended in the manner provided for in the WA MOU and Allocation Agreement, and related documents; and

WHEREAS, pursuant to the One WA MOU and Allocation Agreement, local opioid abatement councils must be comprised of individuals with experience pertaining opioid treatment, prevention and/or training; and

WHEREAS, the City of Spokane desires to establish its own opioid abatement council to oversee expenditures of its Opioid Funds, and further desires its opioid abatement council to collaborate with other similar opioid abatement councils in Spokane County and Eastern Washington to share administrative and programming costs, where appropriate, but to maintain the autonomy of the City of Spokane with respect to its Opioid Funds allocation; and

WHEREAS, given the timelines set forth in the One WA MOU, which requires the establishment of an OAC before receipt of Opioid Funds, the City Council finds that an urgency and emergency exists such that this ordinance is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions.

**NOW, THEREFORE,** the City of Spokane does ordain:

**Section 1.** There is enacted a new chapter 04.39 to Title 04 of the Spokane Municipal Code to read as follows:

Chapter 04.39 Opioid Abatement Council

- 04.39.010 Establishment and Purpose
- 04.39.020 Definitions
- 04.39.030 Membership
- 04.39.040 Officers
- 04.39.050 Administration and Support
- 04.39.060 Interlocal Agreements

04.39.010 Establishment and Purpose.

There is created the Spokane Opioid Abatement Council (SOAC) to oversee expenditures of Opioid Funds received by the City of Spokane from opioid litigation consistent with the terms and conditions set forth in the applicable settlement documents, including specifically the following oversight functions:

- A. To identify potential vendors and programs eligible for funding under the Settlement Agreements;
- B. To recommend to the city council and the Mayor the development and funding of opioid treatment, prevention and training programs to serve the City of Spokane consistent with the Settlement Agreements;



- C. With city council approval, to contract with vendors and program providers to provide opioid treatment, prevention and training programs in the City of Spokane;
- D. To report annually to the Mayor and the City Council on all expenditures of Opioid Funds;
- E. To recommend to the city council and the mayor opportunities for pooling of settlement funds with other participating jurisdictions to maximize the effectiveness and efficiency of regional opioid treatment, prevention and training opportunities; and
- F. To enjoy such powers, and to perform such other functions, as are generally assigned to opioid abatement councils established pursuant to the Settlement Documents.

#### 04.39.020 Definitions

- A. "Allocation Agreement" refers to that "Allocation Agreement Governing the Allocation of Funds Paid by the Settling Opioid Distributors in Washington State" executed by the City of Spokane on or about September 2, 2022
- B. "One WA MOU" refers to that One WA Memorandum of Understanding executed by the City of Spokane on or about March 30, 2022.
- C. "Opioid Funds" refers to all funds payable to the City of Spokane under the Settlement Documents.
- D. "Participating Local Governments" refers to those jurisdictions in Eastern Washington that are signatories to the Settlement Documents, including, but not limited to, Spokane County, Stevens County, the City of Cheney, the City of Spokane Valley, and the City of Liberty Lake.
- E. "Regional Councils" refers to other opioid abatement councils established pursuant to the Settlement Documents.
- F. "Settlement Documents" refers to collectively the One WA MOU, the Allocation Agreement, and all such other opioid settlement agreements or instruments to which the City is a party and which govern use of the Opioid Funds.
- G. "SOAC" refers to the Spokane Opioid Abatement Council established pursuant to this title.

#### 04.39.030 Membership and Meetings.

- A. Membership. The SOAC shall consist of five (5) members, appointed by the Mayor with the approval of the city council. At least three members must be employed in the behavioral health and/or addiction field and residents of the City of Spokane. Two members may be nonresidents of the City of Spokane so long as each has recognized expertise in opioid treatment, prevention and/or training.
- B. Terms. Members of the SOAC shall be appointed to five (5) year terms, and may be renewed for up to two (2) successive terms. No member shall serve more than three terms.
- C. Compensation. Members of the SOAC shall serve without compensation, but may be reimbursed for reasonable expenses incurred in the course of business on behalf of the SOAC, including travel expenses.
- D. Frequency of Meetings. The SOAC shall meet no fewer than four times in any calendar year, and shall meet more frequently as may be necessary to complete its functions under the Settlement Documents and this title.

