



Official Gazette

City of Spokane, Washington

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

Volume 115

JULY 2, 2025

Issue 27



MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

LILI NAVARRETE (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

The Official Gazette

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, June 16, 2025**

The minutes for the Monday, June 16, 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, July 9, 2025, issue of the *Official Gazette*.

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, June 23, 2025**

The minutes for the Monday, June 23, 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, July 9, 2025, issue of the *Official Gazette*.

STANDING COMMITTEE MINUTES**City of Spokane****URBAN EXPERIENCE COMMITTEE****City Council Chambers****June 9, 2025****Call to Order: 12:05 PM**

Recording of the meeting may be viewed here: June 9th, 2025, Urban Experience Committee on Vime

Attendance

Committee Members Present: Jonathan Bingle (Chair), Lili Navarrete (Vice Chair), Betsy Wilkerson (1:10pm), Kitty Klitzke (12:15pm), Michael Cathcart (12:15pm), Paul Dillon (12:15pm), Zack Zappone (online)

Public Testimony

Brennan Schreibman

Discussion Items

1. 1200- NEW CONTRACT FOR SECURING AND MINOR REPAIR SERVICES - JASON RUFFING (5 minutes)
 - ◇ No Action Taken, Discussion Only
2. 1400 RESOLUTION REGARDING FOR/AGAINST COMMITTEE MEMBER APPLICATION PROCESS - NICK HAMAD (5 minutes)
 - ◇ No Action Taken, Discussion Only
3. 0320 ORDINANCE RELATING TO AMENDMENTS OF TITLE 18 & HUMAN RIGHTS COMMISSION - NICOLETTE OCHEL TREE (5 minutes)
 - ◇ No Action Taken, Discussion Only
4. 0520 DESIGNATED FESTIVAL STREETS ORDINANCE - ADAM MCDANIEL (5 minutes)
 - ◇ No Action Taken, Discussion Only
 - CM Cathcart suggested having a stock of fire extinguishers available for special events
5. 0480 SBO FOR MUNICIPAL COURT IMPROVEMENTS - JERRALL HAYNES (5 minutes)
 - ◇ No Action Taken, Discussion Only
6. SPOKANE ARTS QUARTERLY UPDATE - SKYLER OBERST (10 minutes)
 - ◇ No Action Taken, Discussion Only
 - CM Navarrete suggested doing more outreach to multicultural artists to create murals throughout the city.

7. 4700 - MONTHLY PERMIT REPORT - TAMI PALMQUIST (10 minutes)
 - ◇ No Action Taken, Discussion Only
 - CM Cathcart requested that values be presented year by year and adjusted for inflation
 - CM Cathcart asked to be presented with a percentage of permits that actually start construction each year
8. 0320 ORDINANCE CREATING PROCESS FOR HONORARY NAMING OF STREETS - VIRGINIA RAMOS (10 minutes)
 - ◇ No Action Taken, Discussion Only
9. 0650 – MFTE UPDATES TO ENCOURAGE LONG-TERM OCCUPANCY - SPENCER GARDNER (10 minutes)
 - ◇ No Action Taken, Discussion Only
 - CM Cathcart expressed interest in convening a workgroup to find ways to enhance the tool
10. 0650 - 5TH AVENUE COMMUNITY PLAN UPDATE - MAREN MURPHY (10 minutes)
 - ◇ No Action Taken, Discussion Only
11. 1680- DRAFT AMENDMENT FOR HOUSING NAVIGATION CONTRACT 7/1-9/30 - ARIELLE ANDERSON (5 minutes)
 - ◇ No Action Taken, Discussion Only
 - CM Bingle asked how much the Housing Navigation Center and Scattered Sites costed the City in 2024
12. 1680- 3RD QUARTER FOR QUARTERLY PERFORMANCE REVIEWS (QPR'S) - ARIELLE ANDERSON (15 minutes)
 - ◇ No Action Taken, Discussion Only
 - CP Wilkerson requested information about the 1590 dollars that were allocated for wrap around services and eviction prevention; whether that program was stood up and the dollars are being used for their intended purpose.
 - CM Cathcart requested to be presented with the management plans for service providers specifying the expected outcomes.
 - CM Cathcart requested more specific data in terms of services being provided, needs of the population and employment metrics.
 - CM Dillon recommended including quotes or stories from people who have gone through the system to better illustrate successes and areas to be improved
13. 1680 - 2025-2029 CONSOLIDATED PLAN FOR COMMUNITY DEVELOPMENT - HEATHER PAGE (15 minutes)
 - ◇ No Action Taken, Discussion Only
14. 1680 - 2025 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING RECCOMENDATIONS - HEATHER PAGE (15 minutes)
 - ◇ No Action Taken, Discussion Only
15. BOARD, COMMISSION & STAFF UPDATES

Consent Items**Executive Session**

None.

Adjournment

The meeting adjourned at 2:32 PM

General Notices

NOTICE OF INTENT TO AWARD SOLE SOURCE

The City of Spokane intends to establish a sole source contract with **Washington Equipment Manufacturing Company, Inc. (WEMCO)** to provide the following:

NEW PROPRIETARY MECHANICAL SPARE REPLACEMENT PARTS, THAT ARE 100% SPECIFIC TO THE TWO OVERHEAD REFUSE CRANES CURRENTLY EMPLOYED AT THE CITY OF SPOKANE WASTE TO ENERGY FACILITY (WTEF). WEMCO DESIGNED AND MANUFACTURED THE CRANES, AND IS THE MANUFACTURER OF THE PROPRIETARY REQUIRED REPLACEMENT PARTS.

For SOLID WASTE DISPOSAL – WASTE TO ENERGY FACILITY

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

RICK RINDERLE
PROCUREMENT SPECIALIST
at: RRINDERLE@SPOKANECITY.ORG
by WEDNESDAY, JULY 16, 2025 at 5:00 pm.

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

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

Dated the 25TH Day of **JUNE 25, 2025**

Rick Rinderle
Procurement Specialist

Publish: July 2 and 9, 2025

Ordinances

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

ORDINANCE NO. C36682

An ordinance relating to Intrafund Budget Transfers; amending Sections 07.09.010, 07.09.015, 07.09.020, 07.09.040 of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 07.09.010 of the Spokane Municipal Code is amended to read as follows:

Section 07.09.010 Permitted When

- A. Intrafund budget transfers may be made during the current fiscal year by order of the ~~((mayer))~~ Mayor, or in the ~~((library fund))~~ Library Fund by the ~~((library director))~~ Executive Director, or in the ~~((park fund))~~ Park Fund by the ~~((director of parks and recreation))~~ Director of Parks and Recreation; provided, however, that the following transfers shall not occur unless approved by an ordinance passed by the vote of one more than the majority of all members of the ~~((city council))~~ City Council:
1. The creation or abolishment of ~~((employee))~~ positions, except for:
 - a. classified employee positions which are created or abolished solely for the purpose of downgrading a specific position in order to hire at a lower level of the classification; or
 - b. progressive promotions, certification advancements, or position reclassifications of classified employees governed by ~~((civil service rules))~~ Civil Service Merit System Rules or bargaining unit contracts.
 2. The decrease, revocation or recall of all or any portion of the total appropriations provided for any one fund except for grant funds.
 3. All transfers of \$50,000 or more from a budgeted line-item to a defunded line item ~~((as adopted by the City Council))~~. "Defunded" shall mean a prior action by the City Council to reduce, eliminate, or reallocate appropriated funding for a fund, department, program, or activity, and resulting in a material decrease in its budgeted financial resources as compared to the prior fiscal year, whether occurring as part of the biennial budget adoption or subsequent special budget ordinance. For purposes of this section, "material decrease" shall mean a reduction of 70% or more in the adopted biennial budget allocation for a fund, department, program or activity from one fiscal year to the next.
 4. Transfers of budgeted personnel expenses to non-personnel expenses. This does not apply to grant funds or Library, Parks, Civil Service, or other quasi-departments governed by a separately appointed Board or Commission.
 - ~~((5. Transfers of budgeted personnel expenses from one department to another department within the same fund.))~~
 - ~~((6))~~ 5. Emergencies as specified in state law ~~((or))~~, City charter or Spokane Municipal Code.
- B. Provided, further, that ~~((the following transfers shall be approved by ordinance passed by a majority of all members of the city council:))~~
- ~~1. Changes))~~ changes to the wages, hours, and conditions of employment of ~~((appointive employees))~~ employee positions shall be approved by ordinance passed by a majority of all members of the City Council.
 - ~~((2. Adjustments to the salary or compensation of City officers, assistants and employees.))~~

Section 2. That Section 07.09.015 of the Spokane Municipal Code is amended to read as follows:

Section 07.09.015 Personnel/Position Transfers

- A. Transfer of all classified ~~((personnel))~~ employees shall be accomplished pursuant to the City's ~~((civil service rules))~~ Civil Service Merit System Rules.
- ~~((B. The elimination of a position in a department which accompanies, precedes, or results in the transfer of that position to another department shall be accompanied by an interfund transfer of the budgeted funds for the transferred employee's position from the former department to the new department.))~~
- ~~((C))~~ B. Inter-departmental transfers of ~~((job))~~ positions and interfund transfers, as described in this section, outside of the annual budget process as described in Section 25 of the City Charter, SMC ~~((07.15.005))~~ Chapter 07.14, and chapter ~~((35.33))~~ 35.34, RCW, shall not occur unless the City Council approves ~~((an))~~ a special budget ordinance to accomplish the transfer.

Section 3. That Section 07.09.020 of the Spokane Municipal Code is amended to read as follows:

Section 07.09.020 Report Required

- A. The ~~((mayor))~~ Mayor shall prepare and submit to the ~~((city council))~~ City Council within fifteen (15) days following the calendar month a report of all intrafund budget transfers ~~((ordered))~~ requested during the previous calendar month. It shall not be necessary for the ~~((city council))~~ City Council to approve the report. The report shall include but not be limited to the following:
1. Intrafund transfers between departments; and
 2. Intrafund transfers covered by SMC 7.09.010(A)(1)(a) and (1)(b); and
 3. Intrafund transfers between categories of personal services, maintenance and operation, capital outlay and debt service.
- B. Intrafund transfers within budgets of single departments which do not involve transfers between the object groups of personal services, maintenance and operation, capital outlay, and debt service need not be included in the monthly reports to ~~((city council))~~ City Council.
- C. For purposes of determining those transfers to be reported, the classification of accounts as established by the ~~((state auditor))~~ Washington State Auditor shall be followed.

Section 4. That Section 07.09.040 of the Spokane Municipal Code is amended to read as follows:

Section 07.09.040 Expenditure Limits

Budget expenditures shall be limited in the manner specified in chapter ~~((35.33))~~ 35.34 RCW as now enacted or hereafter amended.

Passed by City Council June 23, 2025

Delivered to Mayor June 30, 2025

ORDINANCE NO. C36699

An ordinance adopting an interim official control; modifying section 17G.070.030 of the Spokane Municipal Code to authorize the inclusion of small-scale commercial establishments in planned unit developments.

WHEREAS, the City of Spokane is in the midst of the periodic update to its Comprehensive Plan; and

WHEREAS, significant public engagement on the periodic update has already occurred and more engagement will continue to occur; and

WHEREAS, one of the most popular suggestions to come forward during public engagement has been a desire to create more opportunities for small-scale commercial uses to serve residential neighborhoods; and

WHEREAS, the Comprehensive Plan includes many policies that support neighborhood-based small-scale commercial uses, including LU 1.3, LU 43.2, H 1.4, H 2.4, N 2.1, and N 7.1; and

WHEREAS, the Sustainability Action Plan also includes strategies that support neighborhood-based small-scale commercial uses, including TL 1.1 and TL 1.6; and

WHEREAS, the City Council has included consideration of small-scale commercial uses in residential neighborhoods as a work item on the Plan Commission work plan; and

WHEREAS, plats that are likely to come forward prior to adoption of the updated Comprehensive Plan and the Unified Development Code will establish buildings and uses that persist for many decades; and

WHEREAS, the work involved in the periodic update will include further consideration of the inclusion of small-scale commercial uses in residential neighborhoods; and

WHEREAS, RCW 36.70A.390 authorizes the adoption of interim zoning controls for up to one year with the inclusion of a work plan; and

WHEREAS, these proposed text amendments were drafted and reviewed consistent with the requirements of RCW 36.70A.370 to assure protection of private property rights; -- Now, Therefore,

The City of Spokane does ordain:

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council findings in support of the adoption of this ordinance.

Section 2. Purpose. The purpose of this ordinance to authorize small-scale commercial uses within residential planned unit developments, subject to limitations that ensure such uses complement the residential neighborhood.

Section 3. Public Hearing. The hearing required under RCW 36.70A.370 was held at the time of adoption of this ordinance.

Section 4. Duration of Interim Official Control. The interim official control established by this ordinance shall be in effect for a period of one year, beginning on the date of the adoption of this ordinance.

Section 5. Work Plan. Pursuant to RCW 36.70A.390, a work plan related to this ordinance shall include continued public participation and noticing pursuant to chapter 17G.025 SMC, as well as consideration of commercial uses in residential neighborhoods during the periodic update to the City's Comprehensive Plan.

