



Official Gazette

City of Spokane, Washington

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

Volume 115

JUNE 18, 2025

Issue 25



MAYOR AND CITY COUNCIL

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COUNCIL PRESIDENT BETSY WILKERSON

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MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

LILI NAVARRETE (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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INSIDE THIS ISSUE

MINUTES	690
EXECUTIVE ORDERS	692
POLICIES AND PROCEDURES	694
JOB OPPORTUNITIES	705
NOTICES FOR BIDS	707

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, June 2, 2025**

The minutes for the Monday, June 2, 2025, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, June 25, 2025, issue of the *Official Gazette*.

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, June 9, 2025**

The minutes for the Monday, June 9, 2025, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, June 25, 2025, issue of the *Official Gazette*.

STANDING COMMITTEE MINUTES**City of Spokane****Public Infrastructure, Environment & Sustainability Committee****City Council Chambers****May 19, 2025****Call to Order: 12:00 PM**Recording of the meeting may be viewed here: <https://vimeo.com/1085838271>**Attendance**

Committee Members Present: Betsy Wilkerson, Kitty Klitzke, Jonathan Bingle, Michael Cathcart, Paul Dillon arrived at 12:19 p.m.

Committee Members Absent: Zack Zappone, Lili Navarrete

Discussion Items

1. PUBLIC WORKS MONTHLY DIRECTOR'S REPORT FOR MAY 2025 - MARLENE FEIST (10 minutes)
 - ◇ No action taken, Presentation Only
2. COMMUNITY ASSEMBLY LETTER REGARDING CRSB - GIACOBBE BYRD (5 minutes)
 - ◇ No action taken, Presentation Only
3. APPROVAL TO CONVENE "SAFE & HEALTHY SPOKANE TASK FORCE" - MAGGIE YATES (5 minutes)
 - ◇ No action taken, Presentation Only
4. 2025 TOURISM AND CULTURAL INVESTMENT GRANT RECOMMENDATIONS - JACKSON DEESE (5 minutes)
 - ◇ No action taken, Presentation Only
5. 4250 - 6 YEAR STREET PROGRAM (2026-2031) ANNUAL UPDATE 2025015 - KEVIN PICANCO (15 minutes)
 - ◇ No action taken, Presentation Only
6. 0370 - FISH LAKE TRAIL CONNECTION TO CENTENNIAL TRAIL PHASE 2 - 2023107 - DAN BULLER (5 minutes)
 - ◇ No action taken, Presentation Only
7. 4330-COMMUNITY BASED PRIVATE PUBLIC PARTNERSHIP (CBP3) PROJ FUNDING REQUEST - JAMES "TREY" GEORGE III (10 minutes)
 - ◇ No action taken, Presentation Only
8. 4490 CONTRACT FOR TRANSFER STATION COST ESTIMATION STUDY - CHRIS AVERYT (10 minutes)
 - ◇ No action taken, Presentation Only

9. 4490 SOLE SOURCE RESOLUTION FOR TURBINE GENERATOR SERVICES - CHRIS AVERYT (10 minutes)
 ◇ No action taken, Presentation Only
10. 5100-VEHICLE PRE-PURCHASE APPROVAL FOR THREE DEPARTMENTS - RICHARD GIDDINGS & ADAM RUSSELL (5 minutes)
 ◇ No action taken, Presentation Only
11. ORDINANCE REGARDING STREETS CLOSED TO TRUCKS - ADAM MCDANIEL (5 minutes)
 ◇ No action taken, Presentation Only
12. TRAFFIC SAFETY EQUIPMENT RESOLUTION - ADAM MCDANIEL (5 minutes)
 ◇ No action taken, Presentation Only
13. 0520-STREAMLINING SOLID WASTE CODE DEFINITIONS & POSITION TITLES - ADAM MCDANIEL (10 minutes)
 ◇ No action taken, Presentation Only

Consent Items

1. 1100 - STREETS GUARDRAIL REPAIR SERVICES (STREETS)
2. 4100 - UPRIVER DAM FERC RELICENSING SUBCONSULTANT SERVICES (WATER & HYDROELECTRIC SERVICES)3. 4250 - FACILITY PLANNING SERVICES FOR RIVERSIDE PARK WATER RECLAMATION (INTEGRATED CAPITAL MANAGEMENT)
4. 4490 CONTRACT RENEWAL FOR CONVEYOR BELT SERVICES (SOLID WASTE DISPOSAL)
5. 4490 REVENUE CONTRACT FOR SPECIAL HANDLING RATE VOLUME DISCOUNT (SOLID WASTE DISPOSAL)
6. 4490 MASTER CONTRACT FOR OIL AND ANTIFREEZE RECYCLING SERVICES (SOLID WASTE DISPOSAL)
7. 4490 VALUE BLANKET FOR THE AS NEEDED PURCHASE OF ACID MAGIC (SOLID WASTE DISPOSAL)
8. 5100- CONTRACT AMENDMENT WITH GORDON TRUCK CENTERS (FLEET SERVICES)

Executive Session

None.

Adjournment

The meeting adjourned at 1:30 PM

Executive Orders

CITY OF SPOKANE
EXECUTIVE ORDER

EO 2025-0002
LGL 2025-0018

TITLE: **EXECUTIVE ORDER FOR DECLARATION OF EMERGENCY AND CURFEW ORDER**

EFFECTIVE DATE: June 11, 2025
REVISION DATE IF APPLICABLE:

WHEREAS, there was a peaceful protest outside of the Federal Immigration and Customs Enforcement office in Spokane; and

WHEREAS, the City of Spokane respects and upholds everyone's First Amendment rights and the right to peacefully protest on public property; and

WHEREAS, as the peaceful protest grew to a crowd of hundreds, a small number of individuals engaged in acts of vandalism such as slashing the tires of Spokane Police Department vehicles and improper removal of Riverfront Park property; and

WHEREAS, law enforcement officers from the City of Spokane Police Department and Spokane County Sheriff's Office assisted in responding the protests and unlawful assembly; and

WHEREAS, in order to protect the public and to assist law enforcement officers to disperse the crowd, a curfew is necessary; and

WHEREAS, the Mayor consulted with the Spokane Police Department, Spokane Fire Department who concurred the establishment of a curfew is necessary; and

WHEREAS, the Mayor believes that the circumstances described above constitutes a civil emergency or imminent threat, which causes or threatens to result in the injury or death of persons or the destruction of or damage to property such that extraordinary and immediate measures to protect the public peace, safety and welfare of the community needed to be taken; and

WHEREAS, pursuant to SMC 2.04.030 and 2.04.040, the Mayor has the authority to declare an emergency and implement a curfew if in her opinion such a step is necessary to protect the public health, safety and welfare of the community.