#### 04.39.040 Officers.

The mayor, with the approval of the city council, designates the first chair from among the members of SOAC. Thereafter, the SOAC shall determine and select the officers consistent with its adopted rules and bylaws.

#### 04.39.050 Administration and Support

- A. Annual Administrative Allocation. The city council shall annually allocate a portion of the City's Opioid Funds, in an amount not to exceed ten percent (10%) of the total Opioid Funds received in a calendar year, toward the administration and annual support of the SOAC, which funds may be pooled with Opioid Funds from other Participating Local Governments as is necessary to provide those administrative functions necessary to meet their common obligations under the Settlement Documents.
- B. Use of Remaining Opioid Funds. The balance of Opioid Funds remaining after the allocations pursuant to subsection 04.39.050.A shall be used only toward direct support of programs for opioid treatment, prevention and/or training, as approved by the city council.

- C. City Support. The City's Department of Community, Housing and Human Services shall provide additional technical, personnel and administrative support as is reasonably necessary to enable the SOAC to perform its duties under this chapter

04.39.060 Interlocal Agreements.

With city council approval, the SOAC may enter into interlocal agreements and/or memorandums of understanding regarding the subject matter of the One WA MOU or to share administrative or overhead expenses with opioid abatement councils established by Local Participating Governments, consistent with any limitations on the use of Opioid Funds set forth in the Settlement Documents.

**Section 2.** The City Council declares that an urgency and emergency exists as to this ordinance such that it is needed for the immediate preservation of the public peace, health, or safety, and/or for the immediate support of City government and its existing public institutions, and that because of such need, this ordinance shall be effective immediately under Section 19 of the City Charter, upon the affirmative vote of one more than a majority of the City Council.

**Passed by City Council June 12, 2023**

**Delivered to Mayor June 14, 2023**

# 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.**

## AMENDMENT

## AMENDMENT

## AMENDMENT

### SENIOR HUMAN RESOURCES ANALYST

SPN 042

(Announcement of 05/29/2023)

The above titled announcement is hereby amended to read:

**Closing Date: June 26, 2023, at 4:00PM PST.**

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, 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 a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

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

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

**EXAMINATION DETAILS:**

You will receive a link to the Senior Human Resources Analyst T&E via email, prior to 4:00 p.m. Pacific Time on the start dates, and will expire at 4:00 p.m. on the due dates as listed below. 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, May 29, 2023 and Monday, June 12, 2023 will test Thursday, June 15, 2023 through Tuesday, June 20, 2023
- Applicants who apply and meet the minimum qualifications between Tuesday June 13, 2023 and Monday, June 26, 2023 will test Thursday, June 29, 2023 through Wednesday, July 5, 2023

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. As a Fair Chance employer, City of Spokane does not conduct initial background screening for non-public safety positions.

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**CASH ACCOUNTING CLERK II SPN 102**  
**PROMOTIONAL**

**DATE OPEN:** Monday, June 19, 2023

**DATE CLOSED:** Monday, July 03, 2023

**SALARY:** \$47,342.40 annual salary, payable bi-weekly, to a maximum of \$64,519.20

**DESCRIPTION:**

Performs cashier, and supervisory work in the receipt and disbursement of money.

**DUTIES:**

- Functions as head cashier: Supervises and participates in the receipt of money from the public, calculates change and issues receipts, and cashes warrants and other authorized negotiables.
- Reviews the daily cash receipts of subordinates: Balances receipts, reconciles daily cash receipts and disbursements, and prepares trial balance on daily cash flow for utilities, LID's, and miscellaneous receipts.
- May prepare monthly and yearly reports.
- Supervises and assists with handling the daily payments which are received by mail. Supervises bank deposits, balances the accounts, and replenishes cash fund.
- Determines procedures to be followed in a cashier's cage or scale house. Hires and trains subordinates on procedures, and counsels on problems they encounter.
- May prepare schedules for up to two shifts per day, 7 days per week and may verify timecards of subordinate staff.
- Provides general or technical information for public requests.
- Operates a cash register, calculator, OCR, encoder, computer and other office machines. May be required to drive a city vehicle to multiple sites.
- 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:* Completion of the probationary period with the City in the classification of Cash Accounting Clerk I or a similar classification in which the receiving and handling of currency and checks is involved.
- *License:* Possession of a valid driver's license.

