



# Official Gazette

## City of Spokane, Washington

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

Volume 114

NOVEMBER 20, 2024

Issue 47



### 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)

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# Minutes

**NOTICE****SPECIAL MEETING MINUTES OF SPOKANE CITY COUNCIL  
Thursday, November 14, 2024**

The minutes for the Thursday, November 14, 2024, Special Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 27, 2024, issue of the *Official Gazette*.

**MINUTES OF SPOKANE CITY COUNCIL****Monday, November 11, 2024,****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:35 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

**Roll Call**

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

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

**Adjournment of November 11, 2024, Regularly Scheduled Meeting to November 14, 2024**

Council President Wilkerson stated at the recommendation of the Police Chief, due to a security concern, the City Council will be canceling its meeting this evening (both the 3:30 p.m. Briefing Session and the 6:00 p.m. Legislative Session). The following action was taken:

**Motion** by Council Member Zappone, seconded by Council Member Cathcart, **to adjourn** the legislative meeting to Thursday (November 14) at the City Council's regularly scheduled study session time (11:00 a.m.); **carried 7-0.**

The meeting adjourned at 3:36 p.m.

**STANDING COMMITTEE MINUTES****Urban Experience Committee****City Council Chambers****November 11, 2024****Call to Order:** 1:18 PM

Recording of the meeting may be viewed here: <https://vimeo.com/102860301>

**Attendance**

Committee Members Present:

Council Member Michael Cathcart, Council President Betsy Wilkerson (left 2:40), Council Member Paul Dillon, Council Member Kitty Klitzke, Council Member Lili Navarrete, Council Member Zack Zappone, Council Member Jonathan Bingle (arrived 2:07).

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

- 4700 - MONTHLY PERMIT REPORT - TAMI PALMQUIST (10 minutes)
- DISCUSSION ON DSC FEE STUDY - TAMI PALMQUIST (5 minutes)

3. EMPIRE HEALTH & REVIVE UPDATE ON HOUSING NAVIGATION CENTER—ZEKE SMITH, LAYNE PAVEY (15 minutes)
4. 0470 – AMMENDMENT TO THE HILLYARD HISTORIC BUSINESS DISTRICT NOMINATION TO - MEGAN DUVALL (5 minutes)
5. 0470 - INTERLOCAL AGREEMENT BETWEEN CITY OF SPOKANE AND SPOKANE COUNTY FOR - MEGAN DUVALL (5 minutes)
6. 0450- NORTHEAST COMMUNITY CENTER CONTRACT RENEWAL - SARA CLEMENTS-SAMPSON (10 minutes)
7. 0450- MARTIN LUTHER KING JR. OUTREACH CENTER OPERATING AT ECCO CONTRACT - SARA CLEMENTS-SAMPSON (10 minutes)
8. 0450- WEST CENTRAL COMMUNITY CENTER CONTRACT RENEWAL - SARA CLEMENTS-SAMPSON (10 minutes)
9. 0450- SOUTHWEST SPOKANE COMMUNITY CENTER CONTRACT - SARA CLEMENTS-SAMPSON (10 minutes)
10. HOMELESSNESS ROUND TABLE UPDATE - NICOLETTE OCHELTREE (5 minutes)
11. STAFF AND STANDING COMMITTEE REPORTS - (5 minutes)

**Consent Items**

1. 4700 - VISTAS AT BEACON HILL DEVELOPMENT AGREEMENT, EXTENSION NO. (DEVELOPMENT SERVICES CENTER)
2. DSC - 4700 727 W FRANCIS REZONE – OFFICE (O) TO OFFICE RETAIL (OR) (DEVELOPMENT SERVICES CENTER)
3. 0650 - Z23-476COMP – EIGHTH AVE – COMPREHENSIVE PLAN AMENDMENT (PLANNING & ECONOMIC DEVELOPMENT)
4. 0650 - Z23-477COMP – RUSTLE & BEMIS – COMPREHENSIVE PLAN AMENDMENT (PLANNING & ECONOMIC DEVELOPMENT)
5. Z23-474COMP – MISSION & SINTO – COMPREHENSIVE PLAN AMENDMENT (PLANNING & ECONOMIC DEVELOPMENT)
6. 0650 - CONTRACT WITH BERK CONSULTING INC FOR COMP PLAN UPDATE: LATAH VALLEY (PLANNING & ECONOMIC DEVELOPMENT)
7. 4700 - PAPER TO DIGITAL GRANT ACCEPTANCE (DEVELOPMENT SERVICES CENTER)
8. 5300 - EXISTING COMPUNET VALUE BLANKET (INFORMATION TECHNOLOGY)
9. 0650 - Z24-105COMP – SOUTH LOGAN TOD PLAN IMPLEMENTATION – COMPREHENSIVE PL (PLANNING & ECONOMIC DEVELOPMENT)
10. 0650 - Z23-479COMP – INDIAN TRAIL – COMPREHENSIVE PLAN AMENDMENT (PLANNING & ECONOMIC DEVELOPMENT)
11. 0650 - Z23-478COMP – ASSEMBLY & BEMIS – COMPREHENSIVE PLAN AMENDMENT (PLANNING & ECONOMIC DEVELOPMENT)
12. 0450- CHASE YOUTH COMMISSION CONTRACT (NEIGHBORHOOD, HOUSING & HUMAN SERVICES)

**Executive session**

None.