NOW THEREFORE, LISA BROWN, MAYOR OF CITY OF SPOKANE, HEREBY DECLARES AND ORDERS:

Section 1 - Declaration of Emergency

Pursuant to SMC 02.04.030, a declaration of emergency is hereby issued in the City of Spokane as of 9:30 p.m. on Wednesday, June 11, 2025;

Section 2 - Curfew Established

Pursuant to SMC 02.04.040, effective at 9:30 p.m. on Wednesday June 11, 2025, a curfew in the area described below will go into effect and shall be in effect until 5:00a.m. on Thursday, June 12, 2025.

Section 3 - Curfew Boundaries

The boundaries of the area covered by the curfew will be Boone Avenue to the North, Spokane Falls Boulevard to the South, Howard Street to the West, and Division Street to the East, including Riverfront Park.

Section 4 - Exceptions

Exceptions to the application of the curfew will be individuals who are:

- A. residents living within the curfew boundary;
- B. traveling to and from their places of employment in the curfew boundary;
- C. departing the prescheduled soccer match at One Spokane Stadium on June 11, 2025;
- D. acting as First Responders and other who are responding to medical or public safety issues that are emergencies; or
- E. traveling to and from religious services.

Dated this 11th day of June 2025

Policies & Procedures

CITY OF SPOKANE
PARKS AND RECREATION DIVISION
ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 1400-11-07
LGL 2011-0031

TITLE: SPONSORSHIPS, DONATIONS, NAMING RECOGNITION OF PARKS AND RECREATION AREAS, FACILITIES AND PROGRAMS

EFFECTIVE DATE: JULY 14, 2011

#1 REVISION EFFECTIVE DATE: OCTOBER 12, 2017

#2 REVISION EFFECTIVE DATE: SEPTEMBER 14, 2023

TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DIVISIONS/DEPARTMENTS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 GUIDING PRINCIPLES
- 7.0 RECOGNITION OF SPONSORSHIPS AND GIFTS
- 8.0 NAMING OF A PARK, FACILITY OR FEATURE
- 9.0 MEMORIALS, PLAQUES AND TRIBUTES
- 10.0 PLANNING AND FULFILLMENT
- 11.0 TERMINATION
- 12.0 RESPONSIBILITIES
- 13.0 APPENDICES

1.0 GENERAL

Spokane Parks and Recreation is a Division of the City of Spokane whose services are primarily funded from the City's general fund. In recent years demands upon these funds have increased, a trend that is expected to continue.

To maintain and enhance the City's park and recreation system, Spokane Parks and Recreation is actively seeking to establish revenue streams and resources that will increase its ability to deliver services to the community and/or provide enhanced levels of service beyond the core levels funded from the City's general fund.

This policy will provide opportunities for the private sector to invest back into the community.

Any naming must be to the benefit of enhancing the space, as a first priority. The Parks Master Plan, approved by the Park Board, will guide all investments.

Existing facilities and features within a named park are generally assumed to have the same name (i.e. the shelter at Franklin Park, the playground at Logan Peace Park, the ballfields at Friendship Park). As a guiding rule, re-naming of spaces is not allowed unless determined by the Park Board. New facilities and features will be named through a process initiated by Parks & Recreation in alignment with the policy.

2.0 DIVISIONS/DEPARTMENTS AFFECTED

This policy and procedure shall apply to the Spokane Parks and Recreation Division.

3.0 REFERENCES

City Charter - Section 48. Park Board - Powers

Park Board Rules - Section 14. General Operating Policies and Procedures, Ruling and Appeals

4.0 DEFINITIONS

For the purpose of this policy, the following definitions apply:

- 4.1 "Advertising" - a form of marketing that is paid for by an individual or organization to attract the public's attention to a particular product or service.
- 4.2 "Division" - Spokane Parks and Recreation Division.

- 4.3 "Department Directors" - senior Parks and Recreation management directly under the Director of Parks and Recreation or the Executive Officer who have responsibility for parks recreation departments.
- 4.4 "Historical or Prominent Individuals/Families/Groups"- individuals, families or groups that have a historical connection to the City's heritage or have in some way made significant contributions to the Spokane community.
- 4.5 "Individual and Family Giving" – A donation garnered from the general public who desire to contribute financially to the Division, for which there may be some mutually agreed upon recognition benefit. Donations are typically driven by fondness or affection for Parks and Recreation, or in support of the Division mission.
- 4.6 "Interpretive sign" - a sign within a park that interprets natural, historic, and/or cultural features.
- 4.7 "Logo" - a symbol or name that is used to brand an organization.
- 4.8 "Marketing" - all forms of promotional efforts to attract the public's attention to a particular product or service. Marketing opportunities offered to sponsors are specific to each sponsorship and detailed in the agreement in accordance with City laws and Division policies.
- 4.9 "Memorials and tributes" – plaques, benches, trees or other similar elements designed to honor an individual in recognition of a contribution.
- 4.10 "Naming rights" – A financial transaction and form of advertising whereby a corporation, community organization, or other entity purchase the right to name a park asset or program, typically for a defined period of time of 3 to 20 years, with the intent to promote its brand or market its programs and services.
- 4.11 "Park" – Division property designated as a park.
- 4.12 "Park asset" – Physical Division amenities, features and facilities identified by the Park Board as an opportunity for naming rights or individual and family giving.
- 4.13 "Park facilities" - buildings, outdoor fields, recreation, sports or entertainment facilities in which structured and unstructured activities are provided.
- 4.14 "Park features" – fountains, artwork, amenities, and similar.
- 4.15 "Plaque" - a flat memorial plate containing information that is either engraved or in bold relief that may be affixed to a park asset or displayed in a public place as a form of recognition.
- 4.16 "Program sponsorship" – A payment or in-kind service by a business to support a program, activity or special event of the Division in return for certain recognition benefits, which may include naming. Sponsorships will generally be a year or shorter in duration and not associated with a permanent park asset.
- 4.17 "Recognition benefits" – Opportunities provided to the sponsor or donor as an incentive or appreciation for charitable donations.
- 4.18 "Sign" - a structure that is used to identify a specific park, to convey directions/rules to park users, and/or to inform about a project or attraction. May be temporary or permanent.
- 4.19 "Sponsorship or donation agreement" - the legal instrument that sets out the terms and conditions agreed upon by the parties.