Section 6. That section 17G.070.030 of the Spokane Municipal Code is amended as follows:

Section 17G.070.030 Development Standards

A. Permitted Uses.

Any permitted or conditional use allowed in the base zoning districts of the subject property plus additional uses including the following:

1. In the RA, R1, and R2 zoning districts, an applicant with a planned unit development approval may develop the site to contain these additional uses:
 - a. Accessory uses directly serving the planned unit development only and which are customary or associated with, but clearly incidental to, the residential uses permitted in the zone including:
 - i. community building with indoor and/or outdoor recreation facilities;
 - ii. recreational vehicle and personal storage area;
 - iii. consolidated guest parking facilities.
 - b. Retail sales and service uses and office uses are permitted subject to the following limitations:
 - i. The PUD site is larger than 20 acres; and
 - ii. Individual retail sales and service uses and office uses shall not exceed a floor area of five thousand (5,000) square feet each; and
 - iii. The total site area developed with retail sales and service uses and office uses shall not exceed five percent (5%) of the total PUD site area; and
 - iv. A one hundred percent (100%) increase in the amount of retail sales and service uses and office uses is allowed when retail sales and service uses and office uses are physically built under residential uses in a mixed use building with ground floor retail sales and service uses and office uses; and
 - v. Outdoor seating is permitted and is not counted towards the limitations on floor area in subsection (b)(ii); and
 - vi. Retail sales and service uses and office uses shall follow the Centers and Corridors design standards for Pedestrian Streets in SMC 17C.122.060; and
 - vii. Prohibited uses include but are not limited to:
 - A. Marijuana production, processing, and retailing as controlled by SMC 17C.347
 - B. Off-premises alcohol outlets as defined and controlled by SMC 17C.348
 - C. Drive-through Facilities
 - D. Adult Business
 - E. Commercial Parking as defined in SMC 17C.190.220 on a surface parking lot
 - F. Mini-Storage Facilities
 - G. Quick Vehicle Servicing
2. In the RMF and RHD zoning districts, an applicant with a planned unit development approval may develop any uses permitted in the R1, R2, RMF and RHD zones together with these additional uses:
 - a. Retail sales and service uses and office uses are permitted subject to the following limitations:
 - i. The PUD site is larger than ten acres,
 - ii. Individual retail sales and service uses and office uses shall not exceed a floor area of three thousand square feet each and the site area developed with retail sales and service uses and office uses shall not exceed five percent of the total PUD site area.
 - iii. Sites developed with retail sales and service uses and office uses shall have frontage on a street that is designated as a collector or higher classified arterial.
 - iv. The retail sales and service uses and office uses in the PUD shall not be permitted until sixty percent of the approved residential units are completed.
 - v. An one hundred percent increase in the amount of retail sales and service uses and office uses is allowed when retail sales and service uses and office uses are physically built under residential uses in a mixed use building with ground floor retail sales and service uses and office uses.
 - vi. Outdoor sales and display and outdoor storage areas are not permitted except outdoor seating is allowed for restaurants and cafes.
3. Commercial Zones.

PUDs are permitted in the commercial zones including center and corridor (CC) and the downtown (DT) zones.

4. Industrial Zones.

In the PI zones, an applicant with a planned unit development approval may develop the site to contain all of the uses permitted by right in the underlying zone and, in addition, up to fifty percent of the total gross floor area may be devoted to housing units provided these are built above the ground floor.

5. More Than One Base Zone.

When a site contains land that is in more than one zoning district, the allowed residential and conditional uses at the required minimum and maximum densities, if applicable, shall be proportionate to the land within the development site devoted to each zoning district.

B. Density.

1. Densities Required.

An applicant with a planned unit development approval shall develop the site subject to the minimum and maximum density provisions of the base zone, as contained in Title 17C SMC, except as provided in subsection (B)(2) of this section, plus a maximum of ten percent density bonus per the provisions below under SMC 17G.070.030(B)(5).

2. Density Exception.

For properties with a designated critical area or properties located in agricultural lands designation of the City's comprehensive plan, the minimum density requirement may be waived by the hearing examiner based on the following criteria:

- a. The development of the site with the critical area would not allow sufficient minimum lot size under the base zone requirements because critical area setbacks and buffers would reduce minimum lot sizes below those required by the base zone.
- b. The development of the site would require reducing buffers, setbacks or other dimensional modifications due to the location of designated critical areas; and
- c. The protection of the agricultural lands or critical area would be more effective by clustering the homes and structures to the minimum area necessary.

3. Calculating Density.

The calculation of density for a planned unit development is the net area based on the total area of subject property less the area set aside for right-of-way, tracts of land reserved for private streets and dedicated tracts reserved for stormwater facilities. The calculation of density is rounded up to the next whole number.

4. Transfer of Development Rights.

An applicant for a planned unit development may shift allowed residential densities to another site to protect and preserve designated critical areas and agricultural lands while providing the overall maximum density permitted by the underlying zoning district.

5. Density Bonuses.

- a. An applicant for a planned unit development may apply for a residential density bonus of ten percent above the maximum density allowed in the underlying base zone for developing affordable housing units that meet or exceed the HUD standards for affordable units.
- b. The density bonus may be granted based on a one percent ratio of bonus density for the project for each one percent of affordable housing that is provided.
- c. Affordable housing units are required to be dispersed throughout the project and shall not be congregated all in one building, when more than one building is proposed.

C. Dimensional Requirements of the Base Zone.

The dimensional requirements of the base zone standards apply to a PUD except as follows:

1. Lot Dimensional Standards.

- a. The minimum lot size, lot depth and lot width standards may be modified.
- b. The lot frontage requirements may be modified to allow the lots to be served by a private street or private access, rather than a public street as required under SMC 17C.111.200(F), provided that the director of engineering services has determined that private streets or private access can serve the subject lots in the planned unit development. A private street or private access that does not conform to chapter 17H.010 SMC, Street Development Standards, may be approved through a design variance request under SMC 17H.010.020.

2. Lot Coverage and FAR.

The lot coverage by buildings and the floor area ratio (FAR) provisions may be modified.

3. Setbacks.

a. Front and rear yard setbacks.

- i. Front and rear yard setbacks for structures located within eighty feet of the perimeter of the project shall be the same as required by the base zone.
- ii. Front and rear yard setbacks in the remainder of the project may be modified, except that a minimum front or rear yard setback of twenty feet is required for any garage or carport that opens facing a street or an alley.
- iii. Above and below ground parking structures used in conjunction with a mixed use or multifamily residential project may modify front yard setbacks, if sufficient queuing to enter the structure is provided on-site.

b. Side Yard Setbacks.

- i. Side yard setbacks may be modified, except that a side yard setback of twenty feet is required for any garage or carport that opens facing a street.

- ii. Above and below ground parking structures used in conjunction with a mixed use or multifamily residential project may modify side yard setbacks, if sufficient queuing to enter the structure is provided on-site.
4. Building Height.

Except as provided below, building height allowed in the base zone cannot be modified, waived or varied through the planned unit development process.

 - a. Changes to the height limits in the underlying zone require a rezone processed concurrently with the planned unit development.
 - b. In the RMF zone, the wall height for a mixed-use commercial building may be increased to thirty five feet. Such a building is exempt from the height transition requirements of SMC 17C.111.230(C)(5).
5. Off-street Parking.

The minimum number of off-street parking stalls may be modified based upon sufficient evidence that the occupancy of the project will not require the number of off-street parking stalls specified for that use under chapter 17C.230 SMC, Parking and Loading.
6. Signs.

The number, type and size of signs cannot be modified through a planned unit development.
7. Fencing.

Perimeter fencing for a planned unit development is permitted except the maximum height of fencing along a street frontage of the planned unit development may not exceed forty-two inches. When a fence is along a street frontage, usable pedestrian access shall be provided spaced a minimum of one every three hundred feet.
8. Gates.

If the director of engineering services approves of private streets in the planned unit development, based on the criteria of SMC 17H.010.090, gates may be permitted in a planned unit development.
9. Lot Access.

