



Official Gazette

City of Spokane, Washington

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

Volume 114

FEBRUARY 28, 2024

Issue 9



© james richman

MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY

WILKERSON

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

LILI NAVARRETE (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

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

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

To receive the Official Gazette by e-mail, send your request to:

clerks@spokanecity.org

INSIDE THIS ISSUE

MINUTES	230
HEARING NOTICES	231
GENERAL NOTICES	232
POLICIES & PROCEDURES	232
JOB OPPORTUNITIES	237
NOTICES FOR BIDS	242

The Official Gazette

USPS 403-480

0% Advertising

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

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made
payable to:**

City Treasurer

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

Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, February 19, 2024**

The Monday, February 19, 2024 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, February 19, 2024 due to the observance of the President's Day holiday.)

**MEETING MINUTES
City of Spokane
City Council Study Session
February 22, 2024**
Call to Order: 11:01 a.m.**Attendance:**

Committee Members Present: Council President Wilkerson, Council Members Cathcart, Bingle, Zappone, Klitzke, Dillon (arrived at 11:10 a.m.) and Navarrete

Council Members Absent: None

Agenda Items:

1. Joint Discussion between Council Members and Plan Commissioners
 - Presenter:
Spencer Gardner and Plan Commissioners
 - Action taken:
No action taken. Presentation and discussion only.
2. WA Department of Commerce Discussion on 2026 Periodic Update to Comprehensive Plan
 - Presenter:
Dave Anderson
 - Action taken:
No action taken. Presentation and discussion only.
3. ARPA Discussion
 - Presenter:
Mayor Brown, Chief Lundgren, Steve MacDonald, Matt Boston, and Dawn Kinder
 - Action taken:
No action taken. Presentation and discussion only.

Executive Session:

None

Adjournment:

The meeting adjourned at 1:08 p.m.

MEETING MINUTES
City of Spokane
City Council Special Meeting
February 1, 2024

Call to Order: 11:03 a.m.

Recording of meeting available at: <https://vimeo.com/90892562>

Attendance:

Committee Members Present: Council President Wilkerson, Council Members Zappone, Cathcart, Bingle, Klitzke, Dillon and Navarrete (arrived at 11:07 a.m.).

Council Members Absent: None

Agenda Items:

1. Mayor Brown Transition Team Update

- Presenters:
Maggie Yates (Enhancing Public Safety and Building Trust), Charlotte Nemec (Investing in Economy and Workforce), Gavin Cooley and Dr. Brian Henning (Building a Resilient Future), Amber Waldref and Ginger Ewing (Enriching Families and Communities), Marty Dickinson and Dr. Luis Manriquez (Improving Health and Housing Options).
- Action taken:
No action taken. Presentation and discussion only.

Executive Session:

None

Adjournment:

The meeting adjourned at 12:22 p.m.

Hearing Notices

Notice of Intent to Adopt Q1 2024 Paper Cuts Code Amendments

The City of Spokane Planning Services Department proposed amendments to various code sections to correct errors and clarify code language.

Project Description: This proposal will amend sections 04.16.040 Membership; 17A.020.020 B Definitions; 17A.020.030 C Definitions; 17A.020.080 H Definitions; 17C.120.110 Limited Use Standards; 17C.122.070 Center and Corridor Allowed Uses; 17C.122T.001 Table 17C.122.070-1 Center and Corridor Zone Allowed Uses; 17C.190.255 Public Parking Lot; 17C.190.450 Medical Centers; 17C.200.050 Street Tree Requirements; 17D.010.010 Concurrency Review Purpose and Administration; 17D.010.020 Concurrency Test; 17D.010.030 Certificate of Capacity; 17D.075.180 Appendix A – Impact Fee Schedule; 17G.020.040 Amendment Frequency; 17G.061.010 Summary of Land Use Application Procedures; 17G.061.320 Notice of Decision; 17G.070.030 Development Standards; and 17H.010.120 Alleys to make minor changes that clarify government process and procedures, align with legislative requirements, and/or make clerical corrections in the Spokane Municipal Code.