5.0 POLICY

- 5.1 It is the policy of Spokane Parks and Recreation Division to actively seek sponsorships, charge fees for advertising and to accept donations and gifts where appropriate, for its events, services, parks, equipment and facilities. The purpose of such is to increase the Division's ability to delivery services to the community and/or provide enhanced levels of service beyond the core levels funded from the City's general fund.
- 5.2 In appreciation of this support, it is the policy of the Division to provide suitable acknowledgement and recognition of these contributions. The recognition shall adhere to the aesthetic values and purpose of the Division's parks, facilities, and services, and to the recognition guidelines outlined in this policy.
- 5.3 Sponsorships and donations will be considered for the following broad types of activities:
 - 5.3.1 Event Sponsorship - financial or in-kind support for an event organized by the Parks Division on park property. Depending on the details of the agreement, the sponsor's name may or may not be directly linked to the event (i.e. a title sponsorship), and the sponsor may have a variety of temporary marketing opportunities.
 - 5.3.2 Park Facility or Feature - financial or in-kind support associated with the design, construction and/or on-going maintenance and operation of a particular park or recreational, sport, entertainment or cultural facility. Recognition opportunities are negotiated with the agreement.
 - 5.3.3 Program Sponsorship - financial or in-kind support that facilitates the ongoing delivery of a particular citywide or site-specific program. Recognition of the sponsor could be associated directly to the program, or other marketing opportunities could be available, depending on the terms of the agreement.
 - 5.3.4 Memorials or Tributes – plaques, trees, or similar in honor of a person or persons, with recognition benefits outlined in the proposal and agreement.
- 5.4 All sponsorships, gifts, donations, naming recognition, memorials, tributes, and plaques shall be formalized legally in writing through a Sponsorship or Donation Agreement, and signed by a representative from each party.
 - 5.4.1 The agreement should include a clear statement of the purpose, financial value, benefits associated including specific recognition and marketing opportunities, total costs, maintenance and replacement, each party's roles and responsibilities, and term and termination provisions.

6.0 GUIDING PRINCIPLES

The following principles form the basis of the Division's consideration of sponsorships, gifts, and naming requests, and have been established to ensure all considerations are treated equitably.

6.1 Sponsorship, naming, gift and donation proposals:

- 6.1.1 Must directly relate to the intent of the facility or park, and its master plan or business plan.
- 6.1.2 Cannot be made conditional on Division performance.
- 6.1.3 Will not be accepted from organizations whose mission conflicts with the mission of the Division, and must be deemed age-appropriate
- 6.1.4 Will provide a positive and desirable image to the community.
- 6.1.5 Will provide benefits commensurate with the relative value of the sponsorship.
- 6.1.6 Cannot limit the Division's ability to seek other sponsors.
- 6.1.7 Will include an operating endowment or operating donation if the gift requires a level of service, maintenance, or service beyond current staffing levels.
- 6.1.8 Will enhance the design and visual integrity of the park/facility.
- 6.1.9 Will be evaluated individually and shall include, but not be limited to: products/services offered; sponsor's record of involvement in environmental stewardship and social responsibility; principles of the sponsor; sponsor's rationale for its interest; sponsor's expectations; and sponsor's timeliness and/or readiness to enter into an agreement.

6.2 Ethical Considerations

- 6.2.1 Sponsorships, naming, gifts and donations may come with unintended consequences and need to receive careful consideration. On occasion, the Division or Park Board may need to reject an offer under circumstances including, but not limited to: the potential sponsor seeks to secure a contract, permit or lease; the potential sponsor seeks to impose conditions that are inconsistent with the Division's mission, values, policies, and/or planning documents; acceptance of a potential sponsorship would create a conflict of interest or policy (e.g., sponsorship from a tobacco company, political organization; the potential sponsor is in litigation with the City of Spokane.)

7.0 RECOGNITION OF SPONSORSHIPS AND GIFTS

7.1 The following principals will guide the recognition:

- 7.1.1 The recognition shall not detract from the visitors' experience or routine use, nor shall it impair the visual qualities of the site or be perceived as creating a proprietary interest.
- 7.1.2 All forms of recognition must meet Division design and maintenance guidelines.
- 7.1.3 Recognition shall not suggest in any way the endorsement of a sponsor's goods or services by the Division, or any proprietary interest of the sponsor in the Division.
- 7.1.4 All sponsorship, donation or naming rights agreements will be for defined period of time having regard to the contribution.
- 7.1.5 Benefits will be provided at a level of recognition and will specify costs commensurate with the contribution, as outlined in an annual plan by the Division.
- 7.1.6 All sponsorship marketing materials must be approved by the Division's Communication Manager.
- 7.1.7 The Division's Communication Manager must approve the use of the City's or Parks and Recreation's logo by the sponsor in their own business publications.
- 7.1.8 All signs must comply with city ordinance.