**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 and a performance evaluation (PAR), with weights assigned as follows:

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

**EXAMINATION DETAILS:**Morning Testing Session

- Location: Civil Service Test Room, 4th Floor - City Hall, 808 W Spokane Falls Blvd.
- Date: Thursday, July 6, 2023
- Time: 10:00 a.m.

Afternoon Testing Session

- Location: Waste to Energy Facility, WTE Classroom, 2900 S Geiger Blvd.
- Date: Thursday, July 6, 2023
- Time: 2:00 p.m.

The approximate duration of the test is 1 hour 40 minutes. The written test may include such subjects as:

- Attention to Detail
- Business Mathematics
- Computer Skills
- Interpersonal Skills
- Records & Internal Controls
- Supervision & Training

**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

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 15th day of June 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**SYSTEMS ADMINISTRATOR I SPN 140**  
OPEN ENTRY

**DATE OPEN:** Monday, June 19, 2023

**DATE CLOSED:** Monday, July 3, 2023

**SALARY:** \$64,268.64 annual salary, payable bi-weekly, to a maximum of \$91,036.80

**DESCRIPTION:**

*Do you have a passion for information technology (IT)? Do you have initiative, independent judgement and the ability to troubleshoot and mitigate threats? Are you experienced in enterprise programs and systems, such as Security and Data Network and/or Storage Area network Systems? Do you have the skills to monitor, manage, and review logs for data security and access?*

*If so, a career as a Systems Administrator with City of Spokane's Innovation and Technology Services Division (ITSD) maybe the perfect job for you! The candidate selected for either of these positions will be joining a team that values its diverse staff and prides itself on collaboration, professionalism and innovation. An ideal candidate has great communication skills and experience working on maintaining and safeguarding internal information systems and databases.*

*This position offers guaranteed pay increases annually and opportunities for advancement. As a City of Spokane employee, you will also be part of an excellent work environment with a rewarding compensation plan, including medical, dental, pension and 457 plan.*

*A career with the City of Spokane is more than a pathway to success. It is all of us, helping to build a better community, every day. If you find yourself wanting to pursue a career with the City of Spokane, then we encourage you to apply today!*

#### **DUTIES:**

- Configures, installs, upgrades and administers various components and/or segments of the City's information system network based on established standards; analyzes, monitors, troubleshoots and resolves routine system performance, integrity, security, availability and other issues/problems.
- Schedules and performs routine secure file transfers for daily processing and printing of various jobs; maintains tape library, backup infrastructure and related data center operations.
- Monitors disk space and server logs; analyzes system performance; installs and maintains high-availability clusters; recommends and implements optimizing technologies to enhance system performance.
- Installs upgrades, patches and configuration changes to operating system and other network software.
- Develops, tests, and implements routine scripts to automate common functions or system operations.
- Investigates storage, data retention and duplication issues; responds to requests for additional storage.
- Performs threat and vulnerability assessments and provides subject matter expertise on appropriate threat mitigation approaches.
- Monitors, evaluates, and assists with the maintenance of assigned security systems in accordance with industry best practices to safeguard internal information systems and databases.
- Provides professional technical support for users regarding routine network-related issues; resolves technical problems; communicates with department managers and staff regarding technology issues; develops recommendations for selection, acquisition, deployment and upgrading of network-related technology tools as assigned.
- Administers assigned segments of enterprise programs and systems; monitors system activities and protocols for data security and access; performs backup and recovery operations and capacity planning for a specific data system.
- Participates on less complex systems and network development, enhancement, and integration projects; develops hardware configurations and specifications; communicates with vendors and contractors to research products and services; performs cost/benefit analyses; participates in project budget development.
- Communicates assigned information technology activities with other departments and divisions as needed; participates in the implementation of new information systems for new and/or refurbished City buildings.
- Maintains documentation, procedures and training related to areas of assignment.
- Attends and participates in meetings; serves on committees and task forces; continuously communicates with supervisor regarding the status of assignments and projects.
- May perform applications programming and software development as an ancillary duty.
- Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

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

#### **Open Entry Requirements**

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

*An equivalent combination of education, training and experience may also be qualifying.*

- **Education:** A Bachelor's degree from an accredited four-year college or university with major coursework in computer science, information systems or a related field; **AND**
- **Experience:** One year of professional information technology experience that emphasized the planning and delivery of desktop support services or maintenance and administration of a centralized computer network/system.