SEPA Status: These proposed changes will be reviewed as a non-project action under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Section 17E.050.

Legislative Process: An initial Plan Commission Workshop will be held on February 28, 2024, to introduce the Commission to proposed amendments. A Plan Commission Public Hearing will be held on March 13, 2024. City Council action is expected to occur in Spring 2024.

More information: Please visit our project webpage for additional information <https://my.spokanecity.org/projects/paper-cuts-code-amendments/>. Any person may call or email Jackie Churchill, Planner I, for more information regarding this proposed amendment. jchurchill@spokanecity.org, 509-625-6500.

General Notices

NOTICE SEIZED AND ABANDONED PERSONAL PROPERTY ONLINE AUCTION March 8 THROUGH March 13, 2024

This is to provide notification that there will be an online auction of Spokane Police Department and Spokane County Sheriff's Office seized and abandoned personal property. The online auction will be held March 8-13, 2024 and available items will be sold through Reinland Equipment Auction, at the following link: <https://reinlandauctions.net>. To view a complete list of auction items, visit the Spokane Police Department Property Evidence Facility's website at the following link: <https://my.spokanecity.org/police/information/evidence-facility/>.

Policies and Procedures

NOTICE CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURES

Pursuant to Administrative Policy and Procedure ADMIN 0325-10-01, Section 5.4.1., notice of adoption of the following Department Policy and Procedure(s) is published. All adopted City policy and procedures are available for review in the Office of the City Clerk and at the City Web site <http://www.spokanecity.org/government/policies/>.

Hauled Wastewater Acceptance Boundaries Riverside Park Water
Effective: January 29, 2024
DEPT 4320-24-02
LGL 2024-0025

CITY OF SPOKANE WATER AND HYDROELECTRIC DEPARTMENT PUBLIC RULE AND PROCEDURE	RULE 4100-24-02 LGL 2023-0024 RES 2024-0013
TITLE: WATER AND HYDROELECTRIC DEPARTMENT – UPDATE FEE SCHEDULE	
EFFECTIVE DATE: December 17, 2020	
REVISION DATE: June 1, 2022; January 1, 2024	

1.0 GENERAL

1.1 The City of Spokane Water and Hydroelectric Department established the following public rule, policy, procedures, and fee schedule.

The Public Rule relates to the charges of fees and costs for various services related to the Water and Hydroelectric Department from the City of Spokane.

The administrative fees and costs schedule can be found onsite at Water and Hydroelectric Department located at: 914 East North Foothills Drive, Spokane, Washington 99207.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY

- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This public rule and policy shall apply to the City of Spokane Water and Hydroelectric Department, the City of Spokane Utilities Billing Department, and the City of Spokane Accounting Department.

3.0 REFERENCES

Spokane Municipal Code (SMC) Chapter 13.04
Chapter 246-290 WAC – Group A Public Water Systems
Chapter 246-293 WAC – Water System Coordination Act
Chapter 70A.120 RCW – Public Water Supply System
City of Spokane Public Rule 4100-20-01, Water Hydrant Usage Policy and Fees dated June 25, 2020.

4.0 DEFINITIONS

4.1 See SMC 13.04.0816 & Chapter 13.04 SMC

5.0 POLICY

5.1 It is the policy of the City of Spokane to adopt fees for reimbursement of costs for administering the City's Water and Hydroelectric Department programs in compliance with Department of Health regulations.

5.2 The City anticipates annual review and updates to all fees for reimbursement. However, in the event an annual update is not needed, all fees set out in the latest Appendix A shall remain in full effect until modified or amended via the Public Rule process.

6.0 PROCEDURE

6.1 The Water & Hydroelectric Department fees and costs for various services related to the Water and Hydroelectric programs and services of the City of Spokane.