**Adjournment**

The meeting adjourned at 2:50 PM

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# Hearing Notices

## NOTICE OF PUBLIC HEARING 2023/2024 Comprehensive Plan Land Use Plan Map Amendments PROPOSED ORDINANCES C36609, C36610, C36611, C36612, C36613, C36614

The City of Spokane City Council will hold a Public Hearing in a hybrid format Monday, December 2, 2024 beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding proposed amendments to the Land Use Plan Map of the Comprehensive Plan and concurrent amendments to the Zoning Map. Information about the City Council agenda and how to join the meeting and testify is available on the City's website:

<https://my.spokanecity.org/citycouncil/meetings/>

Public testimony on these amendments will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record. Written comments must be submitted by December 2, 2024, at 5 p.m. to be considered by the City Council. Public testimony will also be received on the First Reading of the ordinances to be held November 25, 2024.

**Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision.** Any person may submit written comments, appear at the public hearing, or request additional information by contacting: Planning and Development Services Dept., 808 W. Spokane Falls Blvd., Spokane, WA, 99201-3329. To submit comments or request more information contact: (509) 625-6500 or [compplan@spokanecity.org](mailto:compplan@spokanecity.org).

### **Any person may submit written comments on the proposed action or call for additional information:**

City of Spokane, Planning Services and Economic Development  
808 W. Spokane Falls Blvd., Spokane, WA 99201  
(509) 625-6500; [compplan@spokanecity.org](mailto:compplan@spokanecity.org)

**Description of the proposals:** As part of the 2023/2024 Annual Comprehensive Plan Amendment Work Program, the City is considering six proposals to amend LU 1, Land Use Plan Map, of the Comprehensive Plan and concurrent amendments to the Zoning Map.

**Z23-474COMP** (Mission & Sinto) is a city-sponsored proposal to amend the Land Use Plan Map from "Neighborhood Mini-Center" and "Residential Low" to "Neighborhood Mini-Center" and "Office" for 1.5 acres in the Chief Garry Park Neighborhood (C36609).

**Z23-476COMP** (Eighth Ave) is a proposal to amend the Land Use Plan Map from "Neighborhood Retail," "Residential Low," "Office," and "Conservation Open Space" to "General Commercial" for 4.3 acres in the West Hills Neighborhood (C36610).

**Z23-477COMP** (Rustle & Bemis) is a proposal to amend the Land Use Plan Map from "Residential Low" to "General Commercial" for 0.84 acres in the West Hills Neighborhood (C36611).

**Z23-478COMP** (Assembly & Bemis) is a proposal to amend the Land Use Plan Map from "Residential Low" to "General Commercial" and "Office" for 5.2 acres in the West Hills Neighborhood (C36612).

**Z23-479COMP** (Indian Trail) is a proposal to amend the Land Use Plan Map from "Residential Low" to "Residential Moderate," "General Commercial," and "Potential Open Space" for approximately 33 acres in the Balboa/South Indian Trail Neighborhood (C36613).

**Z24-105COMP** (South Logan TOD Plan Implementation) is a city-sponsored proposal, aimed at implementing the South Logan TOD Plan (RES 2024-0015), to amend the Land Use Plan Map from "Residential Low," "Residential Moderate," "Institutional," "General Commercial," "Center and Corridor Transition Area," and "Center and Corridor Core Area" to "Residential Moderate," "Residential High," "Institutional," and "Center and Corridor Core Area" for the 361-acre South Logan Study Area in the Logan Neighborhood (C36614).

More information about the individual proposals can be found at <https://my.spokanecity.org/projects/2023-2024-proposed-comprehensive-plan-amendments/>.

**SEPA:** A SEPA Determination of Non-Significance was published on September 16, 2024, for proposals Z23-474COMP, Z23-476COMP, Z23-477COMP, and Z23-478COMP. A SEPA Mitigated Determination of Non-Significance was published on September 16, 2024 for proposal Z23-479COMP. The comment period for the SEPA Determinations ended on October 8, 2024. The environmental impacts of proposal Z24-105COMP were evaluated through a Final Environmental Impact Statement (FEIS) published on November 30, 2023, and adopted by City Council on January 29, 2024 (RES 2024-0015).

**How to Attend the Meeting:** The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Webex or call in by phone to hear and testify. Access the meeting link and call-in information at the agenda posted in advance on the City Council's webpage:

<https://my.spokanecity.org/citycouncil/meetings/>.

**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.

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### BUILDING OFFICIAL HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 1503 S Rustle Street, PARCEL #: 25262.0106, LEGAL DESCRIPTION: GARDEN SPRINGS ADD S1/2 LT 3 AND ALL LTS 4-9 AND N8.58FT OF LTS 10 & 15 AND ALL LTS 16-21 & S1/2 LT 22, BLK 1; TOG W PTN VAC 12TH ST LYG E OF AND ADJ, in compliance with the Spokane Municipal Code stating that a first hearing on this matter will be held before the Building Official on December 3, 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 first hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

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

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# Ordinances

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

## ORDINANCE NO. C36600

An ordinance relating to oversight of transportation infrastructure, amending Section 04.40.050 of the Spokane Municipal Code, and repealing sections 12.01.200 through 12.01.210 of the Spokane Municipal Code.