7.2 Forms of recognition: The Division wishes to work closely with each donor to provide recognition that is meaningful to the donor. Acknowledgement may include one or more of the following:

- 7.2.1 A thank you letter.
- 7.2.2 Publicity through printed materials, publications, the Division website, social media, and/or media releases, and through the sponsor's channels. Design standards of the Parks and Recreation Division will apply.
- 7.2.3 Events such as a ground breaking or ribbon cutting ceremony, private group tour or photo opportunity.
- 7.2.4 Mayor, City Council and/or Park Board member acknowledgement at civic functions.
- 7.2.5 Designated seating at an event, passes to an event, waived fee for facility use, or similar.
- 7.2.6 On-site recognition such as a temporary or permanent sign.
 - 7.2.6.1 The form of any on-site recognition shall be of an appropriate size and color and shall not detract from the park surroundings or any interpretive message.
 - 7.2.6.2 The Division Communication Manager shall determine approval of the sign/plaque style and design and inclusion of a sponsor's name and/or logo.
 - 7.2.6.3 The placement of temporary signs and plaques shall be determined between the Communication Manager and the appropriate Department Director. In the event of consensus not being reached, the Parks and Recreation Director's decision shall be final.
 - 7.2.6.4 Permanency of the sign is limited to the terms of the contribution.
- 7.2.7 Name association to an event, program or project.
- 7.2.8 Naming of a facility, feature or park (see section 8.0).

7.3 Determining the form of recognition

- 7.3.1 Annually, sponsor/donor opportunities and recognition tiers will be developed and/or reviewed by the Communication Manager and/or consultants or staff designated by the Director in collaboration with appropriate Department Directors.

- 7.3.2 Annually, recommended sponsor/donor opportunities and recognition tiers will be presented to and approved by the Director and the Park Board.
- 7.3.3 In determining the type and extent of recognition benefits, current market research data and cost analyses will be used to determine the value for each tangible and intangible benefit offered.
- 7.3.4 If a recognition plan involves naming of a park, facility or feature within a park, the naming procedures will apply (section 8.0).
- 7.4 Sample of sponsor/gift opportunities and recognition tiers: each sponsorship is negotiated and tailored, however a hierarchy of benefits is associated with varied levels of sponsorships. The following demonstrates some benefits that may be included at various levels
 - 7.4.1 Lower investments may offer banner placements, give-away opportunities, recognition without logo in publications and social media, mention in a press release, recognition in remarks at the event, recognition on site signs.
 - 7.4.2 Mid-level investments may offer the above in addition to logo placement or advertisements in publications/print materials (i.e. the Activity Guide) and social media, passes or special access to events, product sampling, waived fees for facility use.
 - 7.4.3 High-level sponsorships may include the above plus name association to an event or program, designation as the official sponsor of an event or program, permanent signs or plaques, or naming rights of a park, facility or feature.

8.0 NAMING AND RE-NAMING OF A PARK, FACILITY OR FEATURE

The following principles form the basis of the Division's consideration of naming or re-naming parks, facilities and features within a park (i.e. "Acme Park" or "Acme Field" or "Acme Fountain"). They do not apply to the associated naming of an event, program or project (i.e. "Acme Skate Night" or "Acme Softball Tournament"); those are temporary program name associations in accordance with the annual sponsor opportunities.

Existing facilities and features within a named park are generally assumed to have the same name (i.e. the shelter at Franklin Park, the playground at Logan Peace Park, the ballfields at Friendship Park). As a guiding rule, re-naming of spaces is not allowed unless determined by the Park Board. New facilities and features will be named through a process initiated by Parks & Recreation in alignment with the policy.

8.1 In accordance with the City Charter, Section 48, the Park Board may designate by name any park and structures thereon.

8.2 The recommendations for park, facility and feature names will be based on and chosen from the following criteria:

- 8.2.1 Historic events, places and people related to Spokane and the region
- 8.2.2 Exceptional individuals who have positively impacted parks and recreation in Spokane and the region
- 8.2.3 A suitable program or community related name which denotes an appropriate linkage to its function
- 8.2.4 Living nominees must have been deemed by Park Board and the community to have made an outstanding contribution to the City
- 8.2.5 Living political nominees must be retired from political life for at least five (5) years
- 8.2.6 In recognition of a significant donation covering one or preferably more of the following:
 - 8.2.6.1 Sixty percent (60%) or more of the cost of the particular park or facility, or one hundred percent (100%) of the feature
 - 8.2.6.2 Deeding to the City all of the land on which the park, facility or feature will be situated
 - 8.2.6.3 Some long term endowment for the repair and maintenance of the donated park, facility or feature
 - 8.2.6.4 The provision of costs that will service program needs
- 8.2.7 The duplication or repeat use of names will be avoided, wherepossible.

8.3 Renaming of a Park, Facility or Feature

- 8.3.1 Proposals to rename parks are not allowed unless Park Board determines a legitimate public interest to do so.
- 8.3.2 Proposals to rename facilities or features will be considered in accordance with any naming rights agreements (i.e. a 10 year agreement for naming rights to "Acme Fountain.")

8.4 Process for Naming Parks, Facilities and Features

- 8.4.1 Anyone wishing to propose a name for a park, facility or feature must submit a written request to the Director. The request should include a brief synopsis of the reasons for the proposed name.
- 8.4.2 All naming opportunities shall be developed under the guidance of the Communication Manager and/or a designated consultant in collaboration with the appropriate Department Director.
- 8.4.3 The Communications Manager or other Parks staff may meet with neighborhood representatives, other City government organizations (e.g. Historic Preservation, Planning Services), or organizations concerned with parks and/or park facilities in order to prepare a recommendation.
- 8.4.4 For assets with an annual contract dollar value at or less than \$20,000/year and/or at or less than 5 years in duration, decisions about naming rights will be made within the Division and appropriate Department and will not require Park Board approval (only Park Board notification through the appropriate committee).
- 8.4.5 For assets with an annual contract dollar value greater than \$20,000 and/or greater than 5 years in duration, the naming rights proposal will be submitted to the Park Board through the appropriate committee for approval.