6.2 These fees and costs are intended to cover the costs of administration of the Water and Hydroelectric Department, including but not limited to, costs associated with permits, tap and meter connections, monitoring, inspections, sampling, analysis, publication, processing, and violation remediation.

6.3 Current Fees and Charges:

- 6.3.1 Meter Fees and Tap Fees are charged as stated in Appendix A, attached.
- 6.3.2 Return Inspection Fees and Reschedule Fees are charged based on actual charges for the number of hours spent and level of work performed.
- 6.3.3 Administrative Appeal: Two hundred fifty dollars (\$250.00).
- 6.3.4 Publication of significant non-compliance notice: Costs are billed, and payable in advance.
- 6.3.5 Monitoring, inspection, surveillance, sampling fees: Costs are determined and billed by the Director.
- 6.3.6 Processing fee for NSF checks: As set by City Treasurer.
- 6.3.7 Administrative Penalty: Five hundred dollars (\$500.00)
- 6.3.8 Any other review or approval by the Director not otherwise specified above: Hourly basis based on staff time.

7.0 RESPONSIBILITIES

The Water and Hydroelectric Department through the City's Utilities Billing Department, and Accounting Department shall administer this Public Rule and Policy. Unpaid charges, fines, and penalties shall, after thirty calendar days (30), be assessed an additional penalty of one percent (1.00%) of the unpaid balance per month.

8.0 APPENDICES

8.1 Appendix A – Meter Fees and Tap Fees for 2024

APPENDIX A

((2022)) 2024 METER FEES & TAP FEES*

METER FEES	FEE DOLLAR AMOUNT
Type: Hydrant Flow Test	((1,077.03)) <u>\$1,110.86</u>
Type: After Hours Fee	((1,728.12)) <u>\$1,318.80</u>
Type: Meter Test Fee	((302.28)) <u>\$645.36</u>
2" Fire Meter W/ DCDVA	((7,422.19)) <u>\$3,114.71</u>
Type: Utility Offset (based on 8")	((3,054.45)) <u>\$3,148.43</u>
Type: 2" Fire Meter W/0 DCDVA	((1,274.85)) <u>\$1,863.28</u>
Type: 3" Meter- Domestic W/ DCVA	((10,507.68)) <u>\$8,871.20</u>
Type: 3" Meter - Domestic W/0 DCVA	((7,105.75)) <u>\$7,326.83</u>
Type: 4" Meter - Domestic W/ DCVA	((10,212.91)) <u>\$10,191.61</u>
Type: 4" Meter - Domestic W/0 DCVA	((8,804.06)) <u>\$9,426.65</u>
Type: 6" Meter - Domestic W/ DCVA	((14,363.55)) <u>\$14,983.73</u>
Type: 6" Meter- Domestic W/0 DCVA	((12,298.44)) <u>\$13,200.79</u>
Type: 3" Meter- Irrigation W/ DCVA	((7,303.23)) <u>\$7,672.41</u>
Type: 3" Meter- Irrigation W/0 DCVA	((5,891.95)) <u>\$6,128.04</u>
Type: 4" Meter - Irrigation W/ DCVA	((8,084.44)) <u>\$8,618.79</u>
Type: 4" Meter - Irrigation W/0 DCVA	((6,498.13)) <u>\$7,081.83</u>
Type: 6" Meter- Irrigation W/ DCVA	((12,546.69)) <u>\$13,548.03</u>
Type: 6" Meter - Irrigation W/0 DCVA	((10,481.58)) <u>\$11,196.05</u>
Type: 4" Meter - Domestic/Fire W/ DCVA	((11,246.33)) <u>\$13,700.04</u>
Type: 4" Meter - Domestic/Fire W/0 DCVA	((10,879.69)) <u>\$11,614.30</u>
Type: 6" Meter - Domestic/Fire W/ DCVA	((17,002.78)) <u>\$18,338.26</u>
Type: 6" Meter - Domestic/Fire W/0 DCVA	((14,138.26)) <u>\$15,189.41</u>
Type: 8" Meter - Domestic/Fire W/ DCVA	((22,236.94)) <u>\$24,000.38</u>
Type: 8" Meter - Domestic/Fire W/0 DCVA	((17,971.78)) <u>\$19,344.21</u>
Type: 10" Meter - Domestic/Fire W/ DCVA	((30,536.93)) <u>\$33,347.66</u>
Type: 10" Meter - Domestic/Fire W/0 DCVA	((24,990.09)) <u>\$26,970.81</u>