**WHEREAS**, the Transportation Commission was formed by the City Council via adoption of Ordinance C36517, codified as Chapter 04.40 of the Spokane Municipal Code and effective August 2, 2024; and

**WHEREAS**, Section 04.40.050 SMC includes several liaison positions on the Transportation Commission, which positions were intended to be non-voting and selected by the organizations represented by the liaisons; and

**WHEREAS**, the City Council wishes to amend the Spokane Municipal Code to confirm that liaison positions are selected by the organizations they represent and not nominated by the Mayor or subject to confirmation by the City Council; and

**WHEREAS**, in 2004 the City Council adopted Ordinance C33507 creating the Citizens Streets Advisory Commission (CSAC) to review the “plans, cost, timeliness, appropriate use of materials and technology” relating to construction of city streets; and

**WHEREAS**, the functions and duties of the CSAC have been subsumed into the functions and duties of the newly created Transportation Commission; and

**WHEREAS**, due to an oversight, the sections of the Spokane Municipal Code relating to the CSAC were not repealed as part of Ordinance C36517.

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

**Section 1.** Article VII, Sections 12.01.200 through 12.01.210 of the Spokane Municipal Code, relating to the Citizens Streets Advisory Commission, is repealed.

**Section 2.** That Section 04.40.050 of the Spokane Municipal Code be amended to read as follows:

### Section 04.40.050 Liaison Members

- A. Representatives of the following agencies with transportation interests within the city of Spokane may join the Transportation Commission as members in liaison roles: Spokane Transit Authority, Spokane Regional Transportation Council, Washington State Department of Transportation, Spokane Regional Health District, Parking and Business Improvement Area, Downtown Spokane, Partnership, University District Public Development Authority, the Northeast Public Development Authority, the West Plains / Airport Area Public Development Authority (S3R3 Solutions), and Spokane Public Schools. Additional liaisons representing agencies not listed in this section may be admitted upon majority vote of the Commission.
- B. All council members shall serve as liaisons to the Transportation Commission.
- C. The Community Assembly may ~~((nominate a member of the assembly))~~ select an individual to serve as ~~((a))~~ its liaison to the Transportation Commission.
- D. Liaison members shall be non-voting members ~~((in))~~ of the Transportation Commission ~~((business))~~.
- E. Liaison members shall be selected by the agency or body represented on the Transportation Commission and shall not be subject to mayoral appointment or council approval of their appointment.
- F. The Community Assembly and any agency with a representative serving as a liaison to the Transportation Commission may ~~((identify))~~ select an alternate ~~((member of the assembly or agency))~~ to serve in the absence of the designated liaison.

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

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

### **ORDINANCE NO. C36601**

An ordinance relating to revenue from automated safety cameras, renaming the Traffic Calming Fund the "Spokane Safe Streets for All Fund," amending Sections 07.08.148, 16A.64.220 and 16A.64.240 of the Spokane Municipal Code, and repealing Section 16A.64.260 of the Spokane Municipal Code.

WHEREAS, RCW 46.63 authorizes local jurisdictions to install and operate automated traffic safety cameras as a means for enforcing traffic laws; and

WHEREAS, consistent with RCW 46.63, the Spokane City Council adopted Spokane Municipal Code Chapter 16A.64 which, in pertinent part, authorized the use of automated traffic safety cameras in the City of Spokane at two-arterial intersections and school speeding zones; and

WHEREAS, on August 26, 2019, the City Council enacted ordinance C35809, establishing new Section 07.08.148 in the Spokane Municipal Code to create the "Traffic Calming Fund" into which funds from automated traffic safety camera infractions were deposited; and

WHEREAS, under SMC 07.08.148, funds in the Traffic Calming Fund are to be used to pay for "traffic calming measures" and such operational expenses associated with the automated safety camera program; and

WHEREAS, in 2022 the Washington Legislature enacted Engrossed Substitute Senate Bill 5974, which expanded the permitted uses of automated traffic safety cameras under RCW 46.63 to include the detection of speed violations in roadways and school walk areas as defined in RCW 28A.160.160, as well as speed violations in public park speed zones and hospital speed zones; and

WHEREAS, effective September 1, 2023 the City Council enacted Ordinance C36407, which amended Spokane Municipal Code to expand the use of automated safety cameras in park areas and hospital zones; and

WHEREAS, in 2024 the Washington Legislature enacted Engrossed Substitute Senate Bill 2384, which expanded the allowed uses and locations of automated safety cameras, defined allowed uses of revenues generated from automated safety-camera programs, permitted the use of non-commissioned individuals to review infractions, and enacted other provisions relating to automated safety cameras; and

WHEREAS, since its inception in 2007, revenues from the use of automated safety cameras in the city have grown significantly, and the Traffic Calming Fund established under SMC 07.08.148 has necessarily grown as well, increasing the opportunities for installation of traffic calming measures and other programs to ensure safe streets for all Spokane citizens; and