**Note:** Depending upon area of assignment, may require experience with specific equipment and/or mainframe operating systems as specified by the examination announcement.

**EXAMINATION DETAILS:**

Candidates must meet the minimum qualifications and pass the examination for this position, to be eligible for hire. The examination will consist of a Training and Experience (T&E) evaluation, with scoring weight assigned as follows:

- T&E: 100%

**TRAINING AND EXPERIENCE EVALUATION DETAILS**

The Training and Experience examination with instructions will be emailed out via a link from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)) prior to 4:00 p.m. Pacific Time on the start dates and will expire at 4:00 p.m. on the due dates as listed below.

- Applicants who applied and meet the minimum qualifications by Monday, July 3, 2023 will receive the test link Thursday, July 6, 2023 which will be available through Tuesday, July 11, 2023.

**Note:**

- 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.

**We encourage you to apply immediately. Online applications must be completed and submitted before 4:00 p.m. on the closing date.**

**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 13th day of June 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**ENGINEERING TECHNICIAN II – FIELD SPN 202**  
OPEN ENTRY

**DATE OPEN:** Monday, June 19, 2023

**DATE CLOSED:** Monday, July 03, 2023

**SALARY:** \$45,330.48 annual salary, payable bi-weekly, to a maximum of \$71,012.88

**DESCRIPTION:**

Performs technical engineering or planning work in the field (Survey) or office (CAD), involving the application of acquired technical skills.

Note: This application is for Engineering Technician II - **Field** only.

**DUTIES:**

- Assigned as a Surveyor's Assistant on a survey crew.
- Uses various surveying instruments to measure angles and curves.

- Sets lines, grades, and elevations; prepares field notes; computes grades, distances, and curves; downloads field books; extracts alignments and coordinates from AutoCAD; reduces cross section notes; plots profiles and maps; and assumes the role and carries out the duties that are assigned to the party chief in their absence.
- May be assigned to perform routine drafting work, inspect minor public works construction, or assist in the field office.
- Operates a computer, calculator, automobile, plotter, drafting equipment, and various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Assists in driving hubs and stakes, utilizing sledge hammer, pick and shovel.

#### MINIMUM QUALIFICATIONS:

##### Open Entry Requirements:

(Must be met at time of application.)

- *Education:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting; **AND**
- *Experience:* At least one year of experience in running various survey instruments to measure angles and curves, set lines, grades, and elevations. Additional experience may substitute for the education requirement on a year for year basis
- *License:* All applicants must possess a valid driver's license.

**Procedural Note: Examination announcements will specify assignment (FIELD or OFFICE) in which vacancy exists, and only those on the eligible list examined for that assignment will be certified.**

#### 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 and a performance test, with weights assigned as follows:

- Multiple-choice Test 100%
- Performance Test Pass/Fail

#### MULTIPLE-CHOICE DETAILS

Multiple-choice testing will be conducted during the week of July 10, 2023. The testing location and time is to be determined by number of applicants. The approximate duration of the test is 2 1/2 hours. The test may include such subjects as:

- Mathematics
- Technical Competence
- Surveying

#### PERFORMANCE TEST DETAILS

Performance testing will be conducted during the week of July 10, 2023. The testing location and time is to be determined by number of applicants. The approximate duration of the test is 45 minutes.

#### 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 15th day of June 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner



**ENGINEERING TECHNICIAN II – OFFICE SPN 202**  
**OPEN ENTRY**

**DATE OPEN: Monday, June 19, 2023****DATE CLOSED: Monday, July 03, 2023****SALARY: \$45,330.48 annual salary, payable bi-weekly, to a maximum of \$71,012.88****DESCRIPTION:**

Performs technical engineering or planning work in the field (Survey) or office (CAD), involving the application of acquired technical skills.

Note: This application is for Engineering Technician II - **Office** only.