Type: 4" Meter- Fire W/ DCVA	((5,195.78)) <u>\$8,958.19</u>
Type: 6" Meter- Fire W/ DCVA	((5,940.84)) <u>\$11,782.76</u>
Type: 8" Meter- Fire W/ DCVA	((7,076.39)) <u>\$16,064.53</u>
Type: 10" Meter - Fire W/ DCVA	((8,858.75)) <u>\$22,028.63</u>
Type: 4" Meter- Fire W/0 DCVA	((2,074.44)) <u>\$6,147.18</u>
Type: 6" Meter- Fire W/0 DCVA	((2,117.79)) <u>\$7,821.75</u>
Type: 8" Meter-Fire W/0 DCVA	((2,199.08)) <u>\$10,554.53</u>
Type: 10" Meter - Fire W/0 DCVA	((2,168.65)) <u>\$15,500.75</u>
Type: 5/8" Meter – Domestic or Irrigation In PVC Box	<u>\$2,436.58</u>
Type: 5/8" Meter – Domestic or Irrigation In Concrete Box	<u>\$3,001.48</u>
Type: 5/8" Meter – Domestic or Irrigation In Building	<u>\$1,023.96</u>
Type: 5/8" Meter – Domestic or Irrigation In Vault	<u>\$1,087.35</u>
Type: 3/4" Meter- Domestic or Irrigation In PVC Box	((2,424.56)) <u>\$2,493.69</u>
Type: 3/4" Meter- Domestic or Irrigation In Concrete Box	((2,684.99)) <u>\$3,058.59</u>
Type: 3/4" Meter- Domestic or Irrigation In Building	((967.26)) <u>\$1,081.08</u>
Type: 3/4" Meter – Domestic or Irrigation In Vault	<u>\$1,144.46</u>
Type: 1" Meter - Domestic or Irrigation In PVC Box	((2,460.18)) <u>\$2,531.53</u>
Type: 1" Meter - Domestic or Irrigation In Concrete Box	((2,924.20)) <u>\$3,144.16</u>
Type: 1" Meter - Domestic or Irrigation In Building	((852.25)) <u>\$1,166.65</u>
Type: 1" Meter - Domestic or Irrigation In Vault	((1,436.23)) <u>\$1,598.83</u>
Type: 1 1/2" Meter - Irrigation	((2,471.90)) <u>\$2,841.23</u>
Type: 1 1/2" Meter - Domestic	((2,396.10)) <u>\$2,759.11</u>
Type: 2" Meter- Irrigation	((2,561.78)) <u>\$2,938.55</u>
Type: 2" Meter - Domestic	((2,539.34)) <u>\$2,914.25</u>
Type: Upsize to 3/4" Meter	((407.50)) <u>\$526.96</u>
Type: Upsize to 1" Meter	((666.30)) <u>\$814.89</u>
Type: Valve Replacement	((311.45)) <u>\$415.76</u>
Type: Frozen 5/8" Meter	((379.78)) <u>\$394.11</u>

Type: Frozen 3/4" Meter	((337.41)) <u>\$451.23</u>
Type: Frozen 1" Meter	((500.65)) <u>\$525.03</u>
Type: Frozen 1 1/2" Meter	((959.06)) <u>\$1,004.30</u>
Type: Frozen 2" Meter	((1,102.30)) <u>\$1,159.44</u>
Type: Damaged Meter Remote Repair/Replace	<u>\$483.68</u>
Type: Meter Box Install PVC/Concrete	<u>\$2,125.68</u>
Type: Hydrant Lock Remove/Reinstall	<u>\$716.06</u>