WHEREAS, vehicle, pedestrian and bicycle safety concepts have evolved since the initial creation of the Traffic Calming Fund, and local safety programs extend beyond traffic calming infrastructure improvements to incorporate a more comprehensive approach toward traffic safety, such as the United States Department of Transportation "Safe System Approach" and the USDOT "Safe Streets 4 All" grant program ("SS4A"); and

WHEREAS, the phrase "traffic calming measures" is not defined in the Spokane Municipal Code and is an outdated concept, and is not well-defined at the administrative or legislative levels, creating less certainty as to which projects are suitable for funding by the Traffic Calming Fund; and

WHEREAS, Engrossed Substitute Senate Bill 2384 clarifies appropriate uses of revenues generated by automated safety cameras; and

WHEREAS, as early as 2011, and in concert with the Community Assembly, the City approved administrative policies for placement of automated safety cameras and for uses of revenues in the Traffic Calming Fund, which policies need to be updated to reflect the current practices and procedures relating to use of Traffic Calming Funds; and

WHEREAS, on June 24, 2024, the City Council adopted resolution 2024-0053, the "Janet Mann Safe Streets Now!" resolution to encourage the administration to implement adaptive design strategies as part of the City's traffic calming program and transportation infrastructure, and

WHEREAS, the Council desires to rename the Traffic Calming Fund to better reflect the uses and opportunities for funding for vehicle, pedestrian and bicycle safety measures, to set forth the types of programs and projects eligible for funding from revenues generated by automated safety cameras consistent with Engrossed Substitute Senate Bill 2384, to ensure that such funds are appropriated within general fund expenditures in a manner that is specifically and demonstrably connected to modern concepts for road safety as well as traffic calming, and finally to create procedures to ensure the fair, sensible and foresighted use of such funds.

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

**Section 1.** That Article II, Section 07.08.148 of the Spokane Municipal Code to is amended to read as follows:

Section 07.08.148 (~~(Traffic Calming Measures)~~) Spokane Safe Streets for All Fund.

A. Establishment of Fund. There is established a special revenue fund to be known as the (~~(“Traffic Calming Measures Fund”)~~) Spokane Safe Streets for All Fund (the “Safe Streets for All Fund”) into which shall be deposited funds from automated traffic safety camera infractions in excess of the direct administrative costs of the automated traffic safety camera program. The (~~(fund)~~) Safe Streets for All Fund will be used to pay for (~~(traffic calming measures and)~~) operational expenses directly related to the automated traffic safety camera program as are approved by the City Council by resolution((-) or special budget ordinance, and for construction and maintenance of the following safe streets measures consistent with RCW 46.63:

1. Roadway infrastructure improvements with a demonstrable connection to safe systems improvements;
2. Operational expenses with a demonstrable connection to pedestrian and bicycle safety;
3. Sidewalk repair and safety programs;
4. Funding of personnel for community outreach and to encourage citizen input into safe streets measures and projects;
5. Funding of engineering and project personnel to ensure timely design and construction of safety infrastructure;
6. Implementation of programs, including grant applications, that follow the USDOT “Safe System Approach,” including focus on driver safety, safer roads, safer vehicles, safer speeds, and post-crash care;
7. Implementation of adaptive design strategies into the City’s transportation infrastructure; and
8. Such other measures, programs and improvements approved by the City Council and permitted by state law.

B. Appropriations from the Spokane Safe Streets for All Fund. Funds from the Safe Streets for All Fund shall be appropriated by the city council as part of the annual city budget, pursuant to special budget ordinance, or both. In making appropriations the City Council may consider recommendations of the City of Spokane Transportation Commission and Neighborhood Councils with regard to projects and priorities. When feasible, all appropriations from the Safe Streets for All Fund shall be approved by the city council no later than April 1 of the year in which such funds are to be encumbered.

C. Minimum Allocation to Specified Census Tracts. Expenditures from the Safe Streets for All Funds shall be consistent with the allocation requirements in RCW 46.63.220 (13)(b) as amended from time to time.

**Section 2.** That Section 16A.64.220 of the Spokane Municipal Code is amended to read:

Section 16A.64.220 Procedures of Use of Automated Traffic Safety Cameras

The use of automated traffic safety cameras is authorized for issuance of notices of infraction for violations regarding obedience to traffic control devices (~~(for stoplights at two-arterial intersection and school speeding zones and)~~) and speed violations is subject to the following requirements:

A. Use of automated traffic safety cameras is restricted to the following locations:

1. For stoplight violations only, at two-arterial intersections as defined in RCW 46.63.230((-);
2. School walk (~~(areas)~~) zones, as defined in RCW 46.63.210(7)((-);
4. School speed zone, as defined in RCW 46.63.210;
5. Public park speed zones, as defined in RCW (~~(46.63.170, and)~~) 46.63.210;
6. Hospital speed zones, as defined in RCW (~~(46.63.170)~~) 46.63.210;
7. Roadway work zones on city streets, as defined in RCW 46.63.210;
8. State highways within city limits and classified as city streets pursuant to RCW 47.24; and
9. For failure to stop at an activated railroad grade crossing control signal only, at railroad grade crossings.

