



# Official Gazette

## City of Spokane, Washington

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

Volume 114

MAY 22, 2024

Issue 21



### 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

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# Minutes

## MINUTES OF SPOKANE CITY COUNCIL

**Monday, May 13, 2024**

### BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:34 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

**Roll Call**

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, and Navarrete were present. Council Member Zappone was absent.

City Attorney Mike Piccolo, City Attorney (in absence of Interim City Administrator Garrett Jones); 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**

There was no Current Agenda review, as the May 13, 2024, 6:00 p.m. Legislative Session was canceled.

**Advance Agenda Review**

The City Council received an overview of the May 20, 2024, Advance Agenda items.

Special Budget Ordinance C36520 (Deferred from May 13, 2024, Agenda, during the May 6, 2024, 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

**Motion** by Council Member Dillon, seconded by Council Member Klitzke, **to defer** Special Budget Ordinance C36520—arising from the need to re-allocate ARPA funding for other purposes, and its associated proposed amendments—to June 3, 2024; **carried 6-0.**

**Action to Approve May 20, 2024, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the May 20, 2024, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Bingle, seconded by Council Member Klitzke, **to approve** the May 20, 2024, Advance Agenda (as amended); **carried 6-0.**

**Aging & Long Term Care of Eastern Washington Update**

Lynn Kimball, Executive Director, provided an update on Aging & Long Term Care of Eastern Washington (ALTCEW). ATCEW's vision is to provide the best home and community-based services to support healthy living and aging in place. The organization helps older adults and adults living with disabilities age at home. ALTCEW serves Ferry, Stevens, Pend Oreille, Spokane, and Whitman counties.

**The regularly scheduled 6:00 p.m. Legislative Session for Monday, May 13, 2024, was canceled by Council action during the 3:30 p.m. Briefing Session on Monday, May 6, 2024.**

**ADJOURNMENT**

**Motion** by Council Member Cathcart, seconded by Council Member Dillon, **to adjourn**; **carried 6-0.**

There being no further business to come before the City Council, the meeting adjourned at 4:18 p.m.

**SPECIAL MEETING MINUTES****SPOKANE CITY COUNCIL**

**Meeting of Thursday, May 9, 2024  
12:00 P.M.**

A special meeting of the Spokane City Council was held on Thursday, May 9, 2024, at 12:00 p.m. in the City Council Chambers, Lower Level – City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington. The purpose of the special meeting was to hold a Special Legislative Session to consider Resolution 2024-0050. The recording of this meeting may be viewed at the following link: <https://vimeo.com/spokanecitycouncil>.

**SPECIAL LEGISLATIVE SESSION****Roll Call**

On roll call, Council President Wilkerson and Council Members Cathcart, Bingle, Dillon, Klitzke, Navarette, and Zappone were present.

**LEGISLATIVE AGENDA****Resolution 2024-0050 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon)**

After the opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2024-0050** rescinding Resolution No. 2024-0044 and withdrawing the Spokane City Council's request to the Spokane County Auditor to place a ballot measure relating to a regular property tax levy on a special election ballot on August 6, 2024.

**ADJOURNMENT**

**Motion** by Council Member Bingle, seconded by Council Member Zappone, **to adjourn** the Special Legislative Session; **carried 7-0**.

There being no further business to come before the City Council, the meeting adjourned at 12:19 p.m.

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**MEETING MINUTES  
City of Spokane  
Study Session  
Council Chambers, City Hall  
May 16, 2024**

**Meeting Recording:** <https://vimeo.com/94712208>

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

**Attendance:**

Council Members Present: Council President Wilkerson, Council Members Zappone, Cathcart, Bingle, Dillon, Navarrete, and Klitzke.

Council Members Absent: None

**Agenda Items:**

- Mid-Year Budget Review Introduction
  - Review of process and timeline
  - Discussion of budget adjustments
  - 2025 Budget process
- Discussion of possible budget adjustments

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 12:04 p.m.

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Urban Experience Committee**  
**City Council Chambers**  
**May 13, 2024**

**Call to Order:** 1:16PMRecording of the meeting may be viewed here: <https://vimeo.com/94596956>**Attendance**

Committee Members Present:

Council Member Michael Cathcart, Council President Wilkerson (left at 2:03, returned at 2:04) Council Member Jonathan Bingle, Council Member Paul Dillon (arrived at 1:20), Council Member Kitty Klitzke (Chair, CM Zappone absence), Council Member Lili Navarrete (left at 2:32, returned at 2:35)

Council Member Zappone (Chair) was absent.

Staff/Others Present:

Giacobbe Byrd, Chris Wright, Jessica Stratton, Tami Palmquist, Dawn Kinder, Adam McDaniel (virtual), Michelle Murray, Logan Camporeale, Ryan Shea, Sara Clements Sampson, Keri Cederquist, Nicolette Ocheltree

**Agenda Items****Discussion Items**

1. MONTHLY PERMIT REPORT - TAMI PALMQUIST
  - Action Taken  
Presentation and Discussion only
2. SBO - POSITION TRANSFER WITHIN GENERAL FUND - PATRICK STRIKER
  - Action Taken  
Removed from agenda by Mayor's Office request
3. MAYOR'S OFFICE STREAMLINING LICENSE REQUIREMENTS FOR ALL AGES VENUES—ADAM MCDANIEL
  - Action Taken  
Presentation and Discussion only
4. PARKING FUND DEBT RESTRUCTURE - MICHELLE MURRAY
  - Action Taken  
Presentation and Discussion only
5. WHARTON BUILDING NOMINATION TO THE SRHP – LOGAN CAMPOREALE
  - Action Taken  
Presentation and Discussion only
6. WHEELSHARE 2024-2026 CONTRACT - RYAN SHEA
  - Action Taken  
Presentation and Discussion only
7. EMERGENCY SHELTER RECOMMENDATIONS - SARA CLEMENTS SAMPSON
  - Action Taken  
Presentation and Discussion only
8. TRAC EXTENSION AND AMENDMENT – KERI CEDERQUIST
  - Action Taken  
Presentation and Discussion only