Tap Fees	Fee Dollar Amount
Type: 1" Tap	((1,773.45)) <u>\$1,794.44</u>
Type: 2" Tap	((1,801.48)) <u>\$1,856.60</u>
Type: 4" Tap	((4,861.06)) <u>\$5,817.24</u>
Type: 6" Tap	((4,970.91)) <u>\$5,052.84</u>
Type: 8" Tap	((6,001.71)) <u>\$7,354.56</u>
Type: 10" Tap	((7,448.81)) <u>\$9,241.45</u>
Type: 12" Tap	((10,772.56)) <u>\$10,943.26</u>
Type: Tap Inspection Only Fee	<u>\$161.63</u>

Miscellaneous Fees	Fee Dollar Amount
On Property Water Service Repair	((158.39)) <u>\$161.63</u>
Chlorination 3,000' or less	((316.76)) <u>\$605.35</u>
Re-Inspection	((158.39)) <u>\$161.63</u>
New Hydrant Install	((6,969.58)) <u>\$10,773.95</u>
Water Main Tie In	((1,098.90)) <u>\$1,129.61</u>
New Install Rescheduling	((315.15)) <u>\$405.44</u>

Updated and revised November 2023

* In the event an annual update does not occur, all fees set out in the latest Appendix A shall remain in full effect until modified or amended.

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.

CRIME ANALYST SPN 035 OPEN ENTRY

DATE OPEN: Monday, February 26, 2024

DATE CLOSED: Monday, March 11, 2024

SALARY: \$51,636.24 annual salary, payable bi-weekly, to a maximum of \$80,638.56

DESCRIPTION:

Performs technical work in the development and analysis of data related to various elements of criminal activity.

DUTIES:

- Researches, compiles, and analyzes information, statistics, and other data from a variety of sources, including the records management system, in order to determine patterns and correlations of criminal activities.
- Uses crime analysis techniques, including mapping and statistical analysis, to evaluate and forecast possible future criminal activities.
- Analyzes and compares operational data including crime trends, hot spots, type and location of incidents, and periods of peak activities in order to assist with the development and implementation of directed patrol programs and task forces.
- Identifies crime patterns and develops profiles of crime suspects.
- Correlates recent parolees, known offenders, gangs, places, and relationships with other known criminals or persons of interest in order to assist with investigations.
- Creates and maintains computer databases, spreadsheets, and graphical displays using appropriate software.
- Assists in the development of and utilizes software queries and other data extraction techniques.
- Prepares and presents verbal, written, and graphical reports, including maps of hot spots and other crime analysis reports to officers and senior staff in the department and to law enforcement officials and others outside the department.
- Operates a personal computer to access and file data and to prepare reports.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Open Entry Requirements:

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

- *Education:* Two years of college education in law enforcement, criminal justice, business, statistics, sociology, information systems, or a closely related field.
- *Experience:* Two years of paid work experience in computerized statistical analysis, research, and trend identification.
- *Substitution:* Experience in crime analysis or commissioned law enforcement may be substituted for the education requirement on a year-for-year basis.

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

NOTE:

- **Candidates with any marijuana or cannabis use in any form in the last 6 months will not be considered.**
- **Applicants are required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment.**

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, 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 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.

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.**

Training and Experience examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, February 26, 2024, and Monday, March 11, 2024, will test Thursday, March 21, 2024, through Tuesday, March 26, 2024.

TO APPLY:

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

- Email: civilservice@spokanecity.org with **Job Title – Applicant Name** in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 21st day of February 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

ASSOCIATE ENGINEER SPN 232
OPEN ENTRY

DATE OPEN: Monday, February 26, 2024

DATE CLOSED: Continuous

SALARY: \$78,320.88 annual salary, payable bi-weekly, to a maximum of \$110,977.20

DESCRIPTION:

Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria in the development, investigation, and construction of Public Works projects and systems.

