



Official Gazette

City of Spokane, Washington

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

Volume 114

NOVEMBER 6, 2024

Issue 45



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	1316
HEARING NOTICES	1317
GENERAL NOTICES	1319
ORDINANCES	1323
JOB OPPORTUNITIES	1323
NOTICES FOR BIDS	1330

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**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, October 28, 2024**

The minutes for the Monday, October 28, 2024, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 13, 2024, issue of the *Official Gazette*.

STANDING COMMITTEE MINUTES**Public Safety & Community Health****City Hall (808 W. Spokane Falls Blvd), Council Chambers****October 7, 2024****Call to Order: 1:17 PM**Recording of the meeting may be viewed here: [Spokane City Council \(vimeo.com\)](https://www.vimeo.com)**Monthly Report/Update**

SFD Monthly Report – Chief O/Berg

SPD Monthly Report – Chief Hall

0680 – Photo Red Monthly Update

0680 – Strategic Initiatives Monthly Update

OPO Monthly Report – Bart Logue

0680 – Uniform Overtime Report – Kevin Schmitt

Discussion items

1. 0320 – Resolution Supporting City of Spokane Proposition 1
2. 0320 – Spokane Cops Opportunity for Questions and Discussion
3. 0320 – Ordinance Expanding Sity and Lie Prohibition City Wide
4. 0520 – Mayors Office – Establishing the Community Safety Fund
5. MOU for Residential Lighting Program Using ARPA Funds
6. 0410 – SBO Public Safety Personnel Fund Use

Consent items

1. 1970 – On Call Master Agreements for Wildland Fuels Reduction – Patriot Land
2. 1970 – On-Call Master Agreement for Wildland Fuels Reduction – Majestic View
3. 5900 – Facilities Dept Water Dept Main Bldg. Reh & Restore Owners Rep. Commission
4. 1970 – Brush and Fuels Service Agreement with Department of Ecology
5. 1970 – On Call Master Agreement for Wildland Fuels Reduction – American Fire
6. 0680 – 1970 – STARS Vehicle Purchase Approval
7. 0680 – Approval of Value Blanket for Police Department Ammunition
8. 1970 – On-Call Master Agreements for Wildland Fuels Reduction – American Forest
9. 5300 – Rubicon Global, LLC 5-year Software Maintenance and Support

Executive session

None.

Adjournment

The meeting adjourned at 3:09 PM

**City Council Study Session
Council Chambers, City Hall (808 W Spokane Falls Blvd)
October 24, 2024**

Meeting Recording: <https://vimeo.com/102301849>

Call to Order: 11:05 a.m.

Attendance:

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

Council Members Absent: none

Agenda Items:

- Discussion on Periodic Update to the Comprehensive Plan - Tirrell Black
- Review of Draft 2025-2030 Citywide Capital Improvement Program (CIP) - Jessica Stratton

Executive Session:

None

Adjournment:

The meeting adjourned at 11:47 a.m.

Hearing Notices

**NOTICE OF HEARING
TO BE HELD BEFORE SPOKANE CITY COUNCIL ON
DECEMBER 2, 2024**

RESOLUTION NO. 2024-0086

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE DOWNTOWN PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2024 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C32923, as codified and amended in Chapter 04.31 SMC, the City Council intends to hold a hearing on the assessments levied upon businesses and properties within the Downtown Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above identified ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for businesses and properties prepared under Ordinance C32923, as codified and amended in Chapter 04.31 SMC, will be on file in the Office of the City Clerk on November 1, 2024, and are open for public inspection.
2. The City Council has fixed December 2, 2024 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd., Spokane, Washington, as the time and place for hearing upon said assessment rolls.
3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C32923, as codified and amended in Chapter 04.31 SMC. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.
4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at or prior to the date fixed for the hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to Chapter 04.31 SMC.

5. The City's Finance, Treasury and Administration Department is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the businesses and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.
6. The City clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being fifteen days before the date fixed for public hearing.

ADOPTED by the City Council this 23rd day of September, 2024.

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. 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.

