



Official Gazette

City of Spokane, Washington

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

Volume 115

JANUARY 29, 2025

Issue 5



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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The Official Gazette

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Minutes

NOTICE**NO MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, January 20, 2025**

The Monday, January 20, 2025 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, January 20, 2025 due to the observance of the Martin Luther King Jr. holiday.)

STANDING COMMITTEE MINUTES

City of Spokane

Public Safety and Community Health Committee

City Council Chambers

January 6, 2024

Call to Order: 12:08 PMRecording of the meeting may be viewed here: <https://vimeo.com/1044449345>**Attendance**

Committee Members Present:

Council Member Michael Cathcart, Council President Betsy Wilkerson, Council Member Zack Zappone, Council Member Paul Dillon, Council Member Kitty Klitzke, Council Member Lili Navarrete, Council Member Jonathan Bingle

Agenda Items:**UPDATES NOT ON AGENDA:**

1. MONTHLY POLICE UPDATE – KEVIN HALL (10 minutes)
2. MONTHLY FIRE UPDATE – JULIE O'BERG (10 minutes)

II. Monthly Report/Update

1. 0680 - PHOTO RED MONTHLY UPDATE - MIKE MCNAB (5 minutes)
2. 0680 - STRATEGIC INITIATIVES MONTHLY UPDATE - JACQUI MACCONNELL (5 minutes)

III. Discussion Items

1. 0680 - UNIFORM OVERTIME REPORT - KEVIN SCHMITT (5 minutes)
2. ORDINANCE IMPLEMENTING A COMMUNITY HEALTH IMPACT AREA – MAGGIE YATES/ADAM MCDANIEL (5 minutes)
3. ORDINANCE RELATING TO CREATING AN ALCOHOL IMPACT AREA – MAGGIE YATES/ADAM MCDANIEL (5 minutes)
4. STANDING COMMITTEE AND STAFF REPORTS - (10 minutes)

IV. Consent Items

1. 0620-CONTRACT AMENDMENT WITH ARCHBRIGHT (HUMAN RESOURCES)
2. 0620- STA-UNIVERSAL TRANSIT ACCESS PASS AGREEMENT THIRD AMENDMENT (HUMAN RESOURCES)

Executive Session

None.

Adjournment

The meeting adjourned at 1:00 PM

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment & Sustainability Committee
City Council Chambers
January 23, 2025

Call to Order: 11:01 A.M.

Recording of the meeting may be viewed here: <https://vimeo.com/1049806189>

Attendance

Committee Members Present: Kitty Klitzke, Jonathan Bingle, Michael Cathcart, Paul Dillon, Lili Navarrete, Zack Zappone
Betsy Wilkerson arrived at 11:08 A.M.

Discussion Items

1. MONTHLY DIRECTOR'S REPORT - MARLENE FEIST (10 minutes)
 ◇ No action taken, Presentation Only
2. 0320 - RESOLUTION APPROVING 2026 SAFE STREETS FOR ALL PROJECTS - ABIGAIL MARTIN (10 minutes)
 ◇ No action taken, Presentation Only
3. 2025 CONSTRUCTION PROJECTS OVERVIEW - DAN BULLER (15 minutes)
 ◇ No action taken, Presentation Only
4. 4490 CONTRACT RENEWAL FOR LANDFILL GROUNDWATER MONITORING - CHRIS AVERYT (5 minutes)
 ◇ No action taken, Presentation Only
5. 4490 RESOLUTION RE SPECIAL MARKET CONDITIONS - CHRIS AVERYT (10 minutes)
 ◇ No action taken, Presentation Only
6. 4490 DEPARTMENT OF ECOLOGY FUNDED CARBON CAPTURE STUDY -CHRIS AVERYT (5 minutes)
 ◇ No action taken, Presentation Only
6. 5100 - PRE-PURCHASE APPROVAL FOR 8 REFUSE TRUCKS FOR SWC -CHRIS AVERYT (5 minutes)
 ◇ No action taken, Presentation Only
7. 5100 - PRE-PURCHASE OF ASPHALT COLD PLANER FOR STREETS – CLINT HARRIS (5 minutes)
 ◇ No action taken, Presentation Only
9. BOARD, COMMISSION, AND STAFF UPDATES - (10 minutes)