9. TRAC REVIVE COST EXTENSION JUNE-SEPT 2024 – DAWN KINDER
  - Action Taken  
Presentation and Discussion only
10. HOMELESS, HOUSING, OPERATIONS, AND SERVICES (HHOS) FUNDING ALLOCATION – DAWN KINDER
  - Action Taken  
Presentation and Discussion only
11. STANDING REPORTS AND UPDATES

### **Consent Items**

1. SETTLEMENT RESOLUTION
2. MLK / WC COMMUNITY CENTER HVAC REPAIRS & UPDATES – ARPA FUNDS
3. CITYWIDE HVAC MASTER CONTROLS VALUE BLANKET AMENDMENT
4. ASSIGNMENT OF GRANT FUNDS FOR UTILITY INFRASTRUCTURE
5. CONNECTING HOUSING TO INFRASTRUCTURE PROGRAM GRANT FUNDING HIFUMI EN

### **Executive session**

None.

### **Adjournment**

The meeting adjourned at 3:00PM

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Safety & Community Health**  
**City Hall (808 W. Spokane Falls Blvd), Council Chambers**  
**May 6, 2024**

### **Call to Order: 1:16 PM**

Recording of the meeting may be viewed here: <https://vimeo.com/94341172>

### **Attendance**

Committee Members Present:

CM Paul Dillon (Chair), CM Cathcart (Vice Chair), CM Navarrete (Vice Chair), CP Wilkerson, CM Bingle, CM Klitzke, CM Zappone

Staff/Others Present:

Chief O'Berg, Giacobbe Byrd, Chris Wright, Jack Bush, Chief McNab, Michelle Murray, Sarah Nuss, Sarah Thompson,

### **Agenda Items**

List agenda items as presented to the Committee or as outlines in the meeting notice. Please give a brief description of the action taken on each item.

### **Discussion items**

1. SFD Update
  - Action taken  
Presentation and discussion only, no action was taken
2. SPD Update
  - Action taken  
Presentation and discussion, CM Cathcart requested a heat map and overlay of calls coming in and calls enforced regarding illegal camping for the next meeting.
3. SBO Federal/State Forfeiture Funding
  - Action taken  
Presentation and discussion only, no action was taken
4. Heat Health and Safety Ordinance
  - Presentation and discussion only, no action was taken
5. 0560 SBO Traffic Safety Commission Award
  - Presentation and discussion only;
6. 0320-Ordinance Establishing Moratorium in Latah Valley/Grandview Thorpe
  - Presentation and discussion only; no action taken

7. 0410 – Off Street Parking LTGO Refunding with SIP Loan
  - Presentation and discussion only; no action taken
8. 0410 – Public Safety Debt Restructure
  - Presentation and discussion only
9. Standing Reports and Updates
  - Reports and updates only, no action taken

#### Consent items

1. 1970 Contract Renewal with Ready Rebound for Orthopedic Treatment (Fire)
2. Green Acre Maintenance Interdepartmental Agreement (Water & Hydroelectric Services)
3. 5300 Paradigm Software – Implementation, Licensing & Support (Information Technology)
4. 1970 Interagency Agreement with DNR (Fire)

#### Executive session

None.

#### Adjournment

The meeting adjourned at 10:53 PM

---

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance and Administration Committee**  
**City Council Chambers**  
**April 22, 2024**

**Call to Order:** 1:15PM

Recording of the meeting may be viewed here: <https://vimeo.com/93796629>

#### Attendance

Committee Members Present:

Council Member Michael Cathcart (Chair), Council President Wilkerson, Council Member Zack Zappone, Council Member Paul Dillon, Council Member Kitty Klitzke, Council Member Lili Navarrete

Council Member Bingle was absent.

Staff/Others Present:

Giacobbe Byrd, Chris Wright, Jessica Stratton, Matt Boston, Dawn Kinder, Alex Scott, Jason Nechanicky, Maggie Yates, Adam McDaniel, Laz Martinez, Alex Gibilisco, Jason Sandobal, Dave Steel (virtual)

#### Approval of Minutes

- No action taken

#### Agenda Items

##### Discussion items

1. Quarterly Financial Report
  - Action taken  
Presentation and Discussion only.
2. Resolution modifying the date of the Parks Levy
  - Action taken  
Discussion and approval to forward to Council for consideration.
3. Resolution appointing pro-con committees for Parks Levy
  - Action taken  
Discussion and approval to forward to Council for consideration.
4. Resolution appointing pro-con committees for Public Safety Levy
  - Action taken  
Discussion and approval to forward to Council for consideration.
5. Update SMC Section 03.01a.350
  - Action taken  
Discussion and approval to forward to Council for consideration.
6. Update on ARPA Allocations
  - Action taken  
Presentation and Discussion only.

7. TRAC & The Salvation Army Extension
  - Action taken  
Discussion and approval to forward to Council for consideration
8. SBO position transfer within General Fund
  - Action taken  
Presentation and Discussion only.
9. Master contract Copiers Northwest renewal
  - Action taken  
Discussion and approval to forward to Council for consideration
10. Facilities City Wide Security Services
  - Action taken  
Discussion and approval to forward to Council for consideration
11. Confirmation of Mayoral Appointee
  - Action taken  
Discussion and approval to forward to Council for consideration
12. Mayor's Office - Ordinance repealing inactive boards
  - Action taken  
Discussion and approval to forward to Council for consideration
13. Annual apprenticeship utilization presentation
  - Action taken  
Presentation and Discussion only.
14. Approval of loan documents for hifumi en apartment project
  - Action taken  
Discussion and approval to forward to Council for consideration.
15. Board, Commission & Initiatives Update
  - Action taken  
Presentation and Discussion only

#### Consent items

1. Mitchell humphrey fms annual software maintenance and support renewal (Information Technology)
2. Pomp's service contract extension and funding (Fleet Services)

#### Executive session

None.