**DUTIES:**

- Draws preliminary plans for street, alley, sewer, and water service improvements from field notes. Computes areas, grades, and quantities; and assists with field checks of platted information.
- Produces diagrams and structural plans. Prepares detail sheets and specifications. Prepares profiles, charts, graphs, and signs, and reproduces material on a plotter.
- Writes property and assessment district descriptions and grade ordinances. Calculates property easement areas according to established procedures. Records paving and assessment area information.
- Assists with the collection and calculation of land use or traffic control data. Drafts various street and zone maps used in urban and traffic studies. Checks zoning petitions and maintains reference files. May install, use, and maintain traffic counters and speed/classification recorders.
- May assist on a survey crew or perform other office work as required.
- Conducts field work to collect or verify data.
- Operates a computer, calculator, plotter, drafting equipment, computer aided drafting software, and may operate an automobile, various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Performs related work as required, including snow removal, as necessary.

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

(Must be met at time of application.)

- *Education:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering Technology related field to include algebra, trigonometry, surveying, and drafting; AND
- *Experience:* At least one year of experience in operating modern computer-aided-drafting/design equipment. Additional experience may substitute for the education requirement on a year for year basis. Graduation from a four-year college or university with a degree in Civil Engineering may substitute for the above requirements.
- *License:* All applicants must possess a valid driver's license.

**Procedural Note: Examination announcements will specify assignment (FIELD or OFFICE) in which vacancy exists, and only those on the eligible list examined for that assignment will be certified.**

**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 and a performance test, with weights assigned as follows:

- Multiple-choice Test 100%
- Performance Test Pass/Fail

**MULTIPLE-CHOICE DETAILS**

**Multiple-choice testing will be conducted during the week of July 10, 2023. The testing location and time is to be determined by number of applicants. The approximate duration of the test is 2 1/2 hours. The test may include such subjects as:**

- Mathematics
- Technical Competence
- Surveying

**PERFORMANCE TEST DETAILS**

Performance testing will be conducted during the week of July 10, 2023. The testing location and time is to be determined by number of applicants. The approximate duration of the test is 45 minutes.

**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 15th day of June 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

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**ENGINEERING TECHNICIAN II – FIELD SPN 202**  
**PROMOTIONAL**

**DATE OPEN: Monday, June 19, 20230**

**DATE CLOSED: Monday, July 03, 2023**

**SALARY: \$45,330.48 annual salary, payable bi-weekly, to a maximum of \$71,012.88**

**DESCRIPTION:**

Performs technical engineering or planning work in the field (Survey) or office (CAD), involving the application of acquired technical skills.

Note: This application is for Engineering Technician II - **Field** only.

**DUTIES:**

- Assigned as a Surveyor's Assistant on a survey crew.
- Uses various surveying instruments to measure angles and curves.
- Sets lines, grades, and elevations; prepares field notes; computes grades, distances, and curves; downloads field books; extracts alignments and coordinates from AutoCAD; reduces cross section notes; plots profiles and maps; and assumes the role and carries out the duties that are assigned to the party chief in their absence.
- May be assigned to perform routine drafting work, inspect minor public works construction, or assist in the field office.
- Operates a computer, calculator, automobile, plotter, drafting equipment, and various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Assists in driving hubs and stakes, utilizing sledge hammer, pick and shovel.

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

(Must be met at time of test.)

- *Experience:* Completion of at least one year of experience with the City in the classification of Engineering Technician I.
- *License:* All applicants must possess a valid driver's license.

**Procedural Note: Examination announcements will specify assignment (FIELD or OFFICE) in which vacancy exists, and only those on the eligible list examined for that assignment will be certified.**

**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 and a performance evaluation (PAR), with weights assigned as follows:

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

#### **EXAMINATION DETAILS:**

##### Morning Testing Session

- Location: Civil Service Test Room, 4th Floor - City Hall, 808 W Spokane Falls Blvd.
- Date: Thursday, July 6, 2023
- Time: 10:00 a.m.

##### Afternoon Testing Session

- Location: Waste to Energy Facility, WTE Classroom, 2900 S Geiger Blvd.
- Date: Thursday, July 6, 2023
- Time: 2:00 p.m.