Consent Items

1. 0370 – DESMET AVENUE AND SUPERIOR STREET SEWER REROUTE -2020079 (ENGINEERING SERVICES)
2. 0370 – DESIGN CONTRACT WITH HORROCKS FOR 4 BRIDGES PROJECT 2023123 (ENGINEERING SERVICES)
3. 4100 AVISTA UPGRADE AT UPRIVER HYDROELECTRIC PROJECT (WATER &HYDROELECTRIC SERVICES)
4. 4100 EMERGENCY WEINMAN PUMP REPLACEMENT PARTS (WATER & HYDROELECTRIC SERVICES)
5. 4100 WATER DEPT. PURCHASE OF MISC WATERWORKS PRODUCTS (WATER& HYDROELECTRIC SERVICES)
6. 4100 WATERWORKS SERVICE BRASS AND BALL VALVE VALUE BLANKET RENEWAL (WATER & HYDROELECTRIC SERVICES)
7. 4490 PURCHASE OF BOILER LEVEL INDICATORS (SOLID WASTE DISPOSAL)

8. 4490 VALUE BLANKET FOR THE PURCHASE OF HYDROCHLORIC ACID (SOLID WASTE DISPOSAL)
9. 4490 VALUE BLANKET FOR THE PURCHASE OF HIGH CALCIUM QUICKLIME (SOLID WASTE DISPOSAL)
10. 4490 CONTRACT RENEWAL FOR ANNUAL HVAC SERVICES (SOLID WASTE DISPOSAL)
11. 4490 CONTRACT RENEWAL FOR SCAFFOLDING SERVICES (SOLID WASTE DISPOSAL)
12. 4490 CONTRACT AMENDMENT FOR MINI-EXCAVATOR RENTAL (SOLID WASTE DISPOSAL)

Executive Session

None.

Adjournment

The meeting adjourned at 12:20 P.M.

Hearing Notices

**NOTICE OF PUBLIC HEARING BEFORE THE SPOKANE CITY COUNCIL
A PROPOSED AMENDMENT TO THE UNIFIED DEVELOPMENT CODE ADDING CENTERS AND CORRIDORS TO
THE AREAS WHERE HISTORIC PRESERVATION REVIEW IS REQUIRED WHEN DEMOLITION IS PROPOSED ON
A STRUCTURE THAT IS ELIGIBLE TO BE LISTED ON THE SPOKANE REGISTER OF HISTORIC PLACES**

(Proposed Ordinance C36633)

Notice is hereby given that there will be a public hearing before the Spokane City Council on Monday, February 3, 2025 at 6:00 pm in the City Council Chambers, Lower Level of City Hall at 808 West Spokane Falls Boulevard, Spokane, Washington (this hearing may be continued to a later date). This public hearing is for an application by the City of Spokane to add Centers & Corridor Zones to the identified areas in the City of Spokane where Historic Preservation review is required when demolition of a historic or eligible structure is proposed.

The project file is available for public review during regular business hours at the City-County of Spokane Historic Preservation Office, City Hall 3rd Floor, 808 W Spokane Falls Blvd., Spokane, WA 99201-3329. For additional information please visit the project webpage: <https://www.historicspokane.org/centers-and-corridors>.

Any person may submit written comments on the proposed action or call for additional information at:
Historic Preservation Office

Attn: Logan Camporeale, Historic Preservation Specialist
808 West Spokane Falls Boulevard, 3rd Floor
Spokane, WA 99201-3333
Phone (509) 625-6634 | preservation@spokanecity.org

APPLICATION INFORMATION

SUBJECT: Proposed amendments to the Unified Development Code adding Centers and Corridors to the historic preservation review in 17D.100.230

AGENT: City of Spokane Historic Preservation Office
Logan Camporeale
808 W. Spokane Falls Blvd
Spokane, WA 99201
preservation@spokanecity.org
(509) 625-6634

**APPLICANT/
OWNER:** Multiple properties affected in the various Centers and Corridor Zones

File Number: An ordinance amending SMC section 17D.100.230.

