



# Official Gazette

## City of Spokane, Washington

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

Volume 115

SEPTEMBER 24, 2025

Issue 39



### 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)

SHELBY LAMBDIN (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

The Official Gazette is published weekly by the Office of the City Clerk  
5th Floor, Municipal Building, Spokane, WA 99201-3342

Official Gazette Archive:

<https://my.spokanecity.org/gazettes/>

To receive the Official Gazette by e-mail, send your request to:

[clerks@spokanecity.org](mailto:clerks@spokanecity.org)

### INSIDE THIS ISSUE

MINUTES	1086
GENERAL NOTICES	1090
ORDINANCES	1091
JOB OPPORTUNITIES	1094
NOTICES FOR BIDS	1102

**The Official Gazette**

USPS 403-480

0% Advertising

Periodical postage paid at  
Spokane, WA**POSTMASTER:****Send address changes to:**

Official Gazette

Office of the Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

**Subscription Rates:**

Within Spokane County:

\$9.90 per year

Outside Spokane County:

\$27.50 per year

**Subscription checks made  
payable to:**

City Treasurer

**Address Change:**

Official Gazette

Office of Spokane City Clerk

808 W. Spokane Falls Blvd.

5th Floor Municipal Bldg.

Spokane, WA 99201-3342

# Minutes

**NOTICE****MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, September 15, 2025**

The minutes for the Monday, September 15, 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, October 1, 2025, issue of the *Official Gazette*.

**MINUTES OF SPOKANE CITY COUNCIL****Monday, September 8, 2025****AGENDA REVIEW SESSION**

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:33 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

**Roll Call**

On roll call, Council President Wilkerson and Council Members Cathcart, Klitzke, Lambdin, and Zappone were present. Council Member Dillon arrived at 3:45 p.m. Council Member Bingle was absent.

City Attorney Mike Piccolo (in absence of City Administrator Alex Scott); Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

There were no **Board and Commission Interviews**.

**BRIEFING ON AGENDA ITEMS****Final Agenda for September 8, 2025**

There were no requests for staff to brief agenda items for the September 8, 2025, Final Agenda.

**Updated Draft Agenda for September 15, 2025**

The City Council received briefings from staff on the following agenda items, and Council inquiry and commentary was held, with response by staff:

- Resolution 2025-0066 (relating to the appointment of Assistant Police Chief Dave Singley as the Director of Administration and Investigation) – Policy Advisor to the Mayor Adam McDaniel
- Resolution 2025-0067 (relating to the appointment of Assistant Police Chief Steve Wohl as the Director of Patrol) – Policy Advisor to the Mayor Adam McDaniel
- Final Reading Ordinance C36747 (relating to updating the name and duties of existing departments within the Spokane Police Division) – Policy Advisor to the Mayor Adam McDaniel
- Resolution 2025-0068 (relating to adoption of a Public Rule for Water and Hydroelectric Department for Cross Connection Control Program) – Public Works Division Director Marlene Feist
- First Reading Ordinance C36750 (amending SMC 17C.111.205 to clarify the correct version of SMC Table 17C.111.205-2) – Planning Director Spencer Gardner

**Draft Agenda for September 22, 2025**

The City Council received briefings from staff on the following agenda items, and Council inquiry and commentary was held, with response by staff:

- Special Budget Ordinance C36756 (relating to resolving the insolvency in the Criminal Justice Assistance Fund) – Chief Financial Officer Matt Boston

- Special Budget Ordinance C36757 (relating to establishing a budget for Reprographics costs) – Chief Financial Officer Matt Boston
- Special Budget Ordinance C36758 (relating to increasing budget to account for increased claims experience) – Chief Financial Officer Matt Boston

## CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS

### September 8, 2025, Final Agenda

Change Order No. 1 to the Contract with Inland Asphalt Company (OPR 2025-0436 / ENG 2024063) (Council Sponsor: Council Member Klitzke)

**Motion** by Council Member Klitzke, seconded by Council Member Zappone, **to defer** Change Order No. 1 to the Contract with Inland Asphalt Company (Spokane) for the Sprague/Alki/Broadway Grind & Overlay project relating to street and water main improvements to September 15, 2025, Agenda; **carried 5-0**.