The approximate duration of the test is 1 hour 40 minutes. The written test may include such subjects as:

- Attention to Detail
- Business Mathematics
- Computer Skills
- Interpersonal Skills
- Records & Internal Controls
- Supervision & Training

#### **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

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 15th day of June 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**ENGINEERING TECHNICIAN II – OFFICE SPN 202**  
**PROMOTIONAL**

**DATE OPEN:** Monday, June 19, 2023

**DATE CLOSED:** Monday, July 03, 2023

**SALARY:** \$45,330.48 annual salary, payable bi-weekly, to a maximum of \$71,012.88

**DESCRIPTION:**

Performs technical engineering or planning work in the field (Survey) or office (CAD), involving the application of acquired technical skills.

Note: This application is for Engineering Technician II - **Office** only.

**DUTIES:**

- Draws preliminary plans for street, alley, sewer, and water service improvements from field notes. Computes areas, grades, and quantities; and assists with field checks of platted information.
- Produces diagrams and structural plans. Prepares detail sheets and specifications. Prepares profiles, charts, graphs, and signs, and reproduces material on a plotter.
- Writes property and assessment district descriptions and grade ordinances. Calculates property easement areas according to established procedures. Records paving and assessment area information.
- Assists with the collection and calculation of land use or traffic control data. Drafts various street and zone maps used in urban and traffic studies. Checks zoning petitions, and maintains reference files. May install, use, and maintain traffic counters and speed/classification recorders.
- May assist on a survey crew or perform other office work as required.
- Conducts field work to collect or verify data.
- Operates a computer, calculator, plotter, drafting equipment, computer aided drafting software, and may operate an automobile, various surveying instruments including level, total station, electronic field book, and survey/map grade GPS equipment.
- Performs related work as required, including snow removal, as necessary.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

(Must be met at time of test.)

- *Experience:* Completion of at least one year of experience with the City in the classification of Engineering Technician I.
- *License:* All applicants must possess a valid driver's license.

**Procedural Note:** Examination announcements will specify assignment (FIELD or OFFICE) in which vacancy exists, and only those on the eligible list examined for that assignment will be certified.

**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 and a performance test, with weights assigned as follows:

- Multiple-choice Test 80%
- Performance Evaluation 20%
- Performance Test Pass/Fail

**MULTIPLE-CHOICE DETAILS**

Multiple-choice testing will be conducted during the week of July 10, 2023. The testing location and time is to be determined by number of applicants. The approximate duration of the test is 2 1/2 hours. The test may include such subjects as:

- Mathematics
- Technical Competence
- Surveying

**PERFORMANCE TEST DETAILS**

Performance testing will be conducted during the week of July 10, 2023. The testing location and time is to be determined by number of applicants. The approximate duration of the test is 45 minutes.

**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

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 15th day of June 2023.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

**AMENDMENT****AMENDMENT****AMENDMENT****WTE ELECTRICAL & INSTRUMENTAL TECHNICIAN**

SPN 590

(Announcement of 06/12/2023)

The above titled announcement is hereby amended to read:

**Closing Date: July 10, 2023, at 4:00PM PST.**

You must pass the examination for this classification to be eligible for employment 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, 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 a multiple-choice test, with weights assigned as follows:

- Training & Experience Evaluation 20%
- Multiple-choice Test 80%

**TRAINING AND EXPERIENCE EVALUATION DETAILS**

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked "QUESTIONS" on the job announcement page. The T&E must be submitted online, at the time of application. All applicants must complete and submit a City of Spokane employment application online, by 4:00 on the filing cut-off date.

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.

- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each supplemental question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

TIP: It may be more efficient to develop your responses in a word processing document and then paste them into the online questionnaire to be submitted.

**MULTIPLE-CHOICE 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.**

Multiple-choice examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date and will expire at 4:00 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, June 12, 2023, and Monday, June 26, 2023, will test Thursday, June 29, 2023, through Wednesday, July 5, 2023.
- Applicants who apply and meet the minimum qualifications between Tuesday, June 27, 2023, and Monday, July 10, 2023, will test Thursday, July 13, 2023, through Wednesday, July 18, 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 written test may include such subjects as:

- Electrical/Instrumentation
- Safety
- Motors & Generators
- Blueprint/Schematic Ready

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.