B. Automated traffic safety cameras may only take pictures of the vehicle and vehicle license plate and only while an infraction is occurring. The picture must not reveal the face of the driver or of passengers in the vehicle.

C. A notice of infraction must be mailed to the registered owner of the vehicle within fourteen days of the violation, or to the renter of a vehicle within fourteen days of establishing the renter's name and address under SMC 16A.64.240(B).



The ~~((law enforcement officer issuing the))~~ notice of infraction shall include with it a certificate or facsimile thereof, based upon inspection of photographs, microphotographs, or electronic images produced by an automated traffic safety camera, stating the facts supporting the notice of infraction. This certificate or facsimile is prima facie evidence of the facts contained in it and is admissible in a proceeding charging a violation under this chapter. The photographs, microphotographs or electronic images evidencing the violation must be available for inspection and admission into evidence in a proceeding to adjudicate the liability for the infraction. A person receiving a notice of infraction based on evidence detected by an automated traffic safety camera may respond to the notice by mail.

- D. The registered owner of a vehicle is responsible for an infraction under SMC 16A.64.270(A) unless the registered owner overcomes the presumption in SMC 16A.64.270(B), or, in the case of a rental car business, satisfies the conditions under SMC 16A.64.240(B). If appropriate under the circumstances, a renter identified under SMC 16A.64.240(B)(1) is responsible for an infraction.
- E. Pursuant to RCW ~~((46.63.170(1)(f)))~~ 46.63.160(6)(6), notwithstanding any other provision of law, all photographs, microphotographs, or electronic images prepared under this section are for the exclusive use of law enforcement in the discharge of duties under this section and are not open to the public and may not be used in a court in a pending action or proceeding unless the action or proceeding relates to a violation under this section. No photograph, microphotograph or electronic image may be used for any purpose other than enforcement of violations under this section nor retained longer than necessary to enforce this section.
- F. All locations where an automated traffic safety camera is used must be clearly marked by placing signs in locations that clearly indicate to a driver that ~~((he))~~ the driver is entering a zone where traffic laws are enforced by an automated traffic safety camera. Signage in public park speed zones and hospital speed zones shall conform to the requirements in RCW ~~((46.63.170))~~ 46.63.220.

**Section 3.** That Section 16A.64.240 of the Spokane Municipal Code is amended to read:

Section 16A.64.240 Notice and Disposition of Traffic Infractions

- A. Infractions detected through the use of automated traffic safety cameras are not part of the registered owner's driving record under RCW 46.52.101 and RCW 46.52.120. Additionally, infractions and resulting penalties generated by the use of automated traffic safety cameras under this section shall be processed in the same manner as parking infractions ~~((including for the purposes of))~~ under state law, including, but not limited to RCW 3.46.120, RCW 3.50.100, RCW 35.20.220, RCW ((46.16.246)) 46.16A.120, ((and)) RCW 46.20.270(3), RCW 46.63.110, RCW 46.63.190, and RCW 46.63.220, as they may be amended from time to time. A notice of infraction for ~~((stoplight and school speed zone))~~ violations detected through the use of automated traffic safety cameras shall result in a fine equal to the total penalty, including the base penalty plus any statutory assessments authorized under state law, for such violations otherwise detected by a police officer.
- B. If the registered owner of the vehicle is a rental car business, the police department shall, before a notice of infraction being issued under this section, provide a written notice to the rental car business that a notice of infraction may be issued to the rental car business if the rental car business does not, within eighteen days of receiving the written notice, provide to the police department by return mail:
1. a statement under oath stating the name and known mailing address of the individual driving or renting the vehicle when the infraction occurred; or
  2. a statement under oath that the business is unable to determine who was driving or renting the vehicle at the time the infraction occurred; or
  3. in lieu of identifying the vehicle operator, the rental car business may pay the applicable penalty.
- Timely mailing of this statement to the police department relieves a rental car business of any liability under this section for the notice of infraction.
- C. Nothing in this section prohibits a law enforcement officer from issuing a notice of traffic infraction at the time a violation occurs to a person in control of a vehicle under the Washington Model Traffic Ordinance.
- D. The court may, in its discretion, waive, reduce, or suspend the monetary penalty prescribed for the infraction. At the person's request, the court may order performance of a number of hours of community restitution in lieu of a monetary penalty, at the rate of the then state minimum wage per hour.
1. Except as provided in this subsection, registered owners of vehicles who receive notices of infraction for automated traffic safety camera-enforced infractions and are recipients of public assistance under Title 74 RCW or participants in the Washington women, infants, and children program, and who request reduced penalties for infractions detected through the use of automated traffic safety camera violations, must be granted reduced penalty amounts of 50 percent of what would otherwise be assessed for a first automated traffic safety camera

violation and for subsequent automated traffic safety camera violations issued within 21 days of issuance of the first automated traffic safety camera violation. Eligibility for Medicaid under RCW 74.09.510 is not a qualifying criterion under this subsection. Registered owners of vehicles who receive notices of infraction must be provided with information on their eligibility and the opportunity to apply for a reduction in penalty amounts through the mail or internet.