First Reading Ordinance C36742 (Council Sponsors: Council Members Dillon and Zappone)

**Motion** by Council Member Zappone, seconded by Council Member Klitzke, **to adopt** the Wilkerson Proposed Amendment to amend First Reading Ordinance C36742 (relating to permitting daycare and childcare centers) with an updated revised version filed September 5, 2025; **carried 6-0**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the ordinance to September 15, 2025, Agenda.)

Resolution 2025-0071 (Council Sponsors: Council Members Zappone and Klitzke)

**Motion** by Council Member Zappone, seconded by Council Members Cathcart and Klitzke, **to defer** Resolution 2025-0071 (approving the purchase of safe speeds signage for neighbors through the Safe Streets for All Fund) to September 22, 2025, Agenda; **carried 6-0**.

### September 15, 2025, Updated Draft Agenda

Resolution 2025-0059 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

**Motion** by Council Member Cathcart, seconded by Council Member Dillon, **to defer** Resolution 2025-0059 (regarding adoption of the City of Spokane's Public Rule for Wastewater and Water General Facilities Charges and Incentives) to October 6, 2025, Agenda; **carried 6-0**.

First Reading Ordinance C36718 (Council Sponsors: Council President Wilkerson and Council Member Bingle)

**Motion** by Council Member Zappone, seconded by Council Member Lambdin, **to adopt** Wilkerson Proposed Amendment to amend First Reading Ordinance C36718 (modifying the membership of the Climate Resilience and Sustainability Board to include a liaison designated by the Community Assembly) with an updated revised version filed September 3, 2025; **carried 6-0**.

First Reading Ordinance C36732 (Council Sponsors: Council Members Zappone and Dillon)

**Motion** by Council Member Klitzke, seconded by Council Member Cathcart, **to defer** First Reading Ordinance C36732 (relating to HEART fund) to First Reading on September 22 and final consideration on October 6, 2025; **carried 6-0**.

First Reading Ordinance C36733 (Council Sponsors: Council Members Zappone and Dillon)

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to defer** First Reading Ordinance C36733 (relating to Affordable Housing Permit Fee Deferral Program) to September 22 and final consideration on October 6, 2025; **carried 6-0**.

### September 22, 2025, Draft Agenda

First Reading Ordinance C36752 (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to defer** First Reading Ordinance C36752 (concerning adoption of public rules) to first reading on October 6, 2025, and final consideration on October 20, 2025; **carried 6-0**.

### Action to Approve Agendas

The City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Bingle, seconded by Council Member Klitzke, **to approve** the September 8, 2025, Final Agenda, September 15, 2025, Draft Agenda, and September 22, 2025, Draft Agenda, all as modified; **carried 7-0**.

### Council Recess/Executive Session

The City Council recessed at 3:53 p.m. and immediately reconvened into an Executive Session (starting at 3:54 p.m.) to discuss pending litigation for 15 minutes. City Attorney Mike Piccolo was present for the Executive Session. The Executive Session ended at 4:09 p.m. at which time the Agenda Review Session also ended. The City Council reconvened at 6:02 p.m. for the Legislative Session.

## LEGISLATIVE SESSION

### Land Acknowledgement

Council President Wilkerson started the meeting off by reading the “Land Acknowledgement” (adopted by City Council on March 22, 2021, under Resolution 2021-0019) which appears on page 2 of the agenda.

### Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

### Roll Call

On roll call, Council President Wilkerson and Council Members Cathcart, Dillon, Klitzke, Lambdin, and Zappone were present. Council Member Bingle was absent.

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

## BOARDS AND COMMISSION APPOINTMENTS

### Design Review Board (CPR 1993-0069) and Human Rights Commission (CPR 1991-0068)

After an opportunity for public and Council commentary, with none provided, the following action was taken:

**Upon 6-0 Voice Vote**, the City Council **approved** (and thereby confirmed) the appointments of Ryan Brodwater to the Design Review Board for a term of January 1, 2025, to January 1, 2028, and Maotheeker Vue to the Human Rights Commission for a term of September 8, 2025, to September 8, 2028.