- 8.4.6 Accepted proposals will adhere to the City Charter and all other relevant guidelines and procedures as previously outlined.
- 8.4.7 If a new park or facility is completed and no fitting suggestion for a name has come from the community or in association with a gift, the Park Board will select a name and may involve community outreach (i.e. nominations, contest, etc.).

9.0 MEMORIALS, PLAQUES AND TRIBUTES

The following principles form the basis for the Division's consideration of memorial, plaque or tribute proposals:

- 9.1 Memorials, plaques or tributes should benefit the general public as a first priority with the benefit to the donor or honoree as a secondary goal.
- 9.2 Inventory options vary by location and are dependent upon space and need. The Director or Assistant Director of Park Operations will review and approve all requests.
- 9.3 An agreement will be consummated to include responsibilities related to the memorial or plaque including but not limited to: installation costs including on-going upkeep, and replacement or repair costs.
- 9.4 Proposals of memorials, plaques or tributes in parks and recreation areas may include:
 - 9.4.1 New trees, tree replacement, or seasonal planting beds;
 - 9.4.2 New or replacement park benches, picnic tables, BBQ pit stands, drinking fountains, or trash receptacles;
 - 9.4.3 New or replacement picnic shelters, play equipment, or water misting stations
- 9.5 Accepted proposals will adhere to all other relevant guidelines and procedures as previously outlined.

10.0 PLANNING AND FULFILLMENT

- 10.1 Sponsor and donation recognition will be determined as outlined in section 7.0.
- 10.2 Solicitation Planning
 - 10.2.1 The Communication Manager and any designated consultants, in consultation with the Division Director and appropriate Department Directors, shall develop an on-going accrual plan that includes prioritized opportunities for the purpose of solicitation.
 - 10.2.2 Sponsorships and giving opportunities are either initiated by the Division through a formal Request for Sponsors (RFS) process, initiated by the Division or their representative based on perceived potential interest of a specific sponsor/donor, or self-initiated by the potential sponsor/donor.
 - 10.2.3 Identified opportunities shall be approved by the Director and subsequently communicated to the Spokane Parks Foundation to facilitate an integrated approach to the procurement and management of sponsorships and gifts/donations by the two organizations.
 - 10.2.4 Selected Parks and Recreation staff, Park Board members, and elected officials may be tasked with soliciting sponsors in accordance with the plan and upon their willingness.
 - 10.2.5 All unsolicited sponsorship proposals shall be referred to the Communication Manager or designated consultant who shall be responsible for their evaluation and the provision of a recommendation to the appropriate authority level.
- 10.3 Monitoring and Performance Reporting
 - 10.3.1 It will be reported upon annually by the Communication Manager or designated consultant to the Park Board the number of active sponsorships/donations and their dollar value.

11.0 TERMINATION

The Division reserves the right to terminate any contractual relationship should conditions arise during the life of the agreement result in a conflict with this policy or if the agreement is no longer in the best interests of the Division. Decisions to terminate an agreement shall be made by the Director. Circumstances include but may not be limited to: the sponsor seeks to impose conditions that are inconsistent with the Division's mission, values, policies, and/or planning documents; a conflict of interest or policy arises during the agreement period; the potential sponsor is in litigation with the City of Spokane.

12.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

13.0 APPENDICES

None

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0260-25-01 LGL 2006-0032
(Replaces ADMIN 0320-17-07 and ADMIN 0260-24-01)	
TITLE: CITY COUNCIL STANDING COMMITTEE AND AGENDA PROCEDURES	
EFFECTIVE DATE: August 1996	
REVISION EFFECTIVE DATE: October 26, 2010; May 15, 2024, January 1, 2025	

1.0 GENERAL

- 1.1 This document provides procedures for the standing committee meetings and legislative meetings of the City Council.
- 1.2 This document also provides control measures for designating departmental submitters in the City's OnBase system for the completion and submission of electronic City Council Standing Committee and Legislative Agenda submission sheets. The intent of these control measures is to minimize costs, to promote consistency in the electronic agenda sheet submission and approval process, and to allow proper training of any newly added designated submitters.
- 1.3 TABLE OF CONTENTS
 - 1.0 GENERAL
 - 2.0 DEPARTMENTS/DIVISIONS AFFECTED
 - 3.0 REFERENCES
 - 4.0 DEFINITIONS
 - 5.0 POLICY
 - 6.0 PROCEDURE
 - 7.0 RESPONSIBILITIES
 - 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

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

3.0 REFERENCES

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

4.0 DEFINITIONS

- 4.1 OnBase is the Hyland Software platform utilized by the City for electronic document management and to manage the City Council agenda sheet submission workflow and automated agenda standing committee meeting and legislative meeting preparation processes.
- 4.2 City Council agenda submitters and backup submitters are those selected employees from each department designated to complete and file electronic City Council agenda sheet submissions.
- 4.3 City Council agenda approvers and backup approvers are those designated employees authorized to approve electronic OnBase agenda sheet submissions in the OnBase workflow queues for placement of items on designated City Council Standing Committee and Legislative Agendas. Approvers consist of department heads, division heads, and those employees selected to approve items in the OnBase agenda submission workflow queues on behalf of Finance, City Attorney's Office, "For the Mayor," and other occasional needed approvers (such as on behalf of Contracts and Purchasing, Accounting and Grants, and Management and Budget).