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**PARK EQUIPMENT SPECIALIST SPN 677**  
**OPEN ENTRY**

**DATE OPEN: Monday, June 19, 2023**

**DATE CLOSED: Monday, July 03, 2023**

**SALARY: \$47,376.72 annual salary, payable bi-weekly, to a maximum of \$73,831.68**

**DESCRIPTION:**

Performs skilled journey level work in the repair, maintenance, and fabrication of parts for grounds maintenance equipment and turf management equipment.

**DUTIES:**

- Applies journey level mechanical skills in the repair, maintenance, and overhaul including fabrication of parts, for a large variety of grounds maintenance and turf management equipment.
- Inspects, repairs, and maintains functional parts of mechanical equipment and machinery such as turf aerators, power ground sweepers, trailers, power-driven gas mowers, power edgers, tractors, and three- and four-wheel utility vehicles.
- Inspects defective equipment, including hydraulic and hydrostatic systems, and diagnoses malfunctions using motor analyzers, test stands, pressure gauges, chassis charts, and factory manuals.
- Makes repairs as required.
- Performs electrical system diagnosis and repair to include charging, starting, safety interlock, and fuel supply systems on gas- and diesel-powered equipment.
- Analyzes system integration and computer control malfunctions.
- Operates equipment to test functioning.
- Changes oil, checks batteries, and lubricates various park equipment and machinery.
- Disassembles and overhauls internal combustion engines, generators, transmissions, and clutches using hand tools, hoists, and machine shop equipment.

- Diagnoses operational and quality of cut problems in standard and specialized turf mowers.
- Refaces, sharpens, and repairs tools, bearing surfaces, and cutting edges of attachments.
- Mounts and removes attachments and implements on grounds maintenance equipment.
- Operates such tools and machines as a hoist, lathe, grinder, drill press, power hacksaw, welding and related equipment in the Park Department shop.
- Operates an automobile or truck to and from various equipment locations.
- Repairs and maintains shop tools and machines.
- Prepares cost estimates.
- Performs related work as required.

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

- *Education:* Four years of experience in the maintenance, repair, and overhaul of grounds maintenance and turf management equipment to include large commercial-grade equipment such as utilized to maintain parks and/or golf courses. Completion of formal college education or an apprenticeship in equipment repair may be substituted on a year for year basis for up to two years of the experience requirement.
- *Licenses:* All applicants must possess a valid driver's license.

**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 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.

Multiple-choice examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date, and will expire at 4:00 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from FastTest ([noreply@fasttestweb.com](mailto:noreply@fasttestweb.com)).

- Applicants who apply and meet the minimum qualifications between Monday, June 19, 2023 and Monday, July 3, 2023, will test Thursday, July 6, 2023, through Tuesday, July 11, 2023.

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

The examination may include such subjects as:

- Mechanical Knowledge
- Equipment Maintenance and Repair
- Metals and Welding
- Occupation Safety and Health

**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 15th day of June 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)  
REBID

Engineering Services File No. 2018097  
**TWO WEEK BID PERIOD**

This project is a rebid of the South Gorge Trail Connection that was bid in May of 2023. The addenda from the original bid period have been incorporated in the plans and specifications. Revisions and clarifications have been made to cast-in-place concrete retaining Wall 3 and Wall 4, but no other changes have been made. Because this is a rebid, note the shortened bid period.

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. June 26, 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: June 14 & 21, 2023

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**Northeast Force Main  
Engineering Services File No. 2020080**

This project consists of the construction of approximately 3235 linear feet of 8 inch sanitary sewer force main, 1900 square yards of 3 inch class ½ inch HMA, 9000 square yards of crushed surface roadway, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 26, 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: June 7, 14,& 21, 2023

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Garland Avenue Pathway – Shaw Middle School  
REBID

Engineering Services File No. 2021084  
**TWO WEEK BID PERIOD**

This project is a rebid of the Garland Avenue Pathway - Shaw Middle School project that was bid in May of 2023. The addenda from the original bid period have been incorporated in the plans and specifications. Minor revisions and clarifications have been made to the traffic control plans, but no other changes have been made. Because this is a rebid, note the shortened bid period. All of the bids were rejected by WSDOT on the previous advertisement due to errors in the DBE reporting. This project consists of the construction of approximately 3,300 square yards of concrete sidewalk, 340 square yards of permeable pavers, 2,200 linear feet of curb and gutter, 3 drainage structures, 1,400 square yards of pavement repair, a traffic signal retrofit, rectangular rapid flashing beacon system, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 26<sup>th</sup>, 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: June 14,& 21, 2023

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR PROPOSALS #5867-23

#### Development Services Center Cost of Service/Fee Analysis

City of Spokane Development Services Center

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, JUNE 26, 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 Addenda posting or other communication via email. Registration is free.