Publish: November 6 and 13, 2024

**NOTICE OF HEARING
TO BE HELD BEFORE SPOKANE CITY COUNCIL ON
DECEMBER 2, 2024**

RESOLUTION NO. 2024-0087

A RESOLUTION SETTING THE ASSESSMENT ROLL HEARING FOR THE EAST SPRAGUE PARKING AND BUSINESS IMPROVEMENT AREA (BUSINESS IMPROVEMENT DISTRICT – BID) AND PROVIDING NOTICE OF THE 2025 ASSESSMENTS TO BUSINESS AND PROPERTY OWNERS.

WHEREAS, pursuant to the laws of Washington State and City Ordinance C35377, as codified and amended in Chapter 04.31C SMC, the City Council intends to hold a hearing on the assessments levied upon businesses and properties within the East Sprague Parking and Business Improvement Area (PBIA); and

WHEREAS, through this Resolution, the City Council intends to provide notice that there will be a hearing upon the assessment roll prepared under the above identified ordinance.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE SPOKANE CITY COUNCIL:

1. Notice is hereby given that the assessment rolls for businesses and properties prepared under Ordinance C35377, as codified and amended in Chapter 04.31C SMC, will be on file in the Office of the City Clerk on November 1, 2024, and are open for public inspection.
2. The City Council has fixed December 2, 2024 at 6:00 p.m., or as soon thereafter as practicable in the City Council Chambers of the Municipal Building, W. 808 Spokane Falls Blvd., Spokane, Washington, as the time and place for hearing upon said assessment rolls.
3. The City Council declares its intent to impose special assessment in a manner that measures special benefits from each of the purposes set forth in Ordinance C35377, as codified and amended in Chapter 04.31C SMC. The special assessments will finance the PBIA (BID) budgets and programs approved by the City Council.
4. All persons who may desire to object to the assessment roll shall make their objections in writing and file them with the City Clerk at or prior to the date fixed for the hearing.

At the time and place fixed, and at such other times as the hearing may be continued to, the City Council will consider the assessment roll as a board of equalization for the purpose of considering objections or comments made thereto, or any part thereof, and may correct, revise, raise, lower, change or modify such roll, or any part thereof, or set aside such roll and order that such assessment be made de novo, or take such other action as the circumstances may warrant, including confirmation of the assessment rolls.

This is the only hearing held on the assessment roll, and it will be final unless appealed according to Chapter 04.31C SMC.

5. The City's Finance, Treasury and Administration Department is directed to mail, at least fifteen days before the date fixed for hearing, a notice to the businesses and property owners identified in the assessment rolls setting forth the date and time of public hearing, including the amount of special assessment.
6. The City Clerk is directed to publish notice of the hearing on the assessment rolls in the Official Gazette for two consecutive weeks, the last publication being fifteen days before the date fixed for public hearing.

ADOPTED by the City Council this 23rd day of September, 2024.

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. 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.

Publish: November 6 and 13, 2024

General Notices


CANCELLATION NOTICE REGULAR MEETING OF THE CIVIL SERVICE COMMISSION NOVEMBER 19, 2024

The regularly scheduled meeting of the Civil Service Commission, scheduled for 9:30 a.m. on November 19, 2024, is hereby cancelled.

NOTICE OF SOLID WASTE COLLECTION AND DISPOSAL RATE INCREASE (ORD C36589)

Public notice is hereby given pursuant to RCW 35.21.157 that the City of Spokane plans to increase the rates for its solid waste collection and disposal services by 7.0% on January 1, 2025. The rate increase shall apply to Abatement of Public Nuisance (13.02.0224), Residential Service Rates (SMC 13.02.0502), Commercial Service Rates – Dumpsters (SMC 13.02.0504), Commercial Service Rates – Rolloffs (SMC 13.02.0506), Commercial Container Service, Placement (SMC 13.02.0508), Commercial Service Rates – Compactors (SMC 13.02.0510), Return Trip Charges (SMC 13.0512), Additional Charges for Commercial Containers (13.02.0514), Container Cleaning, Pressure Wash, Refurbishment Charge (SMC 13.02.0518), Temporary Account (SMC 13.02.0520), Rates for Equipment and Labor – Packer and Nonpacker (SMC 13.02.0528), Recycling Rates – Nonresidential – Residential Premises with Multi-unit Dwellings Premises – Additional (SMC 13.02.0552), Clean Green Yard Waste Collection (SMC 13.02.0554), General Mixed Solid Waste – Tonnage Fee (SMC 13.02.0560), Self Haul Transaction Fee (SMC 13.02.0561), Compost (SMC 13.02.0562), Waste Tires (SMC 13.02.0563), and Estimates Allowed (SMC 13.02.0568).