5.0 POLICY

- 5.1 It is the policy of the City Council to utilize standing committee meetings to facilitate Council business and to become fully informed on City administration activities and strategic initiatives of interest to the Council.
- 5.2 It is the policy of the City Council that agenda sheets provide enough data so that a balanced, productive Council standing committee discussion may occur. In addition, once the agenda sheet passes through committee to the legislative agenda and full City Council for consideration, a productive decision can be made; and the public can understand the item under consideration by Council. In essence, those discussing and acting on an agenda item need to know who, what, when, where, why, how, and how much (cost/revenue).
- 5.3 The preparation, publication, and dissemination of the standing committee and legislative agendas for the City Council are weekly activities for which several timely, coordinated actions must be performed. If problems and delays are to be avoided, all divisions and departments must adhere to fundamental format and procedure requirements.
- 5.4 It is the policy of the City that there be controls in place that promote efficiencies and consistencies, as well as reduce rework, in the preparation of regular weekly electronic agenda sheet submissions.
- 5.5 The City Council no longer conducts "briefing sessions." Instead, each Monday at 3:30 p.m. the council

holds an "Agenda Review" session to receive staff reports and consider any adjustments on the draft and final agendas. (See Council Rule 2.1.B). City staff are not expected to appear at Agenda Review to brief an item unless they receive prior notification by email on the morning of the agenda review session from the City Council Office Director or the City Administrator.

6.0 PROCEDURE

- 6.1 The City Council has established four (4) standing committees. Those committees and their meeting times and locations are as follows:

Public Safety and Community Health – Meets first Monday of each month at 12:00 noon.

Urban Experience Committee – Meets second Monday of each month at 12:00 noon.

Public Infrastructure, Environment and Sustainability Committee – Meets third Monday of each month at 12:00 noon.

Finance and Administration Committee – Meets fourth Monday of each month at 12:00 noon.

- 6.2 Each committee shall meet monthly at 12:00 noon in the council chambers, except where cancelled or rescheduled to a different time or date at the discretion of the chair. If a City Council Monday legislative meeting is cancelled, standing committee meetings scheduled for that day may be rescheduled to the following Thursday at 12:00 noon or the next available Monday at 10:00 a.m., at the discretion of the chair.
- 6.3 Standing committee meetings are intended to provide members of the City Council and City staff an opportunity to review and discuss in detail issues or topics that are of interest to the City administration and the City Council and to facilitate the efficient conduct of Council business.
- 6.4 Participation in a standing committee meeting shall be limited to standing committee members, appropriate staff, other individuals recognized by the committee, and members of the public who submit a timely request to testify pursuant to Council Rules.
- 6.5 Absent permission from the respective committee chairs as provided in the council rules, departments must submit their agenda items to the standing committee assigned to their department. (See Attachment No. 1). Agenda items for special budget ordinances may be submitted either to the standing committee for the department whose budget is affected by the SBO, or to the Finance and Administration Committee.
- 6.6 Staffing
- 6.6.1 The City Council Office Director is in charge of coordination and execution of meeting notices with approval from the standing committee chairs and their staff.
- 6.6.2 The Legislative Assistant of the Council Member chairing the standing committee shall assist the chairperson of the standing committee by taking minutes and distributing material.
- 6.6.3 Agendas for standing committee meetings shall be set in accordance with City Council Rules of Procedure.
- 6.6.4 City staff are not required to attend portions of the meeting in which they are not expected to participate.
- 6.7 Electronic Agenda Submittal Process
- 6.7.1 A formal electronic agenda sheet is prepared by the submitting department. Attached to this should be any supporting documentation and/or proposed legislation.
- 6.7.2 The designated departmental agenda submitter is responsible for routing the electronic agenda sheet for department head approval and other approvals by the department's division director, city attorney, accounting manager, the Mayor's designated representative, etc. before submission to the Council Director's OnBase queue.
- 6.7.3 If an agenda sheet is incomplete or confusing, it will be returned to the submitting department for correction/completion. If this should occur, the item may miss placement on the proper council standing committee agenda and council agenda for which the submitting department had intended it to appear.
- 6.7.4 Items requiring both an ordinance and a contract approval (i.e. a contract with a companion SBO), or other such related items that require separate actions, need to be uploaded into OnBase as two separate items. Note the fact of a related document in the agenda summary. In addition, contracts or purchases awarded to multiple vendors require a separate agenda sheet for each vendor.
- 6.7.5 Items must be uploaded into OnBase no later than 5:00 p.m. on the Wednesday prior to the committee meeting date of the committee to which the item is submitted, and receive all approvals in OnBase by 9:00 a.m. the following day.
- 6.7.6 Items requiring accelerated consideration, or submitted after council deadlines, typically will trigger the need for the council to suspend its rules to consider the item at the time requested. "Rules Suspensions" are highly discouraged and are dependent on approval of the Council.

6.8 Agenda Sheet Preparation

- 6.8.1 The purpose of the agenda sheet is to provide enough data so that a balanced, productive committee discussion may occur, and an informed decision can be made once the item is submitted to the full City Council. The agenda sheet also enables the public to better understand the item under consideration. See Attachment No. 2 for a sample completed agenda sheet.