The alley access requirements of SMC 17C.111.335(B) apply to lots in a PUD. If a lot abuts a public alley, then vehicle access shall be from the alley.
- D. Infrastructure.

All public or private streets, paving, curbs, sidewalks, utilities, stormwater, lights and similar facilities shall be developed according to City standards, unless specifically modified by the city engineer. Waivers, variances, or modifications to the private or public street standards, utilities, and other infrastructure through a planned unit development shall be approved by the city engineer. An approved design variance request form shall be submitted with the PUD application.
- E. Common Open Space.

In exchange for the approval of more intense residential development, higher densities, smaller lots and relaxed development standards, the developer of a planned unit development is required to provide common open space for the active and passive recreational activities of residents, employees, and visitors. Such space shall be aggregated wherever feasible and shall consist of a combination of landscaped and hard-scaped areas. Such common open space shall include some combination of the following: plazas, arbors, sitting areas, picnic areas, playing fields and trails to accommodate a variety of active and passive activities and promote visual interest.

 1. In planned unit developments, the following requirements shall apply:
 - a. At least ten percent of the gross area of the site must be devoted to such open space. Such space must be fully accessible to the residents, employees, visitors and/or other users of the site. Reduction of this standard in PUDs is prohibited and a variance cannot be sought to reduce this requirement.
 - b. Fenced yards associated with buildings immediately adjacent to designated open space, landscaping in parking lots, or fenced stormwater facilities shall not count toward the total open space requirement.
 - c. Environmentally-constrained land within the planned unit development, including wetlands, geologically hazardous areas, fish and wildlife habitats and frequently flooded areas may be used to meet up to fifty percent of the total requirement specified in subsection (E)(1)(a) above, provided that these areas are either accessible to pedestrians to the extent practical or are visually accessible from adjacent and adjoining common open space.
 2. The common open space designated to meet this requirement shall be permanently maintained by and conveyed to one of the following:
 - a. A homeowners' or property owners' association as regulated by state law.
 - b. A public agency that agrees to maintain the common open space and any buildings, structures or improvements placed within it.
- F. Subdivision.

When a planned unit development is combined with a division of land including a short plat, long plat or binding site plan, the requirements of chapter 17G.080 SMC are required to be met, including SMC 17C.111.200(C), along with the following:

 1. Through lots.

Lots shall be configured in a way that development can be oriented toward streets to increase the safety and enjoyment of pedestrians and bicyclists. A new PUD/subdivisions shall not "turn its back" on a collector, minor or principal arterial street. Through lots are allowed only where both front lot lines are on local access streets. The minimum front lot line and minimum width standards apply to one frontage of the through lot.

Section 7. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 8. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

Passed by City Council June 23, 2025
Delivered to Mayor June 30, 2025

ORDINANCE No. C36703

AN ORDINANCE approving a Permissible Use Agreement between and among the City of Spokane, Spokane Parks and Recreation, Spokane Skylines, LLC and Epiphany Applied Concepts, Inc., for the construction, operation and maintenance of a zipline on and above City-owned property.

WHEREAS, the Spokane Park Board has approved a Permissible Use Agreement with Spokane Skylines, LLC and Epiphany Applied Concepts, Inc., together doing business as "Mica Moon," for permissive use of City property to construct, operate and maintain a zipline on and above that City property situated west of Riverfront Park and south of the Spokane River, which agreement is attached to this Ordinance as Attachment 1 (hereafter, the "Agreement"); and

WHEREAS, Article V, Section 48 of the City Charter of the City of Spokane requires that certain agreements concerning park property for a period of more than three (3) years shall require approval by ordinance; and

WHEREAS, the Agreement has an initial term of 15 years with the option of a 5-year renewal thereafter; and

WHEREAS, the City Council has reviewed the terms and conditions of Agreement and has had an opportunity to review its related exhibits, and finds them to be suitable and appropriate for the purposes stated;

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. Approval of Permissible Use Agreement. The Permissible Use Agreement is approved by the City Council in compliance with Article V, Section 48 of the Charter of the City of Spokane, according to the terms and conditions set forth in the agreement.

Section 2. Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

Passed by City Council June 23, 2025
Delivered to Mayor June 30, 2025

ORDINANCE NO. C36705

An ordinance streamlining definitions in the solid waste code and correcting position titles; amending Articles I, III, IV, V, VI, VII, and VIII of Chapter 13.02 and Sections 13.02.0100, 13.02.0110, 13.02.0236, 13.02.0248, and 13.02.0350; and repealing Sections 13.02.0102, 13.02.0104, 13.02.0109, 13.02.0112, 13.02.0114, 13.02.0116, 13.02.0118, 13.02.0119, 13.02.01191, 13.02.0120, 13.02.0122, 13.02.0124, 13.02.0126, 13.02.0127, 13.02.0128, 13.02.0130, 13.02.0134, and Article II of the Spokane Municipal Code.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Article I of Chapter 13.02 the Spokane Municipal Code is amended to read as follows:

Article I. ((Definitions)) General Provisions

Section 2. That Section 13.02.0100 of the Spokane Municipal Code is amended to read as follows:

Section 13.02.0100 Definitions

The following definitions apply in this chapter ((-)) :

| Term | Definition |
|---|--|
| City | City means the City of Spokane. |
| Collection day | Collection day means the day of the week scheduled for municipal solid waste collection service to be provided to an area or premises. |
| Combined City utilities bill | Combined City utilities bill refers to the City of Spokane's form of combining billing for municipal water, sewer, and solid waste handling service charges in a single statement. |
| Construction, demolition, and land-clearing waste (CDL Waste) | Construction, demolition and land clearing waste (CDL Waste) means any combination of recyclable or nonrecyclable construction, demolition and land clearing waste that results from and is incidental to construction, remodeling, repair or demolition of buildings, roads or other structures, or from land clearing for development, and requires removal from the site of construction, demolition or land clearing. |
| Construction waste | Construction waste means wood, concrete, drywall/wallboard, masonry, roofing, siding, structural metal, wire insulation, carpet, carpet pad, metal or PVC pipe, porcelain plumbing fixtures, steel, insulation, and other building material; and plastics, Styrofoam, twine, baling and strapping materials, cans, buckets, and other packaging materials and containers. It also includes sand, rocks and dirt that are used in construction. In no event shall construction waste include dangerous or extremely hazardous waste of any kind, putrescible garbage, sewerage waste, animal carcasses or asbestos. |
| Customer | <p>Customer is the person making arrangements or on whose behalf arrangements are made for solid waste collection service from the department, provided a letter of authorization delegating management of a customer's solid waste service is received and on file with their Utility Billing Account.</p> <ul style="list-style-type: none"> Because solid waste collection service is mandatory for all premises, "customer" further includes all owners and occupants of premises generating or accumulating solid waste. Where arrangements have been made for billings to be sent to an address other than the premises served, "customer" further includes the addressee at such billing address. |
| Demolition waste | Demolition waste means solid, largely inert waste resulting from the demolition or razing of buildings, roads, and other man-made structures. Demolition waste consists of, but is not limited to, concrete, brick, bituminous concrete, wood and masonry, composition roofing and roofing paper, steel, and minor amounts of other metals, such as copper. Plaster (i.e., drywall, sheet rock, or plasterboard) or any other material or putrescible waste, other than wood, that is likely to produce gases or a leachate during the decomposition process, and asbestos wastes are not considered to be demolition waste for the purposes of this regulation. |
| Departments | Departments mean the Solid Waste Collection Department as defined in SMC 03.01A.450 for matters within its municipal departmental responsibility and the Solid Waste Disposal Department as defined in SMC 03.01A.470 for matters within its municipal departmental responsibilities. |
| Director | Director means the Director of Solid Waste Management for areas within Solid Waste Disposal Department and Solid Waste Collection Department functions, unless otherwise assigned, stated or indicated by context. |
| Flow Control | Flow control is the Spokane Regional Solid Waste System's authority to designate where municipal solid waste in Spokane is processed, treated, and disposed of. |
| Franchise Restrictions | Hauling The City prohibits a person from providing solid waste collection and disposal unless allowed by state law or pursuant to a City franchise agreement or contract. Additionally, the City prohibits private junk removal and hauling services involving the collection or hauling of solid waste, including construction, demolition and land clearing wastes otherwise offered by the City Solid Waste Collection and Disposal departments. Additional franchise hauling restrictions may be found in SMC 13.02.0204. |
| Garbage | Garbage is solid and semi-solid putrescible, discarded materials such as kitchen, food, animal, and vegetable wastes. |
| Generator | Generator is any person originating solid waste. Generator also includes the owner and/or occupant of any premises on which solid waste originates or persists. |