The new rates will take effect January 1, 2025. Questions: Please call My Spokane at 3-1-1 (inside city limits) or 509-755-2489 (outside city limits).

	<h2 style="text-align: center;">Spokane City/County Historic Landmarks Agenda</h2> <p style="text-align: right;">Wednesday, November 20, 2024 3:00 PM Hybrid Meeting Microsoft Teams/City Council Briefing Center</p> <div style="text-align: center; border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">DRAFT</div>
TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE	
3:00 PM	Public Hearing:
	<p>A. Spokane Register Nomination (per SMC 17D.100.020):</p> <ol style="list-style-type: none"> 1. Adams House – 11 West 26th Avenue <p>B. Special Valuation Application (per SMC 17D.100.310):</p> <ol style="list-style-type: none"> 1. Cannon Contributing Property – 919 West 12th Avenue 2. Corbin Contributing Property – 2921 North West Oval Street 3. Corbin Contributing Property – 2925 North West Oval Street 4. Hillyard Laundry Building – 3018 East Olympic Avenue
3:45 PM	Commission Briefing Session:
	<ol style="list-style-type: none"> 1. Call to Order 2. Approve 10/16/2024 meeting minutes 3. Old Business 4. New Business 5. Chairman’s Report 6. HPO Staff Report 7. Other (Announcement and events)
	Adjournment:
	<p>The next SHLC meeting will be held on Wednesday, December 18, 2024</p>

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

To participate via video follow the link on your computer or mobile device (click on “Join meeting”)

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meetin
Meeting ID: 290 383 617 842
Passcode: LZSZcZ

Download Team | Join on the we

Or call in (audio only)

+1 323-618-1887,,630435965 United States, Los Angeles

Phone Conference ID: 630 435 965#

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or 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.

ORDER OF FORFEITURE: NO CLAIM

In a seizure conducted by the Spokane Police Department in the State of Washington for the county of Spokane. Report No.: 2024-20067058; Date of Seizure: 4/30/2024; Seizure No.: 24-026; Deadline to Make a Claim: 9/16/2024. The seizing agency, Spokane Police Department (SPD), to the said potentially interested party, Justin M. Ramirez:

The Spokane Police Department seized the property listed below as it was used to facilitate the sale of controlled substances or it was proceeds acquired in whole or in part from the sale or series of sales of controlled substances in violation of RCW 69.50, RCW 69.41 or RCW 69.52. These items are subject to forfeiture and no property rights exist in them.

A Notice of Seizure and Intended Forfeiture "Notice" was mailed to Justin M. Ramirez at the address listed with the Washington State Department of Licensing for vehicle registrations and other addresses within fifteen days following the date of seizure pursuant to RCW 69.50.505(3). After the mailings were returned, the Notice was published in the City of Spokane Gazette for six consecutive weeks commencing on July 17, 2024.

"Failure of a party to file an application for an adjudicative proceeding within the time limit or limits established by statute or agency rule constitutes a default and results in the loss of that party's right to an adjudicative proceeding, and the agency may proceed to resolve the case without further notice to, or hearing for the benefit of, that party, except that any default or other dispositive order affecting that party shall be served upon him or her or upon his or her attorney, if any." RCW 34.05.440

The above named recipient failed to file an application for an adjudicative proceeding within the time limit. This constitutes a default and results in the loss of the above named recipient's right to an adjudicative hearing. RCW 69.50.505(4). As a result, the Spokane Police Department has now resolved this seizure as a default and the item listed below is hereby forfeited to the Spokane Police Department.