#### Adjournment

The meeting adjourned at 3:17PM

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance and Administration Committee**  
**City Council Chambers**  
**March 25, 2024**

**Call to Order:** 1:15PM

Recording of the meeting may be viewed here: <https://vimeo.com/92731307>

#### Attendance

Committee Members Present:

Council Member Michael Cathcart (Chair), CP Wilkerson (arrived 1:19PM) Council Member Zack Zappone (hybrid), Council Member Paul Dillon, Council Member Kitty Klitzke (arrived 1:25PM), Council Member Bingle (arrived 1:23PM)

Council Member Lili Navarrete was absent.

Staff/Others Present:

Giacobbe Byrd, Chris Wright, Danielle Arnold, Alisha Shaw, Larissa Nolte, Andy Ruud, Dawn Kinder, Mike Ormsby, Michelle Murray, Caleb Stanton, Teri Stripes, Garrett Jones, Steve MacDonald, Eric Poulsen, Alex Gibilisco

#### Approval of Minutes

- Action taken  
Motion by CP Wilkerson, second by CM Dillon. Unanimous approval.

**Agenda Items****Discussion items**

1. A2022 accountability audit exit conference
  - Action taken  
Presentation and Discussion only.
2. Paper reduction resolution
  - Action taken  
Discussion and approval to forward to Council for consideration.
3. Ordinance on emergency ordinances
  - Action taken  
Discussion and approval to forward to Council for consideration.
4. Director of Community, Housing and Human Services Confirmation
  - Action taken  
Discussion only.
5. SBO Human Resources Quarterly Range Change Q1 2024
  - Action taken  
Discussion and approval to forward to Council for consideration.
6. Update on Current ARPA Projects
  - Action taken  
Presentation and Discussion only.
7. Board, Commission & Initiatives Update
  - Action taken  
Presentation and Discussion only.

**Consent items**

1. City Hall window replacements (Facilities)
2. Arch - Technical services for PMO & IT projects (Information Technology)
3. Compunet Cisco value blanket (Information Technology)
4. Incapsulate customer relationship mgmt (CRM) annual software support (Information Technology)
5. NW AGC no cost contract amendment (Accounting)
6. Carahsoft - Salesforce licenses annual support (Information Technology)
7. Resolution approving indemnification (City Attorney)

**Executive session**

None.

**Adjournment**

The meeting adjourned at 3:26PM

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Finance & Administration Committee**  
**City Council Chambers**  
**January 22, 2024**

**I. Called to Order: 1:15 PM PST**

Recording of the meeting may be viewed by at <https://vimeo.com/90537215>

**Attendance**

Committee Members Present:

Council President Lori Kinnear, CM Michael Cathcart (Acting Chair), CM Zack Zappone, CM Ryan Oelrich, CM Jonathan Bingle

Staff/Others Present:

Jerrall Haynes, Jessica Stratton, Erin Haugen, Conner Thorne, Michelle Murray, Steve MacDonald, Dave Steele, Erik Poulsen, Giacobbe Byrd, Nicolette Ocheltree, Kelly Thomas, Ruby Nelson, Abbey Martin, Ginny Ramos, Shae Blackwell, Mark Carlos

**Approval of Minutes:**

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



Discussion Items

1. Resolution Appointing Matt Boston As Chief Financial Officer – Mayor Lisa Brown (5 mins)
  - Action Taken, Council President Wilkerson and Council Member Klitzke agreed to sponsor this item to move forward for formal Council Consideration
2. SBO For The Establishment Of The Position Of Deputy City Administrator – Matt Boston (10 mins)
  - Action Taken, Council President Wilkerson and Council Member Klitzke agreed to sponsor this item to move forward for formal Council Consideration
3. Resolution Appointing Council Member For District 2, Position 2 – Giacobbe Byrd (5 mins)
  - Action Taken, Council President Wilkerson & Council Member Dillon agreed to sponsor this item to move forward for formal Council Consideration.
4. Resolution Ratifying Mayor Brown's Emergency Declaration Dated January 11<sup>th</sup>, 2024 – Dawn Kinder (5 mins)
  - Action Taken, Council President Wilkerson and Council Member Bingle agreed to sponsor this item to move forward for formal Council Consideration
5. Foreclosure Property Registry Program – Consultant Contract – Jason Ruffing (5 mins)
  - Action taken, Council President Kinnear and Councilwoman Stratton agreed to sponsor this item to move forward for formal Council consideration.
6. Facilities Police Academy Expansion – A&E Design Contract – Dave Steele (5 minutes)
  - Action Taken, Council President Wilkerson and Council Member Zappone agreed to sponsor this item to move forward for formal Council Consideration
7. Accounting – EPA Change Grant – Michelle Murray (5 minutes)
  - Action Taken, Council President Wilkerson agreed to sponsor this item to move forward for formal Council Consideration
8. Finance SBO – Annual Encumbrance Carryover – Jessica Stratton (10 minutes)
  - Action Taken, Council Members Zappone and Cathcart agreed to sponsor this item to move forward for formal Council Consideration
9. Legal – Business Registration Public Rule Resolution – Elizabeth Schoedel (5 minutes)
  - Action Taken, Council Member Cathcart agreed to sponsor this item to move forward for formal Council Consideration
10. Resolution Supporting Measure No. 2 – Zack Zappone (10 minutes)
  - Action Taken, Council Members Zappone and Dillon agreed to sponsor this item to move forward for formal Council Consideration
11. Homeless, Housing, Operations, & Services (HHOS) Funding Allocation – Adam Schooley (10 minutes)
  - Action Taken, Council Members Zappone, Klitzke and Bingle agreed to sponsor this item to move forward for formal Council Consideration
  -