**Section 4.** Section 16A.64.260 of the Spokane Municipal Code is repealed.

**Section 5. Severability.** If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

**Section 6. Clerical Errors.** Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

### **ORDINANCE NO. C36602**

AN ORDINANCE relating to sewers, amending SMC section 13.03.0508; adopting new sections 13.03.0125, 13.03.0225, and 13.03.0501, to chapter 13.03 of the Spokane Municipal Code; and setting an effective date.

The City of Spokane does ordain:

**Section 1:** That there is adopted a new section 13.03.0125 to chapter 13.03 SMC to read as follows:

#### 13.03.0125 – Grease

"Grease" means liquid or other waste containing floatable and/or dispersed grease, vegetable oil, petroleum oil, non-biodegradable cutting oil, fat, oil or grease products of animal, or vegetable or mineral origin which is detectable and measurable in wastewater.

**Section 2:** That there is adopted a new section 13.03.0225 to chapter 13.03 SMC to read as follows:

#### 13.03.0225 – Yellow Grease

A. "Yellow grease" means grease, which is associated with food preparation or processing that has not been contaminated with wash water or chemicals. Common examples include used cooking and fryer oils.

**Section 3:** That there is adopted a new section 13.03.0501 to chapter 13.03 SMC to read as follows:

#### 13.03.0501 – Grease Prohibitions

- A. No user shall discharge, cause, or allow any grease or wastewater containing grease from a facility into the sanitary sewer system. Any wastewater containing grease must be processed through a grease control device prior to discharge.
- B. No user shall discharge, cause, or allow any yellow grease, or any waste or material mixed with yellow grease, into the sanitary sewer system from a facility.
- C. No user shall allow yellow grease from a facility to be mixed with grease control device waste.

**Section 4:** That SMC section 13.03.0508 is amended to read as follows:

#### 13.03.0508- Grease Control Devices, Oil/water Separators, Sand Traps—Maintenance

- A. All grease control devices, oil/water separators, and sand traps shall be maintained by the owner, at his or her expense and liability, in good order and condition at all times. Existing grease control devices connected to public sewer shall be, cleaned, inspected, and adequately documented per Subsection C. If the grease control device, oil/water separator, or sand trap fails the inspection as not being up to City standards, such device will have to be repaired or replaced at the owner's expense.
- B. Grease control devices, oil/water separators, and sand traps shall be cleaned on a sufficient frequency to prevent objectionable odors, surcharge of the grease control device, obstruction, or interference with the operation of the sanitary sewer system. All devices must be maintained as described below, or in a manner and frequency consistent with manufacturer specifications and guidance.

1. Hydromechanical grease interceptors shall be cleaned at least once every thirty days, or when the device is filled to twenty-five percent or more of capacity with grease or settled solids, whichever comes first. (~~or based on the operational thresholds of the device manufacturer~~).
  2. Gravity grease interceptors shall be cleaned by a wastewater hauler at least once every ninety days, or when ~~((their))~~ the last chamber is filled to twenty-five percent or more of capacity with grease or settled solids, whichever comes first. Grease interceptors with a sample box shall be cleaned immediately when grease is evident in the sample box.
  3. Mechanical grease removal devices must be maintained in a manner and frequency consistent with manufacturer specifications and guidance.
  4. Oil/water separators and sand traps shall be serviced by a licensed ~~((hazardous))~~ waste disposal company when the ~~((inlet chamber))~~ sediment in the bottom of the device exceeds six inches in depth (~~(of sludge accumulation)~~), when accumulated trash or debris is observed, or when there is one inch or more of floating oil (~~(in either chamber)~~), whichever comes first.
  5. Grease control devices and oil/water separators shall be cleaned by being pumped dry and all accumulated sludge on all surfaces shall be removed by washing down the sides, baffles, and tees. Water removed during cleaning shall not be returned to the grease control device or the oil/water separator, nor the downstream sewer.
  6. The use of chemical or biological additives, enzymes or surfactants acting as grease emulsifiers is not permitted as a method for cleaning the grease control device.
- C. Users shall maintain records on site for a period of at least three years as follows:
1. Users with an installed grease control device or oil/water separator shall maintain records showing that the control device has been properly maintained and cleaned as required by Subsections A and B.
  2. Users shall maintain records showing the following related to all wastes hauled off site: date and time material removed off site; volume removed; licensed wastewater hauler or hazardous waste disposal company name.
- D. Grease control devices shall be kept free of inorganic solid materials, such as grit, rocks, gravel, sand, eating utensils, cigarettes, shells, towels, rags, etc.
- E. The director may grant an exception to the requirements of Subsections B.2 where the director finds, based on evidence presented by the user, that a less frequent cleaning schedule will be sufficient to assure that not more than twenty-five percent of the capacity of the grease control device will be filled with grease or settled solids.
- F. The director may conduct an inspection of grease control devices, sand traps, and oil/water separators. The user shall make all facilities accessible for inspection, and shall provide inspection and maintenance records. The cost of the inspections, any repairs to the public sewer, and any cleaning of the public sewer, necessitated by a lack of proper maintenance of the user's facilities, shall be billed as an additional utility service to the user.