THE FOLLOWING PROPERTY HAS BEEN FORFEITED:

Item 3 2003 BMW 325, WA CME0088, VIN WBAEU33403PM56020

Item 11 \$3,845.00 in U.S. Currency

AVAILABLE PROCEDURES AND TIME LIMITS FOR SEEKING RECONSIDERATION OR OTHER RELIEF

The above-named recipient is entitled to seek reconsideration or other administrative relief pursuant to RCW 34.05. "Within seven days after service of a default order ... the party against whom it was entered may file a written motion requesting that the order be vacated, and stating the grounds relied upon." See RCW 34.05.440(3). "Within ten days of the service of a final order, any party may file a petition for reconsideration, stating the specific grounds upon which relief is requested." See RCW 34.05.470(1). Any motion to vacate or petition for reconsideration must be served upon the Spokane Police Department, Civil Enforcement Unit, 1100 West Mallon Avenue, Spokane, WA 99260. "A petition for judicial review of an order shall be filed with the court and served on the agency, the office of the attorney general, and all parties of record within thirty days after service of the final order." See RCW 34.05.542(1).

Publish: October 2, 9, 16, 30, and November 6, 2024.

Lt. Rob Boothe #409
Spokane Police Department
1100 W. Mallon Ave
Spokane, WA 99260

**CITY OF SPOKANE
BUDGET NOTICE**

NOTICE IS HEREBY GIVEN, pursuant to RCW 35.34.100, that the Mayor's Proposed 2025-2026 Biennium Budget has been filed in the City Clerk's Office on (or before) November 2, 2024. A copy thereof will be furnished to any taxpayer who will call at the City Clerk's Office therefor – (509) 625-6350 or clerks@spokanecity.org. Copies will be made available no later than November 4, 2024. In addition, a copy of the Proposed 2025-2026 Biennium Budget will be available for citizen review online at the following link: <https://my.spokanecity.org/budget/>.

NOTICE IS HEREBY FURTHER GIVEN, The Council plans to meet on the dates indicated (below) in its consideration of the 2025-2026 Proposed Biennium Budget during its Regular Legislative Sessions to be held at 6:00 p.m. on Monday evenings in the Council Chamber, 808 W. Spokane Falls Boulevard:

NOVEMBER 4, 2024

- ◇ Hold Public Hearing on possible Revenue Sources for 2025 Budget.

NOVEMBER 4, 2024

- ◇ Hold Hearing on the Citywide Capital Improvement Program 2025-2030.

NOVEMBER 11, 2024

- ◇ Hold Hearing on the Proposed 2025-2026 Biennium Budget.

NOVEMBER 18, 2024

- ◇ Continue Hearing on the Proposed 2025-2026 Biennium Budget.

NOVEMBER 25, 2024

- ◇ Continue Hearing on the Proposed 2025-2026 Biennium Budget.

DECEMBER 9, 2024

- ◇ Tentative adoption of the Proposed 2025-2026 Biennium Budget.

The City Council reserves the right to conclude the budget hearings on November 25, 2024. The City Council may continue the hearing day-to-day up to the 30th day prior to the beginning of the next fiscal year (December 2, 2024).

Any taxpayer who wishes may appear at any of these meetings and be heard for or against any part of the Budget.

Individuals wishing to provide public testimony in person or virtually at City Council meetings shall sign in to participate through the instructions set out in the City Council's agenda packet(s) which are posted each week at the following link: <https://my.spokanecity.org/citycouncil/documents/>.

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 m_lowmaster@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.

Ordinances

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

ORDINANCE NO C36595

An ordinance amending Ordinance No. C36467, passed by the City Council November 27, 2023, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2024 budget Ordinance No. C36467, as above entitled, and which passed the City Council November 27, 2023, it is necessary to make changes in the appropriations of the Building Services (Development Services Center) Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

The City of Spokane does ordain:

Section 1. That in the budget of the Building Services (DSC) Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Add one classified Plan Examiner position (from 6 to 7).
- 2) Add one classified Engineering Tech IV (from 1 to 2).
- 3) Add one Planner I (from 1 to 2).
- 4) Add one Office Clerk Specialist (from 0 to 1).
- 5) Increase the appropriation by \$71,986.
 - A) Of the increased appropriation, \$71,986 is provided solely for base wages and associated employee benefits.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to add four new positions in the DSC department to support plan review activities, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

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.