Location: Centers and Corridors are located in various locations throughout the City of Spokane. For more details on the specific location of Centers and Corridors, please visit the City of Spokane GIS Map: <https://my.spokanecity.org/opendata/gis/>.

SEPA: A SEPA Checklist for this non-project action was submitted. A Determination of Non Significance (DNS) was issued on September 19, 2024 under WAC 197-11-340(2); the lead agency did not act on this proposal for at least 14 days. The comment period concluded on October 9, 2024.

Description of Proposal:

This proposal is amending section **17D.100.230 Demolition Permits for Historic Structures in the Downtown Boundary Area and National Register Historic Districts to the Spokane Municipal Code** which would require that when a historic or eligible structure in a Center and Corridor is proposed for demolition, the replacement structure must have overall square footage equal to or greater than 100% of that of the eligible structure(s) to be demolished. The replacement structure will also be administratively reviewed for its exterior materials to ensure they are compatible with surrounding historic buildings. This proposal would modify the permitting and financial conditions which must be met before a demolition permit is issued for a historic or eligible building. The proposal also reorganizes the existing code section to improve clarity.

The intent of these efforts is to keep historic buildings in use and the historic character of Centers and Corridor Zones intact by reviewing demolitions proposed on historic or eligible properties within those zones and requiring a replacement structure. There are currently few protections against the demolition of historic buildings in Spokane's Centers and Corridors. Placing appropriate controls on demolition of historic or eligible structures in Centers and Corridors and standards and incentives that support adaptive re-use can help ensure historic structures support the development of a sense of place in centers, linking these areas past and future. These changes will also bring this SMC in compliance with HB1293 (2023) well before the 2026-27 deadline.

Legal Description:

A legal description of Centers and Corridors Zones is available at Spokane City Hall, 808 West Spokane Falls Blvd., Spokane, WA 99201-3329.

How to attend the meeting:

The Hearing will be held in-person in the City Council Chambers at 6 pm on February 3, 2025 and the public can attend the meeting. People may also attend online 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 website: <https://my.spokanecity.org/citycouncil/meetings/>.

Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision.

Public Hearing Process:

This proposal received a recommendation for approval from Plan Commission and the Spokane Historic Landmarks Commission, however their recommendations were slightly different. The City Council will vote on this matter.

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.

Publish: January 22 and 29, 2025

General Notices

NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with Ready Rebound, Inc., to provide the following service to the members of the Spokane Police Department and Spokane Fire Department:

Subscription Service to provide 24/7 access to licensed athletic trainers, individualized healthcare navigation and advocacy, and preferred access to medical providers. Ready Rebound will provide sports medicine healthcare model for members and nuanced return-to-work communication for all stakeholders, including employers and medical providers.

Firms who believe they can compete for this are required to submit via email, a brief statement of their intent to compete. The statement and any other questions regarding this sole source should be directed to Michelle Loucks, Procurement Specialist, at: dloucks@spokanepolice.org, by February 3rd at 10:00am. The City of Spokane does not guarantee that firms responding to this notice will be rendered a request to tender an offer for this procurement. In addition, the City of Spokane does not guarantee that any solicitation will occur for this procurement but reserves the right to solicit proposals.

Firms who have not already done so, should register at www.mrscrosters.com.

Dated this 20th day of January 2025.

Michelle Loucks
Procurement Specialist

Publish: January 22 and 29, 2025

Policies & Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0325-25-07 LGL 2025-0017
TITLE: LOCAL LIQUOR LICENSE REVIEW EFFECTIVE DATE: January 17, 2025 REVISION DATE: N/A	

1.0 GENERAL

1.1 In order to sell alcoholic beverages within the City of Spokane, a State liquor license is required.

1.2 State law requires the Washington State Liquor and Cannabis Board (WSLCB) to notify the local authority (i.e. mayor) of the city in which the business is located that an application for a liquor license has been submitted. The local authority has 20 days to respond to the notification. If the business is located in an alcohol impact area, the local authority has 60 days to respond.

1.3 TABLE OF CONTENTS

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

- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy is applicable to the Mayor's Office, Fire, Police, Development Services Center, Legal and Taxes and Licensing Department.