**Section 5. Effective Date.** This ordinance shall take effect and be in force on \_\_\_\_\_, 2025.

### **ORDINANCE NO C36603**

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 Opioid Response 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 Opioid Response Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

1. Increase appropriation by \$124,350.
2. Of the increased appropriation, \$124,350 is provided solely for contractual services for street outreach and navigation services.

**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 increase contractual services for street outreach and navigation services in coordination with the City of Spokane's Homeless Outreach Team, 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.

## CUSTOMER SERVICE ASSISTANT SPN 099

Open Entry

**DATE OPEN:** Monday, November 18, 2024

**DATE CLOSED:** Monday, December 2, 2024

**SALARY:** \$41,822.64 annual salary, payable bi-weekly, to a maximum of \$64,686.24

### DESCRIPTION:

*Do you pride yourself on your dependable nature? Would you consider yourself a people-person? Do you have the ability to communicate with others while "clacking" away at the keyboard? Like being the person that has their "fingers on the pulse"? Be a voice and face of MY SPOKANE 311, where knowledge, friendly, and quality service are at the forefront for the City of Spokane.*

*My Spokane 311 is a small, but an essential department to the City of Spokane serving over 7+ departments across multiple facilities including utility billing, city parks and recreation, and citizen engagement. The department is seeking a friendly team player who can work in a fast-paced environment. You would be providing outstanding customer service to the citizens of Spokane by phone, online chat, or in-person by assisting clients with the multitude of services the City has to offer.*

*This position offers opportunity to progress to a Customer Service Specialist after the first year of employment. You will also be part of an excellent work environment with a great compensation plan, including medical, pension and 457 plan.*

### DUTIES:

- Interacts with the public to provide a full range of customer-service related support activities, which includes providing information, handling or obtaining details of complaints, submitting service requests, and receiving payments for various City services.
- Receives and responds to a high volume of telephone inquiries and web/chat requests, representing the City to the public over the telephone and through written correspondence in a professional and effective manner.
- Resolves service or billing complaints by providing detailed information regarding policies and regulations or referring unresolved customer grievances to the appropriate department for further investigation.
- Registers and takes payments from participants for parks and recreation activities, and provides information on scheduled classes or events; quotes rates for tours, activities, or other products and services.
- Performs various clerical and office support tasks to include typing, proofreading, filing, record keeping, mailing, sorting, and retrieving documents.
- Operates a variety of office equipment to correspond with customers, and transmits information and documents using a desktop computer, facsimile machine, or postal mail.
- Utilizes various computer software applications to perform record-keeping activities including, but not limited to, the following:
  - ◇ determine the status of accounts,
  - ◇ enter monetary transactions and issue receipts,
  - ◇ create or make adjustments to service requests,
  - ◇ document details of customer interactions, including any actions taken, and
  - ◇ retrieve, research, and review information related to customer comments, inquiries or complaints.
- May assist with in-person customer inquiries or payments for services at the public counter, depending on the department to which assigned.
- Performs related work as required.

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

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

- *Education:* High school diploma or equivalent; **AND**
- *Experience:* Six months of customer service experience where a significant portion of the work included using a computer to enter and retrieve data.

**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 an online, multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

**EXAMINATION DETAILS:**

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided. Computer reservations can also be made through your local, public library.**

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 18, 2024, and Monday, December 2, 2024, will test Thursday, December 5, 2024, through Tuesday, December 10, 2024.

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

The examination may include such subjects as:

- Computer Skills
- Customer Service
- Decision Making

**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

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 14th day of November 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

**CHEMIST SPN 655**

## Open Entry

**DATE OPEN: Monday, November 18, 2024****DATE CLOSED: Monday, December 2, 2024****SALARY: \$62,994.96 annual salary, payable bi-weekly, to a maximum of \$89,115.84****DESCRIPTION:**

Performs professional laboratory work in an Advanced Waste Water Treatment Plant making chemical and bacteriological analyses of waste water, bio-solids, soils, and industrial waste samples.

**DUTIES:**

- Performs a variety of water and waste water, sewage, biosolids and soil tests in the control of pollution.
- Conducts standardized chemical and bacteriological tests of influent, process and effluent waste water, sludge, and soils.
- Conducts waste water tests of selected industries to establish sewage rates.
- Conducts inspections and supervises monitoring activities of, and analyzes discharge data from industrial dischargers.
- Provides compliance and enforcement information to the supervisor.
- Develops and implements the laboratory Quality Assurance/Quality Control Program.
- Prepares reports as required.
- Supervises laboratory technicians.
- Performs more difficult chemical analyses including ultra trace metals analysis.
- Conducts research to improve analyses techniques, and prepares new analyses procedures and techniques.
- Makes recommendations regarding laboratory equipment purchases.
- Implements and assists in the development of plant process control diagnostic techniques utilized to direct changes in plant operating adjustments.
- Implements and supervises the industrial billing and sampling for the City of Spokane user charge program.
- Performs, or supervises the performance of exacting sample preparation, as required by environmental regulations.
- Coordinates "clean sampling" plant and river monitoring activities.
- Analyzes and interprets analytical data to implement regulatory requirements for industries proposing discharge to City facilities.
- Performs related work as required.