There were no **Proclamations and Salutations**.

There were no **Reports from Community Organizations**.

There was no **Poetry at the Podium**.

There were no **Boards and Commissions Appointments**.

## CONSENT AGENDA

After public and Council commentary the following action was taken:

**Upon 6-0 Voice Vote**, the City Council **approved** Staff Recommendations for the following items:

Two-year Value Blanket with Lighting n Beyond LLC, (Blauvelt, NY) for residential solar powered, motion detecting outdoor lights, Emson Bell and Howell Spotlight Pro Item #2975 as needed with ARPA funds-\$100,000. (OPR 2025-0607) (Council Sponsors: Council Members Cathcart and Dillon)

Property Purchase Warranty Deed between the City of Spokane and Timothy Sweet and Elaine Sweet for real property located at 4316 East Wellesley Avenue (Spokane County Parcel No. 35031.0108) related to the Wellesley Avenue - Freya Street – Havana Street Project-\$310,000. (OPR 2025-0608 / ENG 2018076) (Council Sponsor: Council Member Klitzke)

Contract with NJB Soft LLC (Phoenix, AZ) for Backflow Tracking Program, SAMS Cross Connection Software Implementation and Support starting September 22, 2025, through September 21, 2026 with option to renew for 3 additional years-\$134,415. (OPR 2025-0609 / RFP 6390-25) (Council Sponsors: Council President Wilkerson, Council Members Bingle and Klitzke)

On Call Service Contract with Associated Underwater Services Inc, (Spokane, WA) to provide the Upriver Hydroelectric Project with emergency dive response and O&M services for a period of 3 years-\$300,000. (OPR 2025-0610 / ITB 6414 -25) (Council Sponsors: Council President Wilkerson, Council Members Bingle and Klitzke)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through August 22, 2025, total \$14,283,678.28 (Check Nos.: 613537-613710; Credit Card Nos.: 001975-002040; ACH Payment Nos.: 143970-144265), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$13,594,136.43.
- b. Payroll claims of previously approved obligations through August 30, 2025: \$10,083,847.53 (Payroll Check Nos.: 578377-578550). (CPR 2025-0003)

**LEGISLATIVE AGENDA**

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

**RESOLUTIONS**

For Council action on Resolution 2025-0071, see section of minutes under 3:30 p.m. Agenda Review Session.

**FINAL READING ORDINANCES**

**Final Reading Ordinance C36741 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

After an opportunity for public and Council commentary, with no individuals requesting to speak, the following action was taken:

**Upon 6-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36741** updating the minimum dollar threshold for fee-free business registration as required by state law, amending Section 08.01.190 of the Spokane Municipal Code.

**Ayes:** Cathcart, Dillon, Klitzke, Lambdin, Wilkerson, and Zappone  
**Nos:** None  
**Abstain:** None  
**Absent:** Bingle

**FIRST READING ORDINANCES**

For Council action on First Reading Ordinance C36742, see section of minutes under 3:30 p.m. Agenda Review Session.

The following Ordinances were read for the first time, with further action deferred. Public testimony was received on the First Reading Ordinances.

- ORD C36747** Updating the name and duties of existing departments within the Spokane Police division; amending Sections 03.01A.370, 03.01A.375, and 03.01A.400 of the Spokane Municipal Code. (Council Sponsors: Council Members Zappone and Dillon)
- ORD C36749** To extend the duration of interim zoning ordinance C36646 concerning height limits; setting a public hearing; and reiterating a work program. (Council Sponsors: Council Members Bingle and Klitzke)
- ORD C36751** Granting Marathon Pipe Line LLC, a limited liability company chartered in the state of Delaware, the nonexclusive right, privilege, authority and franchise to construct, operate, maintain, remove, replace, and repair existing pipeline facilities, together with equipment and appurtenances thereto, for the transportation of petroleum products and byproducts in the public right-of-way within and through the city of Spokane, Spokane County, WA. (Council Sponsors: Council Members Klitzke and Cathcart)
- ORD C36743** Establishing the Spokane United 911 Network to serve as the City of Spokane's primary public safety answering point; amending Section 03.01A.430 and 07.08.132; and repealing Chapters 03.12 and 06.10 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Members Dillon and Zappone) (As amended and deferred from the August 25, 2025, Agenda, during the August 25, 2025, 3:30 p.m. Agenda Review Session)

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting at 6:18 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by Council Director Giacobbe Byrd for the minutes.]