3.0 REFERENCES

TITLE 66 RCW Alcoholic Beverage Control

4.0 DEFINITIONS

- 4.1 Church, as defined in RCW 66.24.010(9)(a) means a building erected for and used exclusively for religious worship and schooling or other activity in connection therewith.
- 4.2 Public institution, as defined in RW 66.24.010(9)(a) means institutions of higher education, parks, community centers, libraries, and transit centers.
- 4.3 Chronic illegal activity, as defined in RCW 66.24.010 (12) means (a) a pervasive pattern of activity that threatens the public health, safety, and welfare of the city, town, or county including, but not limited to, open container violations, assaults, disturbances, disorderly conduct, or other criminal law violations, or as documented in crime statistics, police reports, emergency medical response data, calls for service, field data, or similar records of a law enforcement agency for the city, town, county, or any other municipal corporation or any state agency; or (b) an unreasonably high number of citations for violations of RCW **46.61.502** associated with the applicant's or licensee's operation of any licensed premises as indicated by the reported statements given to law enforcement upon arrest.
- 4.4 Within 500 feet is measured along the most direct route over or across established public walks, streets, or other public passageway from the main entrance of the school, church, or public institution to the nearest public entrance of the premises proposed for license.

5.0 POLICY

- 5.1 The City may object to all new off-premises liquor license applications within 500 feet of any tax supported public elementary or secondary school, private schools, churches and public institutions.
- 5.2 The City may object to all new and renewal of all liquor license applications where there is a pattern of chronic illegal activity associated with the applicant's operations of the premises proposed to be licensed or the applicant's operation of any other licensed premises, or the conduct of the applicant's patrons inside or outside the licensed premises.
- 5.3 The City may object to all new and renewal of all liquor license applications where the applicant's operations of the premises proposed to be licensed or the applicant's operation of any other licensed premises have been declared a chronic nuisance property under SMC 10.68.040.
- 5.4 The City may object to all new and renewal of all liquor license applications where the City has good cause to assert that issuance of the liquor license would not be in the best interest of the welfare, health, or safety of the people of the City (WAC 314-07-065(10)).

6.0 PROCEDURE

- 6.1 Following is a general outline of the process followed once a Liquor License application is received at the City of Spokane:
 - 6.1.1. Review by Spokane Police, Fire, Building, Planning, and Taxes & Licensing Departments. Review includes checking business license and registration, background check, chronic illegal activity review, permitting, fire safety and occupancy.
 - 6.1.2 If the application meets any of the criteria for potential objection as outlined in Policies 5.1, 5.2, and 5.3, the Mayor's Office will review and coordinate the objection process, as necessary.
 - 6.1.3 Application is returned to the WSLCB for issuance of license.
- 6.2 If a department needs additional time to accomplish their investigation, the City may make a written request for an extension of up to 20 days, with the reason(s) the City needs more time from the WSCLB.

7.0 RESPONSIBILITIES

7.1 The Mayor's Office shall administer this policy.

8.0 APPENDICES

8.1 City of Spokane Routing Process:

8.1.1 WSLCB notifies the Mayor's Office by email of an application to Mayor@SpokaneCity.org.

8.1.2 My Spokane monitors this email in-box and forwards application to the DSC Admin team for processing.

The Mayor's office is notified at this time as well.

8.1.3 DSC Admin creates a record in the permit module.

8.1.4 DSC Admin emails applications to the identified reviewers for the following departments:

- a. Spokane Police
- b. Spokane Fire
- c. DSC Building Review Group
- d. DSC Planning Review Group
- e. Taxes & Licensing
- f. Legal
- g. Mayor's Office

8.1.5 Reviewers email their comments back to DSC Admin to be added to the record.

8.1.6 DSC Admin prepares a non-objection letter for DSC Director's signature. Sending this back to the WSLCB.

8.1.7 In the case of an objection to an application an objection letter is prepared and remitted to the WSLCB.

Publish: January 29, 2025

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.