Consent Items

1. Treasury – Q4 2023 Investment Report (Finance, Treasury & Admin)
2. Name Change To Ordinance SMC Section 3.01A.340 (Innovation & Technology Services)
3. SBO For State & Local Cyber Security Grant Program (SLCGP) (Innovation & Technology Services)
4. Permanently Affordable Housing In West Central (Planning & Economic Development)
5. Accounting & Grants – Youth Behavior Health Award To The Native Project (Accounting)
6. Settlement Resolution (City Attorney)
7. Settlement Resolution (City Attorney)
8. East Central Community Center Roof Restoration Contract With Krueger (Neighborhood Services)
9. WASPC Behavioral Health Unit Grant Award Acceptance (Police)
10. Outside Counsel Contract Amendment (City Attorney)
11. ECCOVIA, Inc, Homeless Management Information System Software (Housing & Human Services)
12. Municipal Court – SBO Award From Smith-Barbieri Progressive Fund (Municipal Court)

**Executive session** None.

**IV. Adjournment** The meeting adjourned at 2:22 PM PST, next meeting will be on the 26th of February, 2024 at 1:55 PM PST

# Hearing Notices

## BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 4608 N WHITEHOUSE, SPOKANE, WASHINGTON, 99205, PARCEL NUMBER: 35061.0103, LEGAL DESCRIPTION: KOPET ADD L3 B1, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on June 4, 2024, at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the city website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said show cause hearing will proceed. For more information on this hearing, including information regarding remote participation in the hearing, please contact:

Francisca Rapier  
Code Enforcement, City of Spokane  
808 West Spokane Falls Blvd.  
Spokane, WA 99201-3333  
509-625-6300  
[frapier@spokanecity.org](mailto:frapier@spokanecity.org)

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mLOWmaster@spokanecity.org](mailto:mLOWmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

## BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 4915 N DAISY PLACE, SPOKANE, WASHINGTON, 99205, PARCEL NUMBER: 26354.1607, LEGAL DESCRIPTION: BLVD PK ADD SLY 75FT OF L6 B11, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on June 4, 2024, at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the city website as well on each agenda, which can be found under the substandard building topic here:

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### **BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE**

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 8122 N COLTON STREET, WASHINGTON, 99208, PARCEL NUMBER: 36203.3104, LEGAL DESCRIPTION: SHILOH HILLS THIRD ADD L4 B3, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on June 4, 2024, at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the city website as well on each agenda, which can be found under the substandard building topic here:

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# General Notices

## **NOTICE OF INTENT TO AWARD SOLE SOURCE**

The City of Spokane intends to establish a sole source contract with **Pape' Machinery** to provide the following:

John Deere Construction Equipment, Morbark equipment, SB Manufacturing equipment, BTI/Astec equipment, Gradall Industries equipment, Wirtgen milling machines, soil stabilizers and slipform pavers, Vogele pavers and screens, VT Leeboy, Trail King Industries and repairs to all the above  
For  
Fleet Services

Companies who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to:

**Thea Prince**  
**Sr. Procurement Specialist**  
at: [tprince@spokanecity.org](mailto:tprince@spokanecity.org)  
by **Wednesday, June 5th at 5:00 pm.**

The City of Spokane does not guarantee that companies responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Companies who have not already done so should register at [www.mrscrosters.com](http://www.mrscrosters.com).

Dated the **22nd** day of **May, 2024**

**Thea Prince**  
**Sr. Procurement Specialist**

---

**NOTICE OF INTENT TO AWARD SOLE SOURCE**

The City of Spokane intends to establish a sole source contract with **Transport Equipment** to provide the following:

Mack equipment/repairs  
For  
Fleet Services

Companies who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to:

**Thea Prince**  
**Sr. Procurement Specialist**  
at: [tprince@spokanecity.org](mailto:tprince@spokanecity.org)  
by **Wednesday, June 5th at 5:00 pm.**

The City of Spokane does not guarantee that companies responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Companies who have not already done so should register at [www.mrscrosters.com](http://www.mrscrosters.com).

Dated the **22nd** day of **May, 2024**

**Thea Prince**  
**Sr. Procurement Specialist**

---

**NOTICE OF INTENT TO AWARD SOLE SOURCE**

The City of Spokane intends to establish a sole source contract with **Western States Equipment Company** to provide the following:

Caterpillar equipment and repairs  
For  
Fleet Services

Companies who believe they can compete for this requirement are required to submit via email a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to:

**Thea Prince**  
**Sr. Procurement Specialist**  
at: [tprince@spokanecity.org](mailto:tprince@spokanecity.org)  
by **Wednesday, June 5th at 5:00 pm.**

The City of Spokane does not guarantee that companies responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement, but reserves the right to solicit proposals.

Companies who have not already done so should register at [www.mrscrosters.com](http://www.mrscrosters.com).

Dated the **22nd** day of **May, 2024**

**Thea Prince**  
**Sr. Procurement Specialist**

# Policies and Procedures

CITY OF SPOKANE	ADMIN 0260-24-01
ADMINISTRATIVE POLICY AND PROCEDURE	LGL 2006-0032
(Replaces ADMIN 0320-17-07 and ADMIN 0260-10-01)	
<b>TITLE: CITY COUNCIL STANDING COMMITTEE AND AGENDA PROCEDURES</b>	
EFFECTIVE DATE: August 1996	
REVISION EFFECTIVE DATE: October 26, 2010; May 15, 2024	

## 1.0 GENERAL

- 1.1 This document provides procedures for the standing committee meetings and legislative meetings of the City Council.
- 1.2 This document also provides control measures for designating departmental submitters in the City's OnBase system for the completion and submission of electronic City Council Standing Committee and Legislative Agenda submission sheets. The intent of these control measures is to minimize costs, to promote consistency in the electronic agenda sheet submission and approval process, and to allow proper training of any newly added designated submitters.

## 1.3 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 policy shall apply to the City Council and all City departments and divisions.