- 6.8.2 The agenda sheet itself is automatically generated by OnBase based on the information provided by the submitter. The responsibility for a completed agenda sheet lies with the submitting department. When preparing to submit an agenda sheet, review the Submitter Checklist (See Attachment 3) which provides a checklist of items required (at minimum) for specific agenda types. (See section 6.8.3.h.)
- 6.8.3 The following is an explanation of what is to be included in each section of the agenda sheet. Refer to the corresponding numbers on the sample blank agenda sheet (See Attachment No. 4).
- a. Committee:
Select from the dropdown the name of the appropriate standing committee name. The committee name selected needs to be the standing committee associated with the division from which the agenda item originates. (See section 6.5.)
 - b. Date:
Select date of the Council standing committee meeting that item is to be considered.
 - c. Committee Agenda Type:
Select the appropriate standing committee option from the drop-down list, which consists of the following:
 - 1) Consent Agenda: Items selected for the Committee Consent Agenda are typically for committee review only and often the person responsible for introducing/briefing the item (see section 6.8.3.f below) will not be requested to speak during the committee meeting.
 - 2) Discussion Item: This selection will require a duration of time to be input into the "Duration" field, and the responsible person (see 6.8.3.f below) will speak to the item and respond to questions from standing committee members.
 - 3) Information Only: This option is for items that will not move forward in the legislative process, such as monthly or quarterly reports, etc. that serve to update standing committee members on a particular topic or subject matter and where no official action is needed. Often these items entail no discussion but staff may be asked to provide additional information at the request of a council member.
 - d. Council Meeting Date:
Date at which the submitter would like the item to be considered by the full council. The Council meeting date selected for an ordinance should be the date that it receives its first reading. If there are any questions as to what should be selected from the drop-down list, please contact the City Clerk's Office.
 - e. Submitting Dept.:
Name of submitting department. Select the department name from the pre-set drop-down list in OnBase.
 - f. Contact Name/Phone:
Contact name and phone number if further information or clarification on an item is needed. Also, contact name should be the point of contact for the item and name of the person who will be responsible for briefing the item at standing committee and to the City Council. If the specified contact is unavailable to brief the item at the standing committee meeting, then that person or someone in their department will need to notify the Council Director or designee as to who will be present to report on the item.
 - g. Contact E-Mail:
Email address of the contact name.
 - h. Agenda Item Type:
Select an agenda item type from a pre-set drop-down list in OnBase. If there are any questions as to what should be selected from the drop-down list, please contact the City Clerk's Office.
 - i. Council Sponsor(s):
Any single council member may sponsor an item for the committee agenda. If no specific sponsor is known, submitters may use by default the chair and vice-chairs of the standing committee to which an item is submitted. (See Attachment No. 1). Council members and council staff later will confirm the actual sponsors prior to publication of the final committee agenda. Note: Ordinances and resolutions need two council sponsors before moving from committee to the council agenda.
 - j. Sponsoring at Administration Request [Check Box].
This box should be checked if the administration has prepared the ordinance (including SBOs), resolution, contract, or other consent agenda item and the named council sponsors are listed as an accommodation to the administration.
 - k. Lease? / Grant related? / Public Works?:
Mark yes or no if the item is a lease, is grant related, or is public works related.
 - l. Date Rec'd / Clerk's File # / Renews # / Cross Ref # / Project # / Bid # / Requisition #:
 - 1) Date Rec'd: The date the agenda item lands in the Council Director's OnBase queue.
 - 2) Clerk's File #: The City Clerk's file number. If a new item is submitted, the Office of the City Clerk will assign a new file number. If the file already exists, the number for the existing file should be inserted by the submitting department. New file numbers will only be assigned when the agenda item lands in the City Clerk's OnBase queue for placement on the City Council agenda.

- 3) Cross Ref #: If an item relates to another item on file with the Office of the City Clerk, indicate the file number on this line.
 - 4) Project #: If an item has a department project number, indicate the number on this line.
 - 5) Bid #: If an item has been put out for bid, quote, or RFP, indicate the number on this line.
 - 6) Requisition #: If an item has a requisition number (for accounting purposes), indicate the number on this line. Also indicate if it is "CR" (contract requisition) or "RE" (requisition).
- m. Agenda Item Name:
Brief description of the agenda item. Example: "Interlocal Agreement for police services at STA Plaza."
- n. Agenda Wording:
Brief and concise phrase describing the item to be discussed at committee and considered by the full City Council. Wording should be the exact wording that will appear on the City Council agenda. This area should not be used as a summary. It should describe who is involved, what is being done, when it is being done, and costs/revenues (if any). Any necessary explanation should be included in the "Background" section.
When preparing the Agenda Wording statement, keep the following in mind:
- 1) Always include the location (city and state) of the contractor in parentheses behind the contractor's name.
 - 2) Always include the tax in the cost of the project and place "including tax" in parentheses behind the total cost. If no tax is involved, place "no tax involved" in parentheses behind the total cost of the project. For accounting purposes, under "Fiscal Impact," place the total cost of the project including tax.
 - 3) If the item is a contract, include the term (effective and expiration dates).
 - 4) If the item is a change order or contract amendment, the total cost-to-date (including the amount of the new change order or amendment) should be included in the agenda wording.
 - 5) If the item is an ordinance or resolution, whenever possible, the agenda wording should match the title of the accompanying ordinance or resolution. The title of an ordinance or resolution is the first paragraph below the ordinance or resolution number.
- o. Summary (Background):
The primary purpose of this section is to transmit specific facts to the Mayor, City Council, and the public. Whenever possible, use abbreviated paragraphs and avoid long sentences or technical jargon and acronyms. Make sure this section includes only necessary and pertinent information. If the item has been approved by a board or commission, note that information here. If the item is a continuation of a previous City Council decision, so note.
- p. Impacts / Data Collection / Alignment with City Policies:
The primary purpose of these sections is to ensure that equity considerations have informed the preparation of the particular agenda item, and that consideration is given to ensuring the proposed action is effective and consistent with current City policies. Responses such as "N/A" and "not applicable" are not appropriate and a good faith effort to respond to these questions is expected.
- q. Council Subcommittee Review:
There are two council subcommittees: The Equity Subcommittee and the Housing Action Subcommittee. Effort should be made to have proposed ordinances and resolutions with broad budget and policy implications reviewed by one or both of these committees prior to submission to a council standing committee agenda.
- r. Fiscal Impact:
Complete the relevant fields under Fiscal Impact. The fields under this section include the following:
- Approved in Current Year Budget?
 - Total Cost
 - Current Year Cost
 - Subsequent Year(s) Cost
- s. Fiscal Narrative:
Add any explanatory information under this section that would assist in explaining the Fiscal Impact.
- t. Amount / Budget Account:
Indicate the expense and/or revenue amount(s) and associated budget account number(s) from where the funds will be withdrawn / deposited.
- u. Funding Source – Funding Source Type:
The following question appears under this section: "Is this funding source sustainable for future years, months, etc?" If the funding source is relevant, respond to the question by adding any explanatory information that would assist in addressing whether the funding source is sustainable.
- v. Funding Source – Expense Occurrence:
Add any explanatory information under this section that would assist in explaining other budget impacts (revenue generating, match requirements, etc.).

w. Approvals:

Approvals are electronically obtained from City Council Agenda approvers or designated backup approvers in the OnBase workflow after the item has been submitted. All required approvals on the agenda sheet should be obtained by the submitting department and approved in OnBase by the relevant deadline.