DUTIES:

- May perform planning, design, construction management and/or operations functions of public works projects within their respective department.
- Performs work for various Public Works projects involving conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents.
- Prepares specifications and cost estimates for various Public Works and Utilities projects.
- Conducts professional engineering studies relating to present activities and future projects. Collects and analyzes data and confers with supervisors regarding the feasibility of design. Prepares reports and makes recommendations relating to the conduct of engineering activities or to the acceptance of contracts and bids received for proposed projects.
- May be required to work in the field on particularly complex construction projects or during emergencies.
- Operates an automobile, drafting equipment, personal computer, reprographic equipment, and calculator.
- Researches new methods, products and materials related to public works projects. Evaluates and reviews the appropriateness of implementing new methods, products and materials in City projects. Makes recommendations to other departments.
- Performs related work as required.

HYDRAULIC AND HYDROLOGIC ANALYSIS (designated positions)

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

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

- *Education:* A bachelor's degree in Civil Engineering from an accredited four-year college or university.
- *Experience:* Four years of professional-level experience in civil engineering.
- *Substitutions:* A master's degree in engineering may substitute for one year of experience. Possession of a recognized Engineer in Training Certificate may substitute for the education requirement.
- *License:* Possession of a valid driver's license or equivalent mobility.

Note: Open-entry applicants will also qualify by providing proof of approval by the Washington State Department of Licensing to take the Principles and Practice of Engineering (PE) exam in a Civil Engineering discipline.

Procedural Note: Recruiting for Engineers, other than Civil Engineers, will be conducted as needed.

EXAMINATION DETAILS:

All applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

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

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

- T&E 100%

T&E Examination Details

The Training and Experience examination with instructions will be emailed out via a link from City of Spokane (info@governmentjobs.com) upon review of the applicant's minimum qualifications.

Once you receive the link, the testing window is Thursday, 12:00 AM, to the following Tuesday at 11:59PM.

- 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 examination question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See Above", etc., are not qualifying responses and will not be considered.

Additional examinations shall be administered as applications are received with results merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

TO APPLY:

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

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 21st day of February 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

POLICE MAJOR SPN 919 PROMOTIONAL

DATE OPEN: Monday, February 26, 2024

DATE CLOSED: Monday, March 11, 2024

SALARY: \$176,331.60 annual salary, payable bi-weekly, to a maximum of \$215,481.60

DESCRIPTION:

Performs responsible administrative and command duties assisting the Police Chief.

DUTIES:

- Directs major bureaus of the Police Department through subordinates.
- Maintains and enforces discipline, and reviews records and reports. Develops new procedures, and submits reports and recommendations to the Police Chief.
- Assists the Police Chief with a variety of special projects as assigned. Researches data essential for budget preparation. Makes presentations to groups and organizations essential to the successful implementation of various plans.
- Responsible for the managerial development of subordinates.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements:

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

- *Experience:* Currently a Police Captain (SPN 917) or Police Lieutenant (SPN 916); AND completion of at least two years of experience with the City in the classification of Police Captain, Police Lieutenant or a combination of both.

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

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, 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 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.

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.**

You will receive a link to the Police Major 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 City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, February 26, 2024 and Monday, March 11, 2024 will test Thursday, March 14, 2024 through Tuesday, March 19, 2024.

TO APPLY:

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

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 21st day of February 2024.

MARK LINDSEY
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Traffic Calming Projects – Cycle 10 Engineering Services File No. 2020046

This project consists of the construction of approximately 5,800 square yards of sidewalk, 7,400 linear feet of curb or curb and gutter, 800 square yards of HMA pavement repair, five Rectangular Rapid Flashing Beacons, one “20 MPH when flashing” installation, 20 drainage structures, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 4, 2024, 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: February 14, 21, & 28, 2024

**ABBREVIATED REQUEST FOR QUALIFICATIONS
2024-2026 REAL ESTATE CONSULTANT FOR NON-FEDERAL AID PROJECTS
CITY OF SPOKANE, WA**

DESCRIPTION

Real Estate Consultant Services for Non-Federal Aid Projects 2024-2026

DUE DATE

Monday, March 11, 2024, no later than 1:00 p.m.