SENIOR ACCOUNTANT SPN 111

Promotional

DATE OPEN: Monday, January 27, 2025

DATE CLOSED: Monday, February 10, 2025

SALARY: \$76,546.08 annual salary, payable bi-weekly, to a maximum of \$108,722.16

DESCRIPTION:

Performs advanced professional accounting tasks, including creating, reviewing, auditing, and analyzing fiscal records and reports, as well as simultaneous coordination of several complex, varied functions, programs, or projects.

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.

- Manages specialty areas in accounting work and financial transaction systems. Communicates with and advises department directors and client departmental staff.
- Guides complex purchasing activities involving multiple accounts or excessive costs. Performs complex financial calculations and analysis involving manipulation of large amounts of data, which may be taken from multiple systems.
- Reviews and audits complex financial records and transactions; identifies and researches discrepancies, and resolves or makes recommendations for corrective actions. Consults with client groups to resolve accounting discrepancies and guide decision making.
- Addresses and resolves problems where interpretation of guidelines, data or procedures is necessary. Interprets and evaluates financial reporting requirements for various funding sources.
- Evaluates and audits internal controls to ensure accuracy of financial reporting and accounting processes.
- Reconciles complex discrepancies and reporting errors related to journal and accounting transactions, documents corrections within accounting systems, and performs or guides others through corrective actions required. Trains and alerts staff on proper procedures and use of financial systems.
- Performs debt accounting and reporting activities, including maintaining financial systems and records with regard to bonds and capitalized lease transactions and records.

- Develops annual budgets, analyzing any revenue by source. Provides cost analysis, and confirms budget detail in cooperation with program staff. Maintains and adjusts budgets through transfers.
- Manages financial aspects of grant funds received by client groups. Provides review and analysis of financial details related to grant funds and the grants management process; creates reports and gives updates, including providing analyses for management review.
- Analyzes financial performance, prepares financial reports according to required schedules, forecasts expenditures, guides management in fiscal compliance and analytical planning, and anticipates potential problems. Assists client groups with data submissions and compliance reporting.
- Prepares various financial statements such as balance sheets, revenue and cash flow statements, workpapers on capital assets, investments and debt positions, and working with client groups to ensure financial statements and activities are accurate. Prepares sections of the City's Comprehensive Annual Financial Report (CAFR).
- Prepares budget-to-actual reports and other analyses as requested by client departments.
- Prepares specialized and ad-hoc financial reports, briefing papers, spreadsheets, and statements. Prepares comprehensive financial and accounting studies, and conducts assigned special projects related to financial procedures and processes.
- Works with external auditors to support the annual audit process.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Promotional Requirements:

- *Education:* Bachelor's degree in Accounting.
- *Experience:* Three years of experience in the Accounting progression line, including at least one year as an Accountant (SPN 110).

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:

- *Education:* Bachelor's degree in Accounting.
- *Experience:* Three years of full performance professional level accounting experience.

Licenses and Certifications:

- None

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 the below components, with weights assigned as follows:

- Excel 365 Performance Test — 25%
- Multiple-Choice Test — 75%

IN-PERSON EXAMINATION DETAILS:

- Test Date: Wednesday, February 12, 2025
- Test Times: 9:30 a.m. and 2:00 p.m.
- Test Method: On Computer
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 1 Hour 30 Minutes
- Test Subjects May Include:
 - ◇ General Accounting
 - ◇ Computer Skills

Note: Qualified applicants will receive an email to self-schedule their testing time prior to the testing window. Capacity is limited and test time preference will be allocated in the order received. Additional test sessions may be made available depending on the number of qualified applicants received.

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 22nd day of January 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

POLICE RADIO DISPATCHER I SPN 283
Open Entry

DATE OPEN: Monday, January 27, 2025

DATE CLOSED: Continuous

SALARY: \$47,836.08 annual salary, payable bi-weekly, to a maximum of \$75,126.24

DESCRIPTION:

Performs responsible communications work receiving and transmitting messages and general information over police radio, computer, and telephone.

For more detailed information about becoming a City of Spokane Police Radio Dispatcher I, visit the [SPD Recruitment Website](#).