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| Health officer | Health Officer is the appointed health officer of the Spokane Regional Health District, an interlocal City-County agency established under the laws of the State of Washington or any equivalent successor official designated by the Mayor. The Director of Solid Waste Management may also exercise any health officer function for purposes of this chapter. |
| Incidental hauling | Incidental hauling is defined as less than thirty-three percent of the total bill for services and is an adjunct or secondary activity to the primary activity of demolition or construction activities. |
| Inert Waste | Inert Waste means non-combustible, non-dangerous solid wastes that are likely to retain their physical and chemical structure under expected conditions of disposal, including resistance to biological attack and chemical attack from acidic rainwater. |
| Land clearing waste | Land clearing waste means natural vegetation and minerals, such as stumps, brush, blackberry vines, tree branches, and associated dirt, sand, tree bark, sod and rocks. |
| Permitted facility | Permitted facility is defined as a facility permitted by the State of Washington or the Spokane Regional Health District in accordance with chapter 70.95 RCW and the Spokane County Comprehensive Solid Waste Management Plan. |
| Person | Person in this chapter is an all-inclusive reference to any individual or group, firm, association, partnership, political subdivision, government agency, municipality, industry, public or private corporation, or any other entity. |
| Premises | Premises means a specific lot or area of real property served by the department or any such lot or area in general. Premises includes permanent and transient human dwellings and places of accommodation, commerce or recreation. |
| Premises with multi-unit dwellings | Premises with multi-unit dwellings means an area of one or more premises operating in whole or part under unified management or ownership with housing facilities for more than a single-family residence. Such facilities include duplex or multiplex dwellings, apartments, condominiums, trailer parks, or other accounts, including planned unit developments, where billed under a master meter arrangement for water service. Distinguished from this definition for purposes of requirements affecting premises with multi-unit dwellings are hotels, motels, hospitals, nursing homes, or other congregate-care or institutional facilities, which are generally served as a commercial-service account. |
| Recyclable materials | Recyclable materials (or "recyclables" or "single-stream recyclables") means materials which are source-separated from the general waste stream for recycling or reuse, as opposed to disposal, and accepted under a recycling program operated by the department. The Director of Solid Waste Management or their designee has the authority to adjust items included in the City's recycling program or conditions for municipal acceptance, considering chapter 70.95 RCW or any other regulatory requirements, the Spokane County Comprehensive Solid Waste Management Plan, prevailing market conditions for the materials involved, and administrative convenience or efficiency. |
| Refuse | Refuse is non-putrescible discarded materials, such as rubbish, ashes, or other miscellaneous wastes. |
| Separated wastes | <p>Separated wastes are discarded materials of a uniform content, quality or consistency approved by the City for acceptance as separated wastes. Different rates may apply for separated wastes. Types of separated wastes may change from time to time, depending on market conditions, operational efficiency and other factors, at the City's discretion. Currently identified categories are:</p> <ol style="list-style-type: none"> 1. Separated yard and garden waste, also referenced as "clean green" wastes; 2. other composts; 3. baled refuse or refuse which has been tied in bundles for collection; 4. small animal carcasses; 5. Demolition debris, which is materials such as concrete, brick, metals, wood, and glass such as resulting from the demolition of a building or other structure. 6. Waste tires - tires that are no longer suitable for their original intended purpose because of wear, damage, or defect. |

| | |
|--|--|
| Solid Waste | Solid Waste (or “waste”) means all putrescible and non-putrescible solid and semisolid wastes including, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts thereof, and recyclable materials, per RCW 70.95.030 (22). |
| Specialized solid waste handling equipment | Specialized solid waste handling equipment is defined as: <ul style="list-style-type: none"> A. Front load waste collection vehicle; B. Rear load waste collection vehicle; C. Side load waste collection vehicle; D. Tilt-frame collection vehicle for the hauling of roll-off waste; containers or waste compactors; E. Private roll-off waste container; F. Intermodal container used for solid waste disposal; G. Container carrier truck or container delivery truck for the hauling of solid waste containers; or H. Solid waste containers for the collection of solid waste are one-yard, two-yard, three-yard, four-yard, six-yard, or eight-yard size. |
| Spokane County Comprehensive Solid Waste Management Plan | Spokane County Comprehensive Solid Waste Management Plan sometimes referenced as “Spokane Solid Waste Plan” or in shorter terms, means a plan prepared by Spokane County in cooperation with the City of Spokane and others pursuant to the requirements of RCW 70.95.080 guiding the City of Spokane’s goals and priorities for implementing and evaluating municipal solid waste management functions. |
| Transfer Station | Transfer Station is a permanent, fixed supplemental collection and transportation facility owned by Spokane County used by persons and collection vehicles to deposit solid waste into a larger transfer vehicle for transport to a permanent disposal site. |
| Waste-to-Energy Facility (WTE) | Waste-to-Energy Facility, also known as the Waste-to-Energy Plant, is the Spokane incinerator operated as a solid waste disposal and energy-recovery facility. The Waste-to-Energy Facility is part of the Department of Solid Waste Disposal and is overseen by the Director of Solid Waste Management. |

Section 3. That Section 13.02.0102 of the Spokane Municipal Code is repealed.

Section 4. That Section 13.02.0104 of the Spokane Municipal Code is repealed.

Section 5. That Section 13.02.0109 of the Spokane Municipal Code is repealed.