## 3.0 REFERENCES

- SMC 2.005.010
- City Council Rules of Procedure
- ADMIN 0325-18-1

## 4.0 DEFINITIONS

- 4.1 OnBase is the Hyland Software platform utilized by the City for electronic document management and to manage the City Council agenda sheet submission workflow and automated agenda standing committee meeting and legislative meeting preparation processes.
- 4.2 City Council agenda submitters and backup submitters are those selected employees from each department designated to complete and file electronic City Council agenda sheet submissions.
- 4.3 City Council agenda approvers and backup approvers are those designated employees authorized to approve

electronic OnBase agenda sheet submissions in the OnBase workflow queues for placement of items on designated City Council Standing Committee and Legislative Agendas. Approvers consist of department heads, division heads, and those employees selected to approve items in the OnBase agenda submission workflow queues on behalf of Finance, City Attorney's Office, "For the Mayor," and other occasional needed approvers (such as on behalf of Contracts and Purchasing, Accounting and Grants, and Management and Budget).

## 5.0 POLICY

- 5.1 It is the policy of the City Council to utilize standing committee meetings to facilitate Council business and to become fully informed on City administration activities and strategic initiatives of interest to the Council.
- 5.2 It is the policy of the City Council that briefing papers and agenda sheets provide enough data so that a balanced, productive Council standing committee discussion may occur. In addition, once the briefing paper and agenda sheet pass through committee to the legislative agenda and full City Council for consideration, a productive decision can be made; and the public can understand the item under consideration by Council. In essence, those discussing and acting on an agenda item need to know who, what, when, where, why, how, and how much (cost/revenue).
- 5.3 The preparation, publication, and dissemination of the standing committee and legislative agendas for the City Council are weekly activities for which several timely, coordinated actions must be performed. If problems and delays are to be avoided, all divisions and departments must adhere to fundamental format and procedure requirements.
- 5.4 It is the policy of the City that there be controls in place that promote efficiencies and consistencies, as well as reduce rework, in the preparation of regular weekly electronic agenda sheet submissions.

## 6.0 PROCEDURE

- 6.1 The City Council has established four (4) standing committees. Those committees and their meeting times and locations are as follows:
  - Public Safety and Community Health – Meets first Monday of each month at 1:15 p.m.
  - Urban Experience Committee – Meets second Monday of each month at 1:15 p.m.
  - Public Infrastructure, Environment and Sustainability Committee – Meets third Monday of each month at 1:15 p.m.
  - Finance and Administration Committee – Meets fourth Monday of each month at 1:15 p.m.
- 6.2 If a City Council Monday legislative meeting is cancelled, standing committee meetings scheduled for that day may be rescheduled to the next available Monday at 10:00 a.m.
- 6.3 Standing committee meetings are intended to provide members of the City Council and City staff an opportunity to review and discuss in detail issues or topics that are of interest to the City administration and the City Council and to facilitate the efficient conduct of Council business.
- 6.4 No public testimony will be taken during standing committee meetings. Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff, and other individuals recognized by the committee.
- 6.5 Absent permission from the respective committee chairs as provided in the council rules, departments must submit their agenda items to the standing committee assigned to their department. (See [Attachment No. 1](#)). Agenda items for special budget ordinances may be submitted either to the standing committee for the department whose budget is affected by the SBO, or to the Finance and Administration Committee.
- 6.6 Staffing
  - 6.6.1 The City Council Office Director is in charge of coordination and execution of meeting notices with approval from the standing committee chairs and their staff.
  - 6.6.2 The Legislative Assistant of the Council Member chairing the standing committee shall assist the chairperson of the standing committee by taking minutes and distributing material.
  - 6.6.3 Agendas for standing committee meetings shall be set in accordance with City Council Rules of Procedure.

6.6.4 City staff is not required to attend portions of the meeting in which they are not expected to participate.

#### 6.7 Electronic Agenda Submittal Process

- 6.7.1 A formal electronic agenda sheet is prepared by the submitting department. Attached to this should be a briefing paper (see sections 6.7.2 and 6.7.3) and any supporting documentation and/or proposed legislation. The information provided in the briefing paper will be of assistance when completing the various fields of the electronic agenda sheet.
- 6.7.2 Staff for the department or division which is bringing forward the topic or item under consideration by the standing committee shall prepare a briefing paper on each topic being submitted to the standing committee, which shall be formatted using the attached template (Attachment No. 2-A). The briefing paper shall be included in any committee materials as required by the City Council Rules of Procedure. For items brought forth for committee consideration by a council member, the legislative assistant for that council member shall prepare and submit the briefing paper as required by the City Council Rules of Procedure.
- 6.7.3 There is a different format for briefing papers related to special budget ordinances. The staff for the department or division which is bringing forward the special budget ordinance under consideration by the committee shall prepare an "SBO Briefing Paper" for each special budget ordinance submitted to committee, which shall be formatted using the attached template (Attachment No. 2-B). The briefing paper shall be included in any committee materials as required by the City Council Rules of Procedure.
- 6.7.4 The designated departmental agenda submitter is responsible for routing the electronic agenda sheet for department head approval and other approvals by the department's division director, city attorney, accounting manager, the Mayor's designated representative, etc. before submission to the Council Director's OnBase queue.
- 6.7.5 If an agenda sheet is incomplete or confusing, it will be returned to the submitting department for correction/completion. If this should occur, the item may miss placement on the proper council standing committee agenda and council agenda for which the submitting department had intended it to appear.