DUTIES:

- Receives incoming calls and messages by police radio and telephone and/or computer.
- Provides requested information; transmits messages or information to mobile units.
- Dispatches additional police units on trouble calls as directed.
- Relays messages between mobile units, portable units, and other City departments.
- May operate an electronic message recorder.
- Maintains an operational log.
- May monitor other City department radio frequencies.
- Prepares necessary reports, records, and files.
- Operates a computer terminal.
- Assists in maintaining appropriate radio files.
- Maintains radio and telephone contact with other agencies and/or public safety support organizations.
- Enters, updates, and receives information, emergency, and non-emergency, using the Computer Aided Dispatch (CAD) system and mobile data terminals.
- Dispatches mobile units in accordance with Police Department policies and directives.
- Dispatches emergency personnel in accordance with department policy or as directed.
- Assists in the preparation and maintenance of records and reports.
- 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.
- *Typing Speed:* Ability to type a minimum of 150 keystrokes (30 words) per minute.

All applicants must submit a Personal History Statement (PHS) form along with the online employment application in order to be considered. This documentation will be used to conduct a background investigation. It is a **MANDATORY MINIMUM REQUIREMENT** to complete the Personal History Statement.

- Download the PHS form at the following link: [Personal History Statement](#)
- You may attach the completed PHS form to your online application or e-mail it to civilservice@spokanecity.org.

Note: Applicants are required to submit to a polygraph examination, fingerprint, and background investigation prior to appointment.

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 Dispatcher exam, with scoring weight assigned as follows:

- Police Radio Dispatcher Examination 100%

EXAMINATION DETAILS:

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

Police Radio Dispatcher I examination links with instructions will be emailed out via a link from Test Genius (onlinetesting@invitations.testgenius.com). Once you receive the link, the testing window is Thursday, 12:00 AM to the following Monday at 11:59 PM.

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

All examination results will be merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

The test may include such subjects as:

- Keyboarding
- Decision Making
- Data Entry
- Reading Comprehension
- Map Reading

TO APPLY:

An application is required for 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 15th day of January 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

COMMUNITY JUSTICE COUNSELOR SPN 954

Open Entry

DATE OPEN: Monday, January 27, 2025**DATE CLOSED: Continuous****SALARY: \$57,378.24 annual salary, payable bi-weekly, to a maximum of \$94,523.76****DESCRIPTION:**

Guides misdemeanor defendants and probationers through the Spokane Municipal Court system.

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.

- Conducts assessments and investigations of misdemeanor clients from pre-trial through post-sentence stages. Gathers and evaluates facts obtained through interviews and research for inclusion in client reports.
- Performs social investigations and interviews of clients, relatives, employers, members of social agencies and others.
- Interviews references and crime victims to gather and verify information related to release conditions at any stage of the court process.
- Researches and gathers information related to clients, including but not limited to employment history, educational background, previous arrest records, and family and community ties.
- Identifies client needs in areas such as behavioral health services, housing, and employment. Assesses availability and relevance of community and state resources. Develops individual case plans for implementation.
- Testifies and recommends in administrative and judicial hearings regarding resource and treatment options for defendants, community safety concerns, and incarceration decisions.
- Provides information to clients on court processes and procedures, conditions attached to pre-trial release or probation, and available community services.
- Coordinates the introduction of defendants to appropriate community services.
- Offers warrant prevention and resolution services to defenders to reduce missed court dates. Assists defendants who have failed to appear in navigating warrant recall procedures or self-surrender steps to the court.
- Completes electronic monitoring intake duties for individuals as ordered by the court, including but not limited to explaining responsibilities to defendants, obtaining signatures for agreements, testing for drug and alcohol, collecting data, and installing related equipment.
- Monitors and maintains records of placement and attendance for those ordered by the court to participate in treatment, community service, and other specialized programs such as electronic home monitoring and day reporting as an alternative to incarceration.
- Analyzes location and alcohol monitoring data and reports to judicial officers regarding defendant compliance with the terms and conditions of release.
- Maintains case records, prepares reports, and conducts correspondence related to assignments.
- Meets with federal, state, and local law enforcement, judicial officers, service agencies, educators, and other community justice partners.
- 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:

- *Education:* Bachelor's degree from an accredited college or university in sociology, psychology, criminal justice, or related field; and
- *Experience:* One year of experience as a probation caseworker, detention/correction officer, law enforcement officer, or a closely related position.