Section 6. That Section 13.02.0110 of the Spokane Municipal Code is amended to read as follows:

Section 13.02.0110 Customer – Giving Notice

~~((A. “Customer” is the person making arrangements or on whose behalf arrangements are made for solid waste collection service from the department.~~

~~1. Because solid waste collection service is mandatory for all premises, “customer” further includes all owners and occupants of premises generating or accumulating solid waste.~~

~~2. Where arrangements have been made for billings to be sent to an address other than the premises served, “customer” further includes the addressee at such billing address.))~~

~~((B))~~ For purposes of any notice given by the City under this chapter, giving notice is sufficient if it is either mailed, emailed, given, or left either at the premises served or mailed to a billing address, if different from the service address, as shown in the ~~((City utilities billings division))~~ City’s Utility Billing Office files.

1. For premises with multi-unit dwellings or where several buildings are served with one account, notice is sufficient if given or mailed to the agent or representative of the account, as identified by the department or ~~((utility billing division))~~ Utility Billing Office.
2. Nothing here limits the City's right to recover any obligation from any person determined to be responsible for charges incurred or receiving direct or indirect benefit of services provided.

Section 7. That Section 13.02.0112 of the Spokane Municipal Code is repealed.

Section 8. That Section 13.02.0114 of the Spokane Municipal Code is repealed.

Section 9. That Section 13.02.0116 of the Spokane Municipal Code is repealed.

Section 10. That Section 13.02.0118 of the Spokane Municipal Code is repealed.

Section 11. That Section 13.02.0119 of the Spokane Municipal Code is repealed.

Section 12. That Section 13.02.01191 of the Spokane Municipal Code is repealed.

Section 13. That Section 13.02.0120 of the Spokane Municipal Code is repealed.

Section 14. That Section 13.02.0122 of the Spokane Municipal Code is repealed.

Section 15. That Section 13.02.0124 of the Spokane Municipal Code is repealed.

Section 16. That Section 13.02.0126 of the Spokane Municipal Code is repealed.

Section 17. That Section 13.02.0127 of the Spokane Municipal Code is repealed.

Section 18. That Section 13.02.0128 of the Spokane Municipal Code is repealed.

Section 19. That Section 13.02.0130 of the Spokane Municipal Code is repealed.

Section 20. That Section 13.02.0134 of the Spokane Municipal Code is repealed.

Section 21. That Article II of Chapter 13.02 the Spokane Municipal Code is repealed.

Section 22. That Section 13.02.0236 of the Spokane Municipal Code is amended to read as follows:

Section 13.02.0236 Refuse-only Accounts

Most premises in the City are billed through a combined City utilities bill. For premises not served with City water or sewer service, the billing is described as a "refuse-only" account. "Refuse-only" account customers must contact ~~((the director of solid waste))~~ Spokane 311 for prior approval to initiate a refuse-only account ~~((at (509) 625-7955))~~.

Section 23. That Section 13.02.0248 of the Spokane Municipal Code is amended to read as follows:

Section 13.02.0248 Service Outside City Limits

- A. The ~~((City solid waste collection department))~~ City's Solid Waste Collection Department does not provide collection service outside City limits except as may be authorized by applicable law or contract, including appropriate arrangements with a private solid waste collection company. The ~~((solid waste disposal department))~~ Solid Waste Disposal Department ~~((does operate))~~ operates disposal service for solid waste from inside and outside the ~~((City))~~ city of Spokane.
- B. In the event all aspects of service are not specifically addressed by contract or otherwise specifically provided, any other portions of this chapter or chapter 13.01 SMC may be applied by the ~~((director of solid waste collection or disposal))~~ Director of Solid Waste Management where deemed needed as terms and conditions of service to outside the City customers.

Section 24. That Article III of the Spokane Municipal Code is amended to read as follows:

Article ~~((III))~~ II. Collection

Section 25. That Section 13.02.0350 of the Spokane Municipal Code is amended to read as follows:

Section 13.02.0350 Premises Site Plan Approval for Solid Waste Collection Area Required

- A. Customers are responsible ~~((to obtain))~~ for obtaining the advance plan approval of the ~~((director of solid waste collection))~~ Director of Solid Waste Management or their designee of all proposed waste storage areas, collection points, and customer equipment to be used.
- B. This requirement shall apply whenever new construction or remodeling occurs or whenever the customer's waste disposal needs change.
- C. Customers involved in the City building permit or plan review process remain responsible ~~((to obtain))~~ for obtaining ~~((the director of solid waste collection's))~~ affirmative approval from the Director of Solid Waste Management of their designee in addition to other municipal approval requirements. At all times, it remains the customer's sole responsibility to obtain such approval, which should not be presumed.
- D. Note that for customer convenience, other parts of a building project may be approved, but solid waste approval of a site plan as required herein may not be inferred thereby.

Section 26. That Article IV of the Spokane Municipal Code is amended to read as follows:

Article ~~((IV))~~ III. Recycling

Section 27. That Article V of the Spokane Municipal Code is amended to read as follows:

Article ~~((V))~~ IV. Residential and Commercial Rates

Section 28. That Article VI of the Spokane Municipal Code is amended to read as follows:

Article ~~((VI))~~ V. Recycling Rates

Section 29. That Article VII of the Spokane Municipal Code is amended to read as follows:

Article ~~((VII))~~ VI. Disposal Rates

Section 30. That Article VIII of the Spokane Municipal Code is amended to read as follows:

Article ~~((VIII))~~ VII. Additional Provisions

Passed by City Council June 23, 2025

Delivered to Mayor June 30, 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.

AMENDMENT**AMENDMENT****AMENDMENT****POLICE OFFICER - LATERAL**

SPN 901

The above titled announcement is hereby amended to read:

Closing Date: Monday, July 7, 2025, at 12:00 am.

POLICE RECORDS SPECIALIST SPN 016

Open Entry

DATE OPEN: Monday, June 30, 2025**DATE CLOSED: Continuous****SALARY: \$45,581.04 annual salary, payable bi-weekly, to a maximum of \$71,159.04****CLASS SUMMARY:**

Performs difficult specialized records management work providing information and records maintenance functions in the Records section of the Police Department.

EXAMPLES OF JOB FUNCTIONS:

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.

- Provides records management for multiple law enforcement agencies and criminal justice agencies throughout Spokane County. Receives counter, fax, and telephone inquiries from internal customers and external law enforcement agencies, answers questions of a general and law enforcement nature, and refers individuals to appropriate sources of information.
- Employees are assigned multiple distinct functions within one of the primary work groups including criminal records, domestic violence orders and public window.
- Criminal records: Reviews, verifies, and processes reports, warrants, requests, teletypes, and faxes. Enters, updates, and corrects multiple databases as required. Reports processed include, but are not limited to, runaway/missing person reports, stolen vehicle recoveries, warrants, offender based tracking systems, and ineligibility to possess a firearm. Receives, sorts, reviews, scans, indexes, makes copies, corrects, and disseminates documents as required by applicable laws, policies, and procedures.
- Domestic violence orders: Reviews, verifies, and processes court orders, enters information into databases, and updates databases as the court orders are served or status is changed. Works closely with court staff to review court orders and makes requests for any corrections when needed. Court orders may include criminal no-contact orders and a variety of civil protection orders including but not limited to domestic violence protection orders, anti-harassment orders, extreme risk protection orders, and restraining orders.
- Public window: Reviews applications for gun licenses and conducts criminal background checks for concealed pistol licenses, gun transfers, and firearm dealers. Generates paperwork and submits requests to outside agencies (DOL etc.). Interacts with customers in person, by phone, and by email. Performs cash transaction duties handling funds, change, receipts, reconciliation, deposits, and disbursements.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

NOTE: Before applying, please review disqualifiers and the Spokane Police Department Hiring Standards [here](#).