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

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

- *Education:* Graduation from an accredited four-year college or university with a degree in chemistry, bacteriology, or closely related laboratory science.
- *Experience:* One year of experience in an accredited laboratory.

**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. Computer reservations can also be made through your local, public library.

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 18, 2024, and Monday, December 2, 2024, will test Thursday, December 5, 2024, through Tuesday, December 10, 2024.

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

The examination may include such subjects as:

- Biosolids
- Chemistry
- Dangerous Waste
- Employee Relations and Supervision
- Lab Quality Control
- Microsoft Excel
- Pretreatment

**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

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 14th day of November 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**CHEMIST SPN 655**  
Promotional

**DATE OPEN: Monday, November 18, 2024**

**DATE CLOSED: Monday, December 2, 2024**

**SALARY: \$62,994.96 annual salary, payable bi-weekly, to a maximum of \$89,115.84**

**DESCRIPTION:**

Performs professional laboratory work in an Advanced Waste Water Treatment Plant making chemical and bacteriological analyses of waste water, bio-solids, soils, and industrial waste samples.

**DUTIES:**

- Performs a variety of water and waste water, sewage, biosolids and soil tests in the control of pollution.
- Conducts standardized chemical and bacteriological tests of influent, process and effluent waste water, sludge, and soils.
- Conducts waste water tests of selected industries to establish sewage rates.
- Conducts inspections and supervises monitoring activities of, and analyzes discharge data from industrial dischargers.
- Provides compliance and enforcement information to the supervisor.
- Develops and implements the laboratory Quality Assurance/Quality Control Program.
- Prepares reports as required.
- Supervises laboratory technicians.
- Performs more difficult chemical analyses including ultra trace metals analysis.
- Conducts research to improve analyses techniques, and prepares new analyses procedures and techniques.
- Makes recommendations regarding laboratory equipment purchases.
- Implements and assists in the development of plant process control diagnostic techniques utilized to direct changes in plant operating adjustments.
- Implements and supervises the industrial billing and sampling for the City of Spokane user charge program.
- Performs, or supervises the performance of exacting sample preparation, as required by environmental regulations.
- Coordinates "clean sampling" plant and river monitoring activities.
- Analyzes and interprets analytical data to implement regulatory requirements for industries proposing discharge to City facilities.
- 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.)

- *Education:* Graduation from an accredited four-year college or university with a degree in chemistry, bacteriology, biology, or related laboratory/physical science.
- *Experience:* Completion of the probationary period with the City in the classification of Laboratory Technician (SPN 654).

**NOTE:** Current City of Spokane employees who have completed initial probation and are within the line of progression, can apply to this promotion if they meet the open entry requirements, per Civil Service Rule VI, Section 3.

**Open Entry Requirements:**

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

- *Education:* Graduation from an accredited four-year college or university with a degree in chemistry, bacteriology, or closely related laboratory science.
- *Experience:* One year of experience in an accredited laboratory.

**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, December 5, 2024
- Test Time: 9:00 A.M.
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 2 hours
- The examination may include such subjects as:
  - ◇ Biosolids
  - ◇ Chemistry
  - ◇ Dangerous Waste
  - ◇ Employee Relations and Supervision
  - ◇ Lab Quality Control
  - ◇ Microsoft Excel
  - ◇ Pretreatment

**NOTE:** Please be advised that additional sessions may be scheduled based on the number of applicants.

**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

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 14th day of November 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner



# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

Stevens Elementary Walk Route  
Engineering Services File No. 2023110

This project consists of the construction of approximately 30 ADA accessible wheelchair ramps, the installation of 6 drainage structure replacements, 1 Rectangular Rapid Flashing Beacon, 1 Pedestrian Hybrid Beacon, 1200 square yards of sidewalk, 1000 square yards of 4-inch thick HMA pavement repair, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. December 9, 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 TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY-FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

**Note regarding new specifications:** The City of Spokane is using WSDOT's 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.

Publish: November 20, 27, & December 4, 2024.

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR QUALIFICATIONS #6243-24

#### Thorpe Tunnel Preliminary Engineering Services

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, DECEMBER 16, 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 16, 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. Federal Highway Administration and other federal or state grant sources may 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 [mlowmaster@spokanecity.org](mailto: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 13, 20, & 27, 2024

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### 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](mailto: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, 20, & 27, 2024

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**SPOKANE WATER DEPARTMENT METER SHOP-MAIN OFFICE RENOVATION – PHASE 1  
PW ITB #6276-24**

**Description:** The City of Spokane is soliciting electronic bids for the Spokane Water Department Meter Shop-Main Office Renovation – Phase 1

**Mandatory Pre-Bid Conference:** Thursday, December 5th at 9:00 am at the Spokane Water Department Main Office – 914 East North Foothills Drive, Spokane WA. Only those vendors who attend the Mandatory Pre-Bid Conference will be able to bid on this project.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, December 23, 2024, at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, December 23, 2024**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Thea Prince  
City of Spokane Purchasing

Publish: November 20, 27 & December 4, 2024

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