CITY OF SPOKANE

Invites Applications for the Position of:

SCALE OPERATIONS FOREPERSON SPN 104

Promotional

DATE OPEN: Monday, November 4, 2024

DATE CLOSED: Monday, November 18, 2024

SALARY: \$57,378.24 annual salary, payable bi-weekly, to a maximum of \$94,523.76

DESCRIPTION:

Performs responsible supervisory and difficult bookkeeping work in the cash accounting, record keeping, and operation of landfill and Waste to Energy (WTE) Facility vehicle scales and scale houses.

DUTIES:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Plans, schedules, and supervises subordinate employees performing scale operation, cash accounting, and related record keeping. Assists in development of scalehouse procedures.
- Prepares, or supervises the preparation of, work schedules for multiple shifts per day, 7 days per week. Verifies timecards of subordinate staff. Hires, trains, and counsels subordinates. Determines procedures to be followed in scalehouses.
- Arranges and schedules maintenance and repair on scalehouse equipment and related computers. Researches, and makes recommendations for, equipment upgrades and new equipment purchases.
- Performs difficult bookkeeping of scale transactions and prepares reports of various types and tonnage of materials received and shipped. Supervises bank deposits, balances funds, and replenishes cash as necessary. Establishes new accounts and performs transaction edits and billing adjustments.
- Serves as the focal point of public requests for information. Handles complaints regarding scale operations.
- Operates a city vehicle to various work locations, a computer, cash register, and standard office machines.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements**

- *Experience:* Two years of experience in the classification of Cash Accounting Clerk II in the Solid Waste Management Department.
- *License:* All applicants must possess a valid driver's license.

Shortage Recruitment Note: Six months of experience in the classification of Cash Accounting Clerk II or an equivalent or higher clerical or accounting classification where transaction accounting is a major duty.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website. 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:

You will receive a link to the Scale Operations Foreperson 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, November 4, 2024, and Monday, November 18, 2024, will test Thursday, November 21, 2024, through Tuesday, November 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

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 31st day of October 2024.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

CITY OF SPOKANE

Invites Applications for the Position of:

LABORER II SPN 502

Open Entry

DATE OPEN: Monday, November 4, 2024

DATE CLOSED: Monday, November 18, 2024

SALARY: \$45,581.04 annual salary, payable bi-weekly, to a maximum of \$71,159.04

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:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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).

- Applicants who apply and meet the minimum qualifications between Monday, November 4, 2024, and Monday, November 18, 2024, will test Thursday, November 21, 2024, through Tuesday, November 26, 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 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

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 31st day of October 2024.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

CITY OF SPOKANE
Invites Applications for the Position of:
LABORER II SPN 502
Promotional

DATE OPEN: Monday, November 4, 2024

DATE CLOSED: Monday, November 18, 2024

SALARY: \$45,581.04 annual salary, payable bi-weekly, to a maximum of \$71,159.04

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:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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, November 21, 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 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

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 31st day of October 2024.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

CITY OF SPOKANE

Invites Applications for the Position of:
BATTALION CHIEF (ADMINISTRATION) SPN 951
PROMOTIONAL

DATE OPEN: Monday, November 4, 2024

DATE CLOSED: Monday, November 18, 2024

SALARY: \$144,656.64 annual salary, payable bi-weekly, to a maximum of \$173,429.28

DESCRIPTION:

Supervises the activities of a team within a major functional area or division of the Spokane Fire Department. Develops programs and projects to further the Fire Department mission, and assists in preparing strategic plans and annual budgets.