OPEN-ENTRY SHORTAGE RECRUITMENT:

- *Education:* High school diploma or equivalent; AND
- *Typing:* Must be able to type at the rate of 200 keystrokes (40 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 and obtain ACCESS II certification within the probationary period.

EXAMINATION DETAILS:

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

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

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

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

The examination will consist of skill simulation tests, with weights assigned as follows:

- Skill Simulations 100%

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

Examination links with instructions will be emailed from City of Spokane (info@governmentjobs.com). **Once you receive the test link, the testing window is Thursday, 12:00 AM, to the following Monday at 11:59PM.**

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

The examination may include such subjects as:

- Clerical Skills
- Computer Skills
- Communication Skills
- Attention to Detail

Additional examinations shall be administered as applications are received with results 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.

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 25th day of June 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

POLICE RECORDS SPECIALIST SPN 016

Promotional

DATE OPEN: Monday, June 30, 2025**DATE CLOSED: Monday, July 14, 2025****SALARY: \$45,581.04 annual salary, payable bi-weekly, to a maximum of \$71,159.04****CLASS SUMMARY:**

Performs difficult specialized records management work providing information and records maintenance functions in the Records section of the Police Department.

EXAMPLES OF JOB FUNCTIONS:

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.

- Provides records management for multiple law enforcement agencies and criminal justice agencies throughout Spokane County. Receives counter, fax, and telephone inquiries from internal customers and external law enforcement agencies, answers questions of a general and law enforcement nature, and refers individuals to appropriate sources of information.
- Employees are assigned multiple distinct functions within one of the primary work groups including criminal records, domestic violence orders and public window.
- Criminal records: Reviews, verifies, and processes reports, warrants, requests, teletypes, and faxes. Enters, updates, and corrects multiple databases as required. Reports processed include, but are not limited to, runaway/missing person reports, stolen vehicle recoveries, warrants, offender based tracking systems, and ineligibility to possess a firearm. Receives, sorts, reviews, scans, indexes, makes copies, corrects, and disseminates documents as required by applicable laws, policies, and procedures.
- Domestic violence orders: Reviews, verifies, and processes court orders, enters information into databases, and updates databases as the court orders are served or status is changed. Works closely with court staff to review court orders and makes requests for any corrections when needed. Court orders may include criminal no-contact orders and a variety of civil protection orders including but not limited to domestic violence protection orders, anti-harassment orders, extreme risk protection orders, and restraining orders.
- Public window: Reviews applications for gun licenses and conducts criminal background checks for concealed pistol licenses, gun transfers, and firearm dealers. Generates paperwork and submits requests to outside agencies (DOL etc.). Interacts with customers in person, by phone, and by email. Performs cash transaction duties handling funds, change, receipts, reconciliation, deposits, and disbursements.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

NOTE: Before applying, please review disqualifiers and the Spokane Police Department Hiring Standards here.

PROMOTIONAL SHORTAGE RECRUITMENT:

Current Classified employees who meet the below requirements may apply on a promotional basis.

- *Education:* High school diploma or equivalent; AND
- *Typing:* Must be able to type at the rate of 200 keystrokes (40 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 and obtain ACCESS II certification within the probationary period.

EXAMINATION DETAILS:

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

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

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

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

The examination will consist of skill simulation tests, with weights assigned as follows:

- Skill Simulations 100%

IN-PERSON EXAMINATION DETAILS:

- Test Date: Wednesday, July 16, 2025
- Test Time: 9:00 a.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: 2 Hours
- Test subjects may include:
 - ◊ Clerical Skills
 - ◊ Computer Skills
 - ◊ Communication Skills
 - ◊ Attention to Detail

NOTE: Additional test sessions may be made available depending on the number of qualified applicants received. Candidates will be notified via email of test appointment details.

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 25th day of June 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

ELECTRONICS TECHNICAL AIDE SPN 271
Open Entry

DATE OPEN: Monday, June 30, 2025

DATE CLOSED: July 14, 2025

SALARY: \$48,900.96 annual salary, payable bi-weekly, to a maximum of \$76,942.80

CLASS SUMMARY:

Performs semi-skilled electronic/electrical and manual work in the construction, installation, maintenance, and repair of flow measuring equipment, communications equipment, and other electronic/electrical systems and equipment.

EXAMPLES OF JOB FUNCTIONS:

- Assists in the installation, alteration, maintenance and repair of wireless and wired communications equipment and facilities, control devices, automated systems, and other electronic/electrical systems.
- Helps install and service electronic data logging communication equipment.
- Maintains electrical/electronic equipment. Troubleshoots basic malfunctions utilizing appropriate testing devices. Utilizes schematic diagrams and operations manuals to perform basic repairs. Keeps records as required.
- Utilizes personal computer for programming and maintenance of communication equipment, and record keeping.
- Maintains proper stocking levels of installation supplies and required tools. Purchases equipment and supplies.
- Assists in installation and erection of antennas and antenna towers. Digs trenches for conduits and antenna wires.
- Operates a vehicle and uses various tools and equipment as required.
- Cleans and cares for electronic and electrical equipment. Uses hand and power tools.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

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

- *Education:* High school diploma or equivalent, and successful completion (grade of C or better) of class work in electronics at a junior college or military/trade school;
- *Experience:* None is required, but see substitution.
- *Substitution:* One year of experience as an apprentice or helper in the repair and maintenance of electronics equipment may substitute for the electronics class work requirement.
- *License:* Possession of a valid driver's license.

EXAMINATION DETAILS:

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

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

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

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

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

- Multiple-Choice and Microsoft Office Simulations 100%

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

Examination links with instructions will be emailed prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, June 30, 2025, and Monday, July 14, 2025, will test Thursday, July 17, 2025, through Monday, July 21, 2025.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 90 minutes to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Electrical
- Computer Skills
- Safety
- Public and Employee Relations

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 25th day of June 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

LABORATORY TECHNICIAN SPN 654

Open Entry

DATE OPEN: Monday, June 30, 2025**DATE CLOSED: Monday, July 14, 2025****SALARY: \$54,225.36 annual salary, payable bi-weekly, to a maximum of \$84,689.28****CLASS SUMMARY:**

Performs responsible technical work performing physical, chemical and bacteriological analyses and sampling of water, waste water treatment chemicals, biosolids, soils and industrial waste.