Licenses and Certifications:

- Possession of a valid driver's license or evidence of equivalent mobility, to be maintained throughout employment.
- Completion of the Washington State Misdemeanor Probation Counselor Academy within twelve months of appointment.

Background Investigation:

- All applicants are subject to a thorough background investigation, including criminal history. A criminal history that affects a person's ability to be certified for access to federal, state, and local criminal justice databases constitutes a bar to employment as a Community Justice Counselor.

EXAMINATION DETAILS:

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

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

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

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

- T&E 100%

T&E Examination Details

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

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

- Responses to your T&E questions should be consistent with the information given in your application details.
- Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each examination question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See Above", etc., are not qualifying responses and will not be considered.

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 23rd day of January 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

AMENDMENT

AMENDMENT

AMENDMENT

SPN 260

PRINCIPAL PLANNER

(Announcement of 01/20/2025)

The above titled announcement is hereby amended to read:

Closing Date: Monday, February 17th, 2025

Notice for Bids

Paving, Sidewalks, Sewer, etc.

CALL FOR BIDS

DESMET AVENUE AND SUPERIOR STREET SEWER REROUTE
Engineering Services File No. 2020079

This project consists of the replacement of approximately 700 linear feet of 10-inch PVC and 100 linear feet of restrained joint C900 sewer line crossing the Centennial Trail and BNSF railroad, sewer manhole structures, a cased jack and bore crossing under BNSF railroad, asphalt replacement, sidewalk improvements, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 3, 2025, 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: January 15, 22, and 29, 2025

CALL FOR BIDS

Lincoln Street Pedestrian Bike Safety
Engineering Services File No. 2023112

This project consists of the construction of approximately 5,300 square yards of full depth pavement replacement including a roadway realignment, 10,200 square yards of pavement overlay, 2,000 linear feet of sidewalk, 200 linear feet of storm sewer, 10 drainage structures, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 17th, 2025, 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.

Bid delivery noon to 1:00 p.m.:
Construction Management Office
998 East North Foothills Drive
Spokane, WA 99208

Gate entrance is off North Foothills Drive. See Map: <https://static.spokanecity.org/documents/business/bidinfo/construction-management-office-location.pdf>

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 #.

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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 2025 Standard Specifications.

Note regarding new apprentice program requirements: Section 1-07.9(3) herein has been substantially revised including a new state GSP for projects over \$2M.

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: January 29, February 5, and 12, 2025

CALL FOR BIDS
Scott Elementary Safe Routes to School
Engineering Services File No. 2023120

This project consists of the construction of approximately, 3,200 linear feet of sidewalk, 3200 linear feet of curb or curb and gutter, 15 drainage structures, 2,150 square yards of HMA pavement repair, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. **February 3, 2025**, 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.

Publish: January 15, 22, and 29, 2025

Notice for Bids

Supplies, Equipment, Maintenance, etc.

**PW INVITATION TO BID
SPOKANE WATER DEPARTMENT METER SHOP-MAIN OFFICE RENOVATION – PHASE 1 (Re-Bid)
PW ITB #6316-25**

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

Mandatory Pre-Bid Conference: Thursday, January 30, 2025 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, February 10, 2025, 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.procurement.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.procurement.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, February 10, 2025**. 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: January 22 and 29, 2025

PW INVITATION TO BID
Generator #2 and #3 Rebuild for Upriver Hydroelectric Project
Water & Hydroelectric Department
Solicitation #6319-25

Description: *The City of Spokane is soliciting electronic bids for the Generator #2 and #3 Rebuild for the Upriver Hydroelectric Project.*

Mandatory Pre-Bid Meeting: A mandatory pre-bid meeting will be held on Tuesday February 11th at 1 PM at Upriver Dam 2701 N Waterworks St, Spokane, WA 99212

Bid Opening: Sealed electronic bids will be accepted until **Monday, February 24th, 2025, 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.procurement.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.procurement.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 Public Work Invitation to Bid.

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, February 24th 2025**. 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.

Tanya Lester
Purchasing Department

Publish: January 29 and February 5, 2025