DUTIES:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Supervises a team performing specialized functions in a major program area of the Spokane Fire Department.
- Assists with the preparation of strategic plans and annual work plans, systems, and procedures; develops, implements, improves, and evaluates programs, projects, methods, and work products in accordance with department plans, budgets, and policies; performs various budgetary and management studies and analyses.
- Develops the preliminary budget for assigned functional area, including forecasting necessary resources. Monitors and maintains fiscal control of funds and inventory of assets. Monitors budget to actual expenses and recommends adjustments.
- Supervises and evaluates subordinate Fire Department employees. Establishes performance requirements, completes annual performance reviews, and recommends discipline as necessary.
- Schedules, coordinates, and plans the work of subordinates. Approves work schedules, leave requests, requests for special assignments or training.
- Monitors the work performance and work quality of assigned personnel for efficiency, effectiveness, and safety.
- Implements strategic plans to further the mission and goals of the Spokane Fire Department.
- Ensures assigned personnel and facilities have the resources needed to complete their jobs.
- Inspects personnel, equipment, and facilities.
- Researches topics related to staffing and budgeting.
- Advises and consults with management on achievement of department goals, long-term projects, policies, and unusual events.
- Writes reports, letters, memos, and emails to internal and external recipients; prepares sections of grant applications.
- Makes presentations to and shares information with City administrators, managers, and elected officials; civic groups and organizations; and officials of other agencies.
- Reviews and evaluates incoming documents, reports, electronic communications, mail, and other paperwork to determine actions to be taken and priorities.
- Performs related work as required.
- Logistics
- Schedules, prioritizes, and supervises the maintenance and repair of fire equipment and apparatus. Ensures that apparatus meets requirements and standards, and oversees the regular testing of all equipment.
- Consults with departmental personnel regarding the need for specialized equipment. Modifies and adapts existing equipment, or prepares drawings and specifications for the construction and acquisition of equipment. Consults with and trains personnel in the operation of assigned equipment.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

- *Experience:* Four years with the City in the Firefighter line of progression and experience in project or budget management related to logistics, training, fire operations, or fire prevention. Related project or budget management experience may be gained prior to City employment.
- *Licenses:* Applicants must possess a valid driver's license, to be maintained throughout employment.

EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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.

The examination will consist of the below components, with weights assigned as follows:

- Performance Exam (Computer Skills Simulation) 15%
- Oral Board 70%
- Promotional Evaluation Worksheet 15%

PERFORMANCE EXAMINATION (COMPUTER SKILLS SIMULATION) DETAILS:

- Test Date: Tuesday, December 3, 2024
- Test Time: 9:00 a.m.
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 1 hour 20 minutes
- Exam Subjects May Include:
 - ◇ Microsoft Excel
 - ◇ Microsoft Outlook
 - ◇ Microsoft Word

NOTE: Candidates will be provided a tutorial for using the computer skills simulation program after closing of the recruitment.

ORAL BOARD DETAILS:

The 10 highest ranked candidates based on the Performance Examination (Computer Skills Simulation) results will move forward to the Oral Board interviews. This is an in-person process in which a structured set of questions is asked of each candidate by a panel of expert evaluators.

- Oral Board Subjects May Include:
 - ◇ Interpersonal/Communication Skills
 - ◇ Leadership
 - ◇ Project and Budget Management
 - ◇ Supervision

The oral board will be conducted on **Wednesday, December 11, 2024**, in the Civil Service Test Room (4th floor, City Hall). Qualified candidates will be notified via email of appointment details after the performance examination results are complete. Candidates who move on to the Oral Board will receive a briefing with additional information before the exam.

NOTE: If fewer than two candidates are accepted for the exam, then the Performance Examination (Computer Skills Simulation) will constitute the final score and there will be no Oral Board.

Please see our **Oral Board FAQ**.

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

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 29th day of October 2024.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR QUALIFICATIONS #6244-24 UIC Evaluations and Alternative Analysis in Wellhead Protection Zones City of Spokane Integrated Capital Management 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, NOVEMBER 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 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, NOVEMBER 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 #.

This project will be funded by federal and state grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work. State of Washington Department of Ecology funds will be used.

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 m_lowmaster@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: October 16, 23, 30, & November 6, 2024

REQUEST FOR QUALIFICATIONS #6256-24
Upriver Dam Federal Energy Regulatory Commission Relicense Consulting Services
City of Spokane Water 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, DECEMBER 9, 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, DECEMBER 9, 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 project may be funded by federal and state grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work.

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: November 6, 13, & 27, and December 4, 2024