**OPEN FORUM**

The following individual(s) spoke during the Open Forum:

- Aaron Miller
- Cherrie Barnett
- Chud Wendle

- Clayton Drake
- Eric Pitman
- Eugene Kish
- Eugene Knowles
- Jennifer Laitinen
- Kody Zalewski
- Jenny Hansen
- Sunshine Wigen
- Will Hulings

#### ADJOURNMENT

**Motion** by Council Member Dillon, seconded by Council Member Zappone, **to adjourn; carried 6-0.**

There being no further business to come before the City Council, the meeting adjourned at 6:46 p.m.

## General Notices

#### STREET CLOSURE NOTIFICATION

##### Francis and Assembly Street and Utilities Phase 1 – Project number 2021079

Detour signs will be in place for the following streets:

- Lyons Avenue from Hartley Street to Nine Mile Road from September 24, 2025, through September 29, 2025
- Woodside Avenue from Victor Street and Old Fort Drive to Nine Mile Road from September 30, 2025, through October 6, 2025

For more information about the project, please visit:

<https://my.spokanecity.org/projects/francis-and-assembly-water/>

Publish: September 24, 2025

---

#### STREET CLOSURE NOTIFICATION

##### Sprague & Alki Broadway Grind and Overlays – Project Number 2024063

Detour signs will be in place for the following streets:

- Alki/Broadway Avenue from Havana Street to Freya Street on September 26, 2025, through October 17, 2025

For more information about the project, please visit:

<https://my.spokanecity.org/projects/sprague-and-alki-broadway-freya-to-havana-grind-and-overlay/>

Publish: September 24, 2025

---

#### Notice of Intent to Adopt an Ordinance amending Title 17 of the Spokane Municipal Code to update regulations related to co-living housing in accordance with House Bill 1998 (2024).

The City of Spokane Planning Services department is proposing amendments to various code sections of Title 17 of the Spokane Municipal Code to comply with state legislative requirements regarding co-living housing as mandated in House Bill 1998 (2024), codified in RCW 36.70A.535.

**Project Description:** Co-living is defined as a residential development with sleeping units, providing living and sleeping space, that are independently rented and lockable and share kitchen facilities with other sleeping units in the building. Examples of co-living include single room occupancy (SROs), dormitories, and rooming or boarding houses. In 2024, the state legislature adopted HB 1998: Co-living Housing, which requires the City of Spokane to allow co-living housing development in more areas of the city. The intent of these code changes will be to clarify where co-living development is



allowed and what standards apply to them, in accordance with RCW 36.70A.535. For more information about the proposal, visit <https://my.spokanecity.org/projects/co-living-housing-code-update/> or reach out to Brandon Whitmarsh at [bwhitmarsh@spokanecity.org](mailto:bwhitmarsh@spokanecity.org) or 509-625-6846.

**SEPA Status:** These proposed changes will be reviewed as a non-project action under the State Environmental Policy Act (SEPA) under Spokane Municipal Code Section 17E.050. A Determination of Non-Significance is anticipated.

**Legislative Process:** The Plan Commission is scheduled to have workshops on this topic at their September 24, 2025, and October 8, 2025, meetings. These meetings are open to the public to attend either in-person or digitally, though no public testimony will be taken on this topic at the workshops. Testimony is permitted at the hearing, which is anticipated for October 22, 2025. Please email to receive the meeting login information; or refer to the meeting agenda when posted: <https://my.spokanecity.org/bcc/commissions/plan-commission/>. A City Council Hearing is anticipated in mid-December 2025.