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, JUNE 26, 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 & Contracts

Publish: June 7, 14, & 21, 2023

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### REQUEST FOR QUALIFICATIONS #5897-23

#### WEST CENTRAL INFRASTRUCTURE PROJECT

City of Spokane Planning and Economic Development Department

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

**Pre-Proposal Conference:**

A Pre-Proposal Conference is scheduled to be held on **THURSDAY, JUNE 22, 2023 at 10:30 a.m.**, local time, at City Hall, 808 W. Spokane Falls Blvd, Spokane, WA 99201, on the first floor in the Tribal Conference Room. All prospective Proposers should attend; however, attendance is not mandatory. Questions and answers will be issued by Addenda through the City of Spokane's online procurement system portal <https://spokane.procureware.com>. The City shall be bound only to written answers to questions. Any oral responses given at the Pre-Proposal Conference shall be considered unofficial.

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JULY 24, 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 Addenda posting or other communication via email. Registration is free.

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 Qualifications.

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, JULY 24, 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 & Contracts

Publish: June 14, 21, & 28, 2023

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### **Latah Bridge Inspection and Load Rating**

#### **City of Spokane Integrated Capital Management department**

#### **RFQu #5902-23**

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 26, 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 Addenda posting or other communication via email. Registration is free.

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 Qualifications.

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, JUNE 26, 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 & Contracts

Publish: June 14 & 21, 2023

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### **NPDES Permit Studies and Support for Riverside Park Water Reclamation Facility**

#### **City of Spokane Wastewater Management**

#### **RFQu #5914-23**

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 26, 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 Addenda posting or other communication via email. Registration is free.

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 Qualifications.

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, JUNE 26, 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 & Contracts

Publish: June 14 & 21, 2023

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**DOWNTOWN SPOKANE ZIP LINE**  
Parks & Recreation Department  
**#RFP 5922-23**

**Description:** The City of Spokane is soliciting electronic proposals from qualified and experienced individuals and/or companies for the funding, building, operation and maintenance of a private zipline attraction along the Spokane River between Place of Truths Plaza and Redband Park.

**Optional Pre-bid Conference and Tour:** Pre-bid Conference and Tour will be held on Wednesday, June 28<sup>th</sup> at 10:00 am. The meeting location will be in the City Hall Lobby, Tribal Conference Room located at 808 W Spokane Falls Blvd., Spokane WA 99201. A virtual meeting option will be available for the conference portion only. Links for the TEAMS meeting are in the RFP document.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, July 24, 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.

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.procureware.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 Price  
Purchasing Department

Publish: June 7 & 14, 2023

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**Sodium Bisulfite Solution, 40% - As Needed Value Blanket**

Wastewater Management Department-Riverside Park Water Reclamation Facility

**ITB 5927-23**

**Description:** The City of Spokane, through its Wastewater Management Department is soliciting electronic bids for Sodium Bisulfite Solution, 40% - As Needed Value Blanket

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, JULY 10, 2023**, for Sodium Bisulfite Solution, 40% - As Needed Value Blanket. To watch the City of Spokane



Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing> and then click on the “join meeting” link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Invitation to Bid document is available for download through the City of Spokane’s online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

It is the responsibility of Proposers to check the City of Spokane’s online procurement system identified above for Addenda or other additional information that may be posted regarding this Invitation for Bids.

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

All Bid documents shall be submitted electronically through the City of Spokane’s online procurement system no later than 1:00 p.m. on MONDAY, JULY 10, 2023. Hard copy and/or late submittals will not be accepted. Bids must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

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

Rick Rinderle  
City of Spokane Purchasing

Publish: June 14 & 21, 2023