Agenda submitters can monitor approvals in the OnBase approval workflow by accessing the OnBase Legislative Dashboard on SharePoint.

x. Distribution List:

List everyone to whom the item should be distributed after Council action. If the item is a contract, include the email address of the authorized signatory for the vendor.

6.9 Important Notes

6.9.1 All ordinances and resolutions must be uploaded to the agenda submission sheet in Word format. This will allow City Council staff and City Clerk staff the flexibility to incorporate (1) any changes that may come out of standing committee review, (2) amendments approved during the City Council's consideration of the matter, and/or (3) to make clerical corrections. In addition, as there are certain publication requirements for some agenda items, this will allow City Clerk staff to move forward expeditiously with getting the item published. Whenever possible, it is also requested that contracts be uploaded in Word format so that any necessary changes or amendments may be made during the standing committee and legislative process.

6.9.2 Do not upload locked documents to OnBase. When using a digitally signed or otherwise locked document, please print the document using the "Microsoft print to PDF" option before uploading the document. Locked documents cause disruption in the agenda packet generation.

6.9.3 Do not use all capitals in the agenda wording.

6.9.4 If an item requires an amendment or substitution, contact the Council Officer Director or Council Policy Advisor for assistance.

6.10 Minutes

6.10.1 Standing Committee meeting minutes shall be prepared using the attached template (Attachment No. 5). Council staff are responsible for preparing standing committee meeting minutes. Original approved and signed standing committee meeting minutes shall be filed with the City Clerk's Office and posted online.

6.10.2 The City Clerk shall prepare the regular City Council and any special legislative meeting minutes.

6.10.3 Minutes of standing committee meetings and City Council meetings, including any special meetings, shall be published in the *Official Gazette* and retained pursuant to the applicable retention schedules.

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

6.11.1 A list of designated department agenda sheet submitters has been established and will be maintained by the Office of the City Clerk. Any requests for changes or updates to the designated department agenda sheet submitter list will require completion of an Agenda Submitter Change Request Form (See Attachment No. 6). To minimize OnBase usage costs, any requests for changes or updates to the current established list will require review and approval by the requesting submitter's department head, division director, and City Clerk or designee. The form will then be routed to IT to provide required submitter permissions.

6.11.2 If a department is requesting an addition of a newly named agenda sheet submitter, the general rule is that newly named individual will replace another individual currently named on the list. Any newly established departments will be able to designate up to two department agenda sheet primary submitters and up to two back up submitters.

6.11.3 City Clerk staff will provide training on the completion of agenda sheets to any newly named agenda sheet submitters. City Clerk staff will also provide refresher training to other agenda sheet submitters upon request.

7.0 RESPONSIBILITIES

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

8.0 APPENDICES

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

- Attachment No. 1 – Department Committee Assignments
- Attachment No. 2 – Sample Agenda Sheet
- Attachment No. 3 – Submitter Checklist
- Attachment No. 4 – Sample Blank Agenda Sheet
- Attachment No. 5 – Minutes Template
- Attachment No. 6 – Agenda Submitter Change Request Form

Note: Attachments are on file and available for review in the Office of the City Clerk.

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.

CASH ACCOUNTING CLERK I SPN 101 Open Entry

DATE OPEN: Monday, June 16, 2025

DATE CLOSED: Monday, June 30, 2025

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

CLASS SUMMARY:

Performs cashier work in the receipt and disbursement of money.

EXAMPLES OF JOB FUNCTIONS:

- Receives money from the public in payment of services, taxes and licenses, calculates change, issues receipts and provides general and technical information.
- Balances cash drawer and prepares summary reports.
- Replenishes, reconciles and balances a cash drawer.
- Sorts and organizes utility payments and charge tickets to facilitate the processing of daily receipts.
- Runs check and batch totals; prepares machine tapes for payments which require special handling.
- Prepares bank deposit slips; bags currency and checks; secures deposits.
- Operates a computer, adding machine, OCR machine, encoder, and other office machines.
- Operates computerized weight scales and printers.
- 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.
- *Experience:* One year of experience as a teller, cashier or similar position where substantial responsibility for cash handling is a significant portion of the work.

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, June 16, 2025, and Monday, June 30, 2025, will test Thursday, July 3, 2025, through Monday, July 7, 2025.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2.5 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Attention to Detail
- Cashiering
- Customer Service
- Interpersonal Skills
- Mathematical Reasoning

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 10th day of June 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

PW INVITATION TO BID #6408-25

GENERATOR PURCHASE AND INSTALLATION WITH REMOVAL AND DISPOSAL OF EXISTING GENERATOR

City of Spokane FACILITIES DEPARTMENT

The City of Spokane is soliciting electronic Bids for the above titled Invitation to Bid.

Mandatory Pre-Bid Conference:

A mandatory Pre-Bid Conference is scheduled to be held on Thursday June 26, 2025, at 9:00AM, PST. The meeting location is at Spokane City Hall Main Floor Lobby - 808 W. Spokane Falls Blvd, Spokane, WA 99201. **Only those vendors who attend the Mandatory Pre-Bid Conference will be able to bid on this project.**

Bid Submittal: Bids must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on July 14, 2025**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Bid, the Bidder 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, Bidders 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 Bidder's responsibility to check the City of Spokane's procurement system identified above for Addenda or other information that may be posted regarding this Invitation to Bid.

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

Public Bid Opening: Sealed Bids will be unsealed and read at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY July 14, 2025**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

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

Katie Hougen
Procurement Specialist,
City of Spokane Purchasing & Contracts

Publish: June 11 and 18, 2025