SCOPE OF SERVICES

The scope of services may include tasks associated with real estate acquisition both during design and construction. Sample types of tasks/project components include:

- Appraisals & review appraisals
- Negotiations with property owners
- Property acquisition & associated paperwork

Individual project fees will be negotiated for each project.

EVALUATION CRITERIA

The following weighting will be assigned to the Proposal for evaluation purposes:

Qualifications of key personnel	33%
Expertise and approach to various tasks described in Scope of Services	33%
Past performance/references relevant to areas itemized above on similar projects	34%

SUBMITTAL REQUIREMENTS

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/>. Any revisions made to this RFQ will be emailed.

Submittals shall be submitted via email to jradams@spokanecity.org.

Questions about the RFQ can also be directed to Jonathan Adams at jradams@spokanecity.org.

ADA INFORMATION

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Engineering Services at eraea@spokanecity.org or by calling 509-625-6700.

TITLE VI STATEMENT

The City of Spokane in accordance with 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 it will affirmatively ensure that in 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.

Publish: February 21, 28, & March 6, 2024



**ABBREVIATED REQUEST FOR QUALIFICATIONS
2024-2026 GENERAL CIVIL ENGINEERING DESIGN FOR NON-FEDERAL AID PROJECTS
CITY OF SPOKANE, WA**

DESCRIPTION

General Civil Engineering Design for Non-Federal Aid Projects

DUE DATE

Monday, March 11, 2024 no later than 1:00 p.m.

SCOPE OF SERVICES

The scope of services will include civil design and associated activities (potentially including construction administration) of City of Spokane public works projects. Typical tasks/project components could include:

- Civil engineering design
- Surveying associated with the project design
- Hiring/managing subconsultants for the project design
- Environmental review
- Bid phase assistance associated with the project design
- Construction staking associated with the project design
- Construction administration associated with the project design

The City expects to assign a particular public works project design to the consultant and the consultant would complete some or all of the above (or related) tasks. If, in the City's judgement, it would be more efficient or cost effective, the City may perform some of the above tasks on a given project. For example, the City may elect to do the surveying and/or environmental review on a given project. The type of projects the City envisions assigning under this agreement are water (water main, pump station, etc.), sewer (sewer main, lift station, etc.) and/or street projects with a construction value in the range of \$1M - \$5M.

Individual project fees will be negotiated for each project.

EVALUATION CRITERIA

The following weighting will be assigned to the Proposal for evaluation purposes:

Qualifications of key personnel	33%
Expertise and approach to various tasks described in Scope of Services	33%
Past performance/references relevant to areas itemized above on similar projects	34%

SUBMITTAL REQUIREMENTS

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/>. Any revisions made to this RFQ will be emailed.

Submittals shall be submitted via email to jradams@spokanecity.org.

Questions about the RFQ can also be directed to Mark Serbousek at jradams@spokanecity.org.

ADA INFORMATION

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Engineering Services at eraea@spokanecity.org or by calling 509-625-6700.

TITLE VI STATEMENT

The City of Spokane in accordance with 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 it will affirmatively ensure that in 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.

Publish: February 21, 28, & March 6, 2024

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS #5987-24
Spokane WheelShare (Shared Mobility) Operator(s) Services
City of Spokane Planning & Economic Development

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, MARCH 18, 2024**. 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, MARCH 18, 2024**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. 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 #.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

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

Publish: February 21, 28, & March 6, 2024

REQUEST FOR PROPOSALS #6073-24
Grant Writing Services for Planning and Economic Development
City of Spokane Planning & Economic Development

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, MARCH 4, 2024**. 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, MARCH 4, 2024**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. 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 #.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

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

Publish: February 21 & 28, 2024