#### 6.8 Agenda Sheet Preparation

- 6.8.1 The purpose of the agenda sheet is to provide enough data so that a balanced, productive committee discussion may occur, and an informed decision can be made once the item is submitted to the full City Council. The agenda sheet also enables the public to better understand the item under consideration. See Attachment No. 3 for a sample completed agenda sheet.
- 6.8.2 The agenda sheet itself is automatically generated by OnBase based on the information provided by the submitter. The responsibility for a completed agenda sheet lies with the submitting department. When preparing to submit an agenda sheet, review the Submitter Checklist (See Attachment 4) which provides a checklist of items required (at minimum) for specific agenda types. (See section 6.8.3.h.)
- 6.8.3 The following is an explanation of what is to be included in each section of the agenda sheet. Refer to the corresponding numbers on the sample blank agenda sheet (See Attachment No. 5).
- a. Committee:  
Select from the dropdown the name of the appropriate standing committee name. The committee name selected needs to be the standing committee associated with the division from which the agenda item originates. (See section 6.5.)
  - b. Date:  
Select date of the Council standing committee meeting that item is to be considered.
  - c. Committee Agenda Type:  
Select the appropriate standing committee option from the drop-down list, which consists of the following:
    - 1) Consent Agenda: Items selected for the Committee Consent Agenda are typically for committee review only and often the person responsible for introducing/briefing the item (see section 6.8.3.f below) will not be requested to speak during the committee meeting.

- 2) Discussion Item: This selection will require a duration of time to be input into the "Duration" field, and the responsible person (see 6.8.3.f below) will speak to the item and respond to questions from standing committee members.
  - 3) Information Only: This option is for items that will not move forward in the legislative process, such as monthly or quarterly reports, etc. that serve to update standing committee members on a particular topic or subject matter where no official action is needed. Oftentimes these items may entail no discussion but could at the request of a council member.
- d. Council Meeting Date:  
Date at which you would like the item to be considered by the full council.
  - e. Submitting Dept.:  
Name of submitting department. Select the department name from the pre-set drop-down list in OnBase.
  - f. Contact Name/Phone:  
Contact name and phone number if further information or clarification on an item is needed. Also, contact name should be the point of contact for the item and name of the person who will be responsible for briefing the item at standing committee and to the City Council. If the specified contact is unavailable to brief the item at the standing committee meeting, then that person or someone in their department will need to notify the Council Director or designee as to who will be present to report on the item. If the specified contact is unavailable to brief the item once it is placed on the City Council agenda, then that person or someone in their department will need to notify the City Administrator as to who will be present to report on the item.
  - g. Contact E-Mail:  
Email address of the contact name.
  - h. Agenda Item Type:  
Select an agenda item type from a pre-set drop-down list in OnBase.
  - i. Council Sponsor(s):  
Council sponsors are by default the chair and vice-chairs of the standing committee to which an item is submitted. (See Attachment No. 1) Therefore, submitters should select the chair and vice-chairs of the standing committee as the sponsors. Council members and council staff later will confirm the actual sponsors prior to publication of the final committee agenda. Note: Ordinances and resolutions need two council sponsors.
  - j. Agenda Item Name:  
Brief description of the agenda item, beginning with the department number. Example: 0680 Interlocal Agreement for police services at STA Plaza.
  - k. Date Rec'd / Clerk's File # / Renews # / Cross Ref # / Project # / Bid # / Requisition #:
    - 1) Date Rec'd: The date the agenda item lands in the Council Director's OnBase queue.
    - 2) Clerk's File #: The City Clerk's file number. If a new item is submitted, the Office of the City Clerk will assign a new file number. If the file already exists, the number for the existing file should be inserted by the submitting department. New file numbers will only be assigned when the agenda item lands in the City Clerk's OnBase queue for placement on the City Council agenda.
    - 3) Cross Ref #: If an item relates to another item on file with the Office of the City Clerk, indicate the file number on this line.
    - 4) Project #: If an item has a department project number, indicate the number on this line.
    - 5) Bid #: If an item has been put out for bid, quote, or RFP, indicate the number on this line.
    - 6) Requisition #: If an item has a requisition number (for accounting purposes), indicate the number on this line. Also indicate if it is "CR" (contract requisition) or "RE" (requisition).
  - l. Agenda Wording:  
Brief and concise phrase describing the item to be discussed at committee and considered by the full City Council. Wording should be the exact wording that will appear on the City Council agenda.



This area should not be used as a summary. It should describe who is involved, what is being done, when it is being done, and costs/revenues (if any). Any necessary explanation should be included in the "Background" section.

When preparing the Agenda Wording statement, keep the following in mind:

- 1) Always include the location (city and state) of the contractor in parentheses behind the contractor's name.
  - 2) Always include the tax in the cost of the project and place "including tax" in parentheses behind the total cost. If no tax is involved, place "no tax involved" in parentheses behind the total cost of the project. For accounting purposes, under "Fiscal Impact," place the total cost of the project including tax.
  - 3) If the item is a contract, include the term (effective and expiration dates).
  - 4) If the item is a change order or contract amendment, the total cost-to-date (including the amount of the new change order or amendment) should be included in the agenda wording.
  - 5) If the item is an ordinance or resolution, whenever possible, the agenda wording should match the title of the accompanying ordinance or resolution.
- m. Summary (Background):  
The primary purpose of this section is to transmit specific facts to the Mayor, City Council, and the public. Whenever possible, use abbreviated paragraphs and avoid long sentences or technical jargon and acronyms. Make sure this section includes only necessary and pertinent information. If the item has been approved by a board or commission, note that information here. If the item is a continuation of a previous City Council decision, so note.
- n. Lease? / Grant related? / Public Works?:  
Mark yes or no if the item is a lease, is grant related, or is public works related.
- o. Fiscal Impact:  
Complete the relevant fields under Fiscal Impact. The fields under this section include the following:
- Approved in Current Year Budget?
  - Total Cost
  - Current Year Cost
  - Subsequent Year(s) Cost
- p. Narrative: Add any explanatory information under this section that would assist in explaining the Fiscal Impact.
- q. Amount / Budget Account:  
Indicate the expense and/or revenue amount(s) and associated budget account number(s) from where the funds will be withdrawn / deposited.
- r. Approvals:  
Approvals are electronically obtained from City Council Agenda approvers or designated backup approvers in the OnBase workflow after the item has been submitted. All required approvals on the agenda sheet should be obtained by the submitting department and approved in OnBase by the relevant deadline.
- Agenda submitters can monitor approvals in the OnBase approval workflow by accessing the OnBase Legislative Dashboard on SharePoint.
- s. Distribution List:  
List everyone to whom the item should be distributed after Council action. If the item is a contract, include the email address of the authorized signatory for the vendor.