EXAMPLES OF JOB FUNCTIONS:

- Meets with area industries to collect and sample their discharges to the City's sewer system
- Conducts physical, chemical and bacteriological analysis and monitoring of influent, effluent, bio-solids and other processes throughout the treatment plant, and soils associated with land application sites.
- Instructs the waste water operators in the proper use of sampling equipment, and uses Dissolved Oxygen (DO) meters, pH meters, and other required equipment.
- Conducts difficult analyses where independent decisions for proper procedures may be required.
- Maintains related records and files and prepares reports as required.
- Calibrates, operates, and maintains laboratory, sampling and other equipment.
- May be required to develop methods of analysis for analyzing environmental wastes to comply with accreditation or regulatory requirements.
- May require independent action in the selection of proper laboratory technique.
- Operates an automobile or pick-up truck.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

- *Education:* Graduation from an accredited four-year college or university with a degree in chemistry, biology, or related laboratory science.
- *Substitution:* Experience in analytical laboratory work or field sampling to fulfill environmental regulatory requirements may be substituted on a year-for-year basis for up to two years of the educational requirement.
- *Licenses and Certification:* Applicants must possess a valid driver's license and obtain certification by the Washington State Department of Ecology as a Wastewater Treatment Plant Operator I or Operator In Training within one year of appointment.

Lift Requirement:

- Job offer is contingent on passing a lift test.
- Ability to lift and move lab equipment weighing up to 50 lbs.

EXAMINATION DETAILS:

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

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

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

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

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

- Multiple-Choice and Computer Skills Simulation 100%

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.** 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.co).

- Applicants who apply and meet the minimum qualifications between Monday, June 30, 2025, and Monday, July 14, 2025, will test Thursday, July 17, 2025, through Monday, July 21, 2025.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 90 minutes to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Chemistry
- Biology
- Mathematical Reasoning
- Interpersonal Skills
- Computer Literacy

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 25th day of June 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

LABORATORY TECHNICIAN SPN 654
Promotional

DATE OPEN: Monday, June 30, 2025

DATE CLOSED: Monday, July 14, 2025

SALARY: \$54,225.36 annual salary, payable bi-weekly, to a maximum of \$84,689.28

CLASS SUMMARY:

Performs responsible technical work performing physical, chemical and bacteriological analyses and sampling of water, waste water treatment chemicals, biosolids, soils and industrial waste.

EXAMPLES OF JOB FUNCTIONS:

- Meets with area industries to collect and sample their discharges to the City's sewer system
- Conducts physical, chemical and bacteriological analysis and monitoring of influent, effluent, bio-solids and other processes throughout the treatment plant, and soils associated with land application sites.
- Instructs the waste water operators in the proper use of sampling equipment, and uses Dissolved Oxygen (DO) meters, pH meters, and other required equipment.
- Conducts difficult analyses where independent decisions for proper procedures may be required.
- Maintains related records and files and prepares reports as required.
- Calibrates, operates, and maintains laboratory, sampling and other equipment.
- May be required to develop methods of analysis for analyzing environmental wastes to comply with accreditation or regulatory requirements.
- May require independent action in the selection of proper laboratory technique.
- Operates an automobile or pick-up truck.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements:

Current City employees who meet the below requirements and have completed their probationary period may apply on a promotional basis.

- *Education:* Graduation from an accredited four-year college or university with a degree in chemistry, biology, or related laboratory science.
- *Substitution:* Experience in analytical laboratory work or field sampling to fulfill environmental regulatory requirements may be substituted on a year-for-year basis for up to two years of the educational requirement.
- *Licenses and Certification:* Applicants must possess a valid driver's license and obtain certification by the Washington State Department of Ecology as a Wastewater Treatment Plant Operator I or Operator In Training within one year of appointment.

Lift Requirement:

- Job offer is contingent on passing a lift test.
- Ability to lift and move lab equipment weighing up to 50 lbs.

EXAMINATION DETAILS:

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

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

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

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

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

- Multiple-Choice and Computer Skills Simulation 100%

IN-PERSON EXAMINATION DETAILS:

- Test Date: Thursday, July 17, 2024
- Test Time: 9:30 a.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: 90 minutes
- Test subjects may include:
 - ◇ Chemistry
 - ◇ Biology
 - ◇ Mathematical Reasoning
 - ◇ Interpersonal Skills

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 25th day of June 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

**New Mechanical Spare Replacement Parts For Current Operating Refuse
Crane System As Needed Over Five-Year Period
Solid Waste Disposal, Waste To Energy
ITB 6371-25**

Description: The City of Spokane, through its Waste To Energy Department, is requesting bids for New Mechanical Spare Replacement Parts For Current Operating Refuse Crane System As Needed Over Five-Year Period

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, SEPTEMBER 29, 2025**, for New Mechanical Spare Replacement Parts For Current Operating Refuse Crane System As Needed Over Five-Year Period. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing> and then click on the "join meeting" link 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 Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person. It is the responsibility of Bidders to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Invitation for Bids. Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, SEPTEMBER 29, 2025**. Hard copy and/or late submittals will not be accepted. **Bids must be sent sufficiently ahead of time to be received by the required date and time.** The City of Spokane is not responsible for Bids submitted late.

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

Rick Rinderle
City of Spokane Purchasing

Publish: June 25, and July 2, 2025

**Grapple Rebuilds Offsite As-Needed Over Five-Year Period
Solid Waste Disposal, Waste To Energy
ITB 6372-25**

Description: The City of Spokane, through its Waste To Energy Department, is requesting bids for Grapple Rebuilds Offsite As-Needed Over Five-Year Period.

Mandatory Pre-Bid Conference: A Mandatory pre-bid conference will be held on WEDNESDAY, JULY 9, 2025, at 10:00 a.m. The location will be at the Waste to Energy Facility (COS WTEF) Admin Offices, 2900 S Geiger Blvd., Spokane WA. Bidder must attend to be able to submit a bid.

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, SEPTEMBER 29, 2025**, for Grapple Rebuilds Offsite As-Needed Over Five-Year Period. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing> and then click on the "join meeting" link 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 Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person. It is the responsibility of Bidders to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Invitation for Bids. Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, SEPTEMBER 29, 2025**. Hard copy and/or late submittals will not be accepted. **Bids must be sent sufficiently ahead of time to be received by the required date and time.** The City of Spokane is not responsible for Bids submitted late.

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

Rick Rinderle
City of Spokane Purchasing

Publish: June 25 and July 2, 2025

Bag House Fabric Filter Tapered Bags, As Needed Over Five-Year Period
Solid Waste Disposal, Waste To Energy
ITB 6391-25

Description: The City of Spokane, through its Waste To Energy Department, is requesting bids for Bag House Fabric Filter Tapered Bags, As Needed Over Five-Year Period.

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, SEPTEMBER 29, 2025**, for Bag House Fabric Filter Tapered Bags, As Needed Over Five-Year Period. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing> and then click on the "join meeting" link 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 Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person. It is the responsibility of Bidders to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Invitation for Bids. Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, SEPTEMBER 29, 2025**. Hard copy and/or late submittals will not be accepted. **Bids must be sent sufficiently ahead of time to be received by the required date and time.** The City of Spokane is not responsible for Bids submitted late.

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

Rick Rinderle
City of Spokane Purchasing

Publish: June 25 and July 2, 2025

REQUEST FOR PROPOSALS #6409-25
CONCERT BOOKING, PRODUCTION AND TICKETING SERVICES FOR
GESA PAVILION SUMMER CONCERT SERIES
City of Spokane Parks & Recreation Department

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

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

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

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

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

Public Bid Opening: Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, 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 Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Thea Prince
Senior Procurement Specialist,
City of Spokane Purchasing & Contracts

Publish: June 25 and July 2, 2025