## 6.9 Important Notes

- 6.9.1 All ordinances and resolutions must be uploaded to the agenda submission sheet in Word format. This will allow City Council staff and City Clerk staff the flexibility to incorporate (1) any changes that may come out of standing committee review, (2) amendments approved during the City Council's consideration of the matter, and/or (3) to make clerical corrections. In addition, as there are certain

publication requirements for some agenda items, this will allow City Clerk staff to move forward expeditiously with getting the item published. Whenever possible, it is also requested that contracts be uploaded in Word format so that any necessary changes or amendments may be made during the standing committee and legislative process.

- 6.9.2 Do not upload locked documents to OnBase. If you have a digitally signed or otherwise locked document, please print the document using the "Microsoft print to PDF" option before uploading the document. Locked documents cause disruption in the agenda packet generation.
- 6.9.3 Do not use all capitals in your agenda wording.

#### 6.10 Minutes

- 6.10.1 Standing Committee meeting minutes shall be prepared using the attached template (Attachment No. 6). Council staff are responsible for preparing standing committee meeting minutes. Original approved and signed standing committee meeting minutes shall be filed with the City Clerk's Office and posted online.
- 6.10.2 The City Clerk shall prepare the regular City Council and any special legislative meeting minutes.
- 6.10.3 Minutes of standing committee meetings and City Council meetings, including any special meetings, shall be published in the *Official Gazette* and retained pursuant to the applicable retention schedules.

#### 6.11 Requests for Changes or Updates to Designated Department Agenda Sheet Submitters

- 6.11.1 A list of designated department agenda sheet submitters has been established and will be maintained by the Office of the City Clerk. Any requests for changes or updates to the designated department agenda sheet submitter list will require completion of an Agenda Submitter Change Request Form (See Attachment No. 7). To minimize OnBase usage costs, any requests for changes or updates to the current established list will require review and approval by the requesting submitter's department head, division director, and City Clerk or designee. The form will then be routed to IT to provide required submitter permissions.
- 6.11.2 The general rule will be, if a department is requesting an addition of a newly named agenda sheet submitter, that named individual will be replacing another individual currently named on the list. Any newly established departments will be able to designate up to two department agenda sheet primary submitters and up to two back up submitters.
- 6.11.3 City Clerk staff will provide training on the completion of agenda sheets to any newly named agenda sheet submitters. City Clerk staff will also provide refresher training to other agenda sheet submitters upon request.

### 7.0 RESPONSIBILITIES

The Council President or designee, with the assistance of the City Clerk's Office and City administration, shall administer this policy.

### 8.0 APPENDICES

As long as no language changes are needed under Sections 1-7 of this policy, the following attachments to this policy may be updated as needed by the City Clerk or designee should any updates occur to the City Council's Rules of Procedure that would effectuate needed changes to the attachments. If any updates to the attachments affect the language of the above procedures, then City staff will amend this policy in accordance with ADMIN 0325-18-1 (Standardized Formats and Uniform Procedures for Adoption and Maintenance of Administrative Policies and Procedures, Departmental Policies and Procedures, Executive Orders, and Public Rules and Regulations).

Attachment No. 1 – Department Committee Assignments

Attachment No. 2 – Briefing Paper Templates

2-A: Standard Briefing Paper

2-B: SBO Briefing Paper

Attachment No. 3 – Sample Agenda Sheet

Attachment No. 4 – Submitter Checklist

Attachment No. 5 – Sample Blank Agenda Sheet

Attachment No. 6 – Minutes Template

Attachment No. 7 – Agenda Submitter Change Request Form

Attachments on file in the Office of the City Clerk.

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# 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

### ASSOCIATE ENGINEER

SPN 232

(Announcement of 02/26/2024)

The above titled announcement is hereby amended to read:

**Closing Date: Monday, May 27, 2024 at 4:00PM.**

### LABORER II SPN 502 OPEN ENTRY

**DATE OPEN: Monday, May 20, 2024**

**DATE CLOSED: Monday, June 3, 2024**

**SALARY: \$43,409.52 annual salary, payable bi-weekly, to a maximum of \$67,755.60**

#### DESCRIPTION:

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

#### DUTIES:

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

#### MINIMUM QUALIFICATIONS:

*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:* High School diploma or equivalent.
- *Experience:* Two years of laboring experience.
- *License:* Possession of a valid driver's license. Must possess a Class B Commercial Driver's License (CDL) with air brake endorsement.

**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%

**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 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](mailto:info@governmentjobs.com)).

- Applicants who apply and meet the minimum qualifications between Monday, May 20, 2024, and Monday, June 3, 2024, will test Thursday, June 6, 2024, through Tuesday, June 11, 2024.

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

The examination may include such subjects as:

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

**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 16<sup>th</sup> day of May 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**LABORER II SPN 502  
PROMOTIONAL**

**DATE OPEN: Monday, May 20, 2024**

**DATE CLOSED: Monday, June 3, 2024**

**SALARY: \$43,409.52 annual salary, payable bi-weekly, to a maximum of \$67,755.60**

**DESCRIPTION:**

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

**DUTIES:**

- Work performed varies with department to which assigned.

- May supervise small labor crew. Participate in loading, unloading and similar operations. Assists in setting up and dismantling playground equipment.
- Receives calls, investigates and dispatches night crews to remedy routine complaints, reports major complaints to supervisor. Checks excavations for compliance with safety regulations.
- Acts as helper or assigned as apprentice to Craft Specialist and skilled trade workers in maintenance and repair of assigned buildings. May assist in minor maintenance of an assigned heating plant.
- Performs various tasks in support of solid waste disposal operations including, but not limited to, attending household hazardous waste and recycling facility, removing refrigerants from appliances, and directing the public.
- Operates compressors, jack hammers, cement mixers, brush chippers, chain saws, post-hole diggers, sewer augers and other similar power-driven equipment related to the job.
- Drives various trucks, operates rubber-wheeled tractors with attachments, front-end loaders and fork lifts. May be required to operate equipment of the next higher class on occasion. Assists in snow removal operations. Mounts sander boxes and tanks. Performs minor maintenance on street cleaning equipment.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Prepares necessary reports.
- Assists in installation, repair and disconnection of water mains, hydrants and valves. Operates pipe and leak locating equipment or performs other operations peculiar to the assigned job.
- Assists in maintenance and construction of sanitary sewer and storm water infrastructure.
- Supervises crew engaged in installation, repair and maintenance of traffic signs and markers. Operates lane and crosswalk painting machines, and fabricates traffic signs using silk screens.
- Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

##### **Promotional Requirements:**

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

- *Experience:* Six months of work experience with the City in a lower laboring type classification. Specialized experience within a department may be required for assignment to certain positions.
- *License:* Possession of a valid driver's license. Must obtain a Class B Commercial Driver's License (CDL) with air brake endorsement, within six months of appointment.

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

##### **Open Entry Requirements:**

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

- *Education:* High School diploma or equivalent.
- *Experience:* Two years of laboring experience.
- *License:* Possession of a valid driver's license. Must possess a Class B Commercial Driver's License (CDL) with air brake endorsement.

#### **EXAMINATION DETAILS:**

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

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

This exam will consist of a multiple-choice examination, with scoring weights assigned as follows:

- Multiple-Choice Examination: 100%

#### **MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, June 6, 2024
- Test Time: 2:00 p.m.
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 1 hour and 30 minutes

The written test may include such subjects as:

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

**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 16<sup>th</sup> day of May 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**REFUSE COLLECTOR III SPN 553  
PROMOTIONAL**

**DATE OPEN: Monday, May 20, 2024**

**DATE CLOSED: Monday, June 3, 2024**

**SALARY: \$49,757.04 annual salary, payable bi-weekly, to a maximum of \$77,527.44**

**DESCRIPTION:**

Performs semi-skilled and minor supervisory work as lead worker on a refuse collection crew.

**DUTIES:**

- Drives and operates a refuse collection packer on an assigned route, a refuse collection dump truck on special trash collections, or tilt frame, front loading, or automated side loading refuse collection vehicles.
- Supervises the activities of assigned subordinate collectors and assists in carrying and emptying refuse cans/carts.
- Maintains daily route sheets of customers noting collection starts, stops, increases or decreases in service, and any extra charges; maintains record of charges for special collections.
- Explains ordinances, procedures and charges regarding refuse collection to property owners; advises property owner as to condition or location of refuse containers.
- Receives, acts on or refers collection complaints to supervisor; reports to supervisor any damage done by crew to private or public property.
- Maintains daily route computer sheets, prepares accident and injury reports as required; prepares private or public property damage reports as required.
- 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:* One year of experience in the classification of Refuse Collector II (SPN 550).
- *License:* Must possess a valid Class B Commercial Driver's License with air brake endorsement.

**Note: Shortage Recruitment**

(All shortage recruitment requirements must be met at the date of the examination.)

- City employees who are currently a Refuse Collector II (SPN 550) and possess a valid Class B CDL with air brake endorsement may apply, on a promotional basis.

**EXAMINATION DETAILS:**

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

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

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

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

- Multiple-Choice Test 100%

**IN-PERSON MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Tuesday, June 11, 2024
- Test Time: 1:30 p.m.
- Test Location: Lower Level Crew Room at Spokane Central Service Center—915 N Nelson St., Spokane, WA 99202
- Approximate Duration of Exam: 2 Hours

The examination may include such subjects as:

- Collection Rates & Terms
- Interpersonal Relations
- Reading Comprehension
- Refuse Collection Equipment & Methods
- Safety & First Aid
- Vehicle Operations & Driving Regulations

**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 15<sup>th</sup> day of May 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner



# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

Traffic Calming Projects – Cycle 11  
Engineering Services File No. 2021046

**\*\*\*NOTE: THIS PROJECT HAS A SHORTENED BID PERIOD\*\*\***

This project consists of the construction of approximately 1,400 linear feet of curb or curb and gutter, 700 square yards of sidewalk, 200 square yards of colored concrete, 350 square yards of HMA pavement repair, 1 Pedestrian Hybrid Beacon system, 4 speed feedback sign installations, 150 linear feet of storm sewer, 4 drainage structures, 10 landscape boulders, 21 tree plantings, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. June 3, 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 Construction Management Office 998 East North Foothills Drive, Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office 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.

**Please note the location change for bid delivery as of June 2024; the gate entrance is off North Foothills Drive. See Map: <https://static.spokanecity.org/documents/business/bidinfo/construction-management-office-location.pdf>.**

**Construction Management Office  
998 East North Foothills Drive  
Spokane, WA 99208**

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 2024 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: May 22 & 29, 2024

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR PROPOSALS #6042-24

#### Commercial Driver's License (CDL) Training Services

City of Spokane Risk Management department

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 3, 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, JUNE 3, 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 [mlovmaster@spokanecity.org](mailto:mlovmaster@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: May 15 & 22, 2024

**REQUEST FOR QUALIFICATIONS #6132-24****5<sup>th</sup> AVENUE COMMUNITY PLAN**

City of Spokane Planning and Economic Development Department

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 10, 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 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 10, 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 #.

This RFQu is funded by funds received through the United States Department of Treasury under the American Rescue Plan (ARP)/Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) - Catalog of Federal Domestic Assistance (CFDA) number 21.027.

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

Publish dates: May 22 & 29, and June 5, 2024

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**REQUEST FOR PROPOSALS #6135-24****Collection Agency Services**

City of Spokane Public Works and Utilities - Utility Billing Department

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, JUNE 3, 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, JUNE 3, 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 #.

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

Publish: May 22 & 29, 2024

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