**More Information:** Any person may call or email Brandon Whitmarsh, Planner II, for more information regarding this proposal or to be added to the interested persons list to receive project updates. [bwhitmarsh@spokanecity.org](mailto:bwhitmarsh@spokanecity.org), 509-625-6846.

Publish: September 24, 2025

---

## SUMMARY – CITY OF SPOKANE PROPOSED ORDINANCE C36751

Franchise to Marathon Pipe Line LLC, a limited liability company chartered in the State of Delaware, whose home office is 200 East Hardin Street, Findlay, Ohio 45840, the nonexclusive right, privilege, authority and franchise to use the public right of way to construct, operate, maintain, remove, replace and repair existing pipeline facilities together with equipment and appurtenances thereto, for the transportation of petroleum products and byproducts in the public right-of-way within and through the City of Spokane. Franchise term: 25 years. For more information, contact Midge Kline, Senior Right of Way Specialist (208) 373-2141, email: [MAKline2@marathonpetroleum.com](mailto:MAKline2@marathonpetroleum.com). (The Final Reading of Ordinance C36751 is anticipated to be held before Spokane City Council on October 20, 2025.)

Publish: September 10, 17, and 24, and October 01, 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. C36743

An ordinance establishing the Spokane United 911 Network to serve as the City of Spokane's primary public safety answering point; amending Section 03.01A.430 and 07.08.132; and repealing Chapters 03.12 and 06.10 of the Spokane Municipal Code.

**WHEREAS**, the City of Spokane is responsible for ensuring the safety and well-being of everyone who lives, works, and visits within the Spokane city limits; and

**WHEREAS**, the City intends to fulfill this responsibility by ensuring the residents, workers, and visitors to Spokane receive prompt, professional emergency response services backed by accountable and efficient public safety infrastructure; and

**WHEREAS**, the City of Spokane is required to establish a primary public safety answering point (PSAP); and

**WHEREAS**, the Spokane United 911 Network is designated to serve as the department responsible for operating the City's primary public safety answering point.

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

**Section 1** . That Section 03.01A.430 of the Spokane Municipal Code is amended to read as follows:

**Section 03.01A.430 ((~~Regional Emergency Communications Systems~~)) Spokane United 911 Network**

~~((The regional emergency communications systems department provides radio communications services to local public safety entities as well as city/county non-emergency (public works/utilities, etc.) departments and county-wide public safety information technology services. The department consists of the merger of the city/county radio communications functions and the city/county law enforcement information technology division.))~~

A. The Spokane United 911 Network serves as the City's Primary Public Safety Answer Point (PSAP), receiving all 911 calls initiated within the city of Spokane.

B. The Spokane United 911 Network operates alternative response lines, monitors alarms, and manages relevant databases and radio requirements.

**Section 2.** That Chapter 03.12 of the Spokane Municipal Code is hereby repealed.

**Section 3.** That Chapter 06.10 of the Spokane Municipal Code is hereby repealed.

**Section 4.** That Section 07.08.132 of the Spokane Municipal Code is amended to read as follows:

**Section 07.08.132 ~~((Combined Communications Center))~~ Spokane United 911 Network Fund**

~~((A. There is established in the City treasury a special revenue fund to be known as the "combined communications center fund" to be used for the receipt of revenues and for the payment of expenditures (except for "startup costs" as described in the agreement) for the fire service communications and dispatch centers operated by the City fire department pursuant to interlocal cooperation agreement among the City of Spokane, the Fire Protection Districts of Spokane County, and the cities of Airway Heights, Cheney, Medical Lake and Spokane Valley, in compliance with RCW 39.34.030 and the requirements of chapter 06.10, SMC.~~

~~A. The combined communications center fund is administered by the City in accordance with generally accepted government accounting principles but is under the policy direction and subject to audit by the policy board established in the agreement.~~

~~B. Moneys in the fund may accumulate from year to year. Upon termination of the agreement unencumbered moneys will be returned to the parties in proportion to their use of the services, as specified in the agreement.))~~

There is established a special revenue fund to be known as the "Spokane United 911 Network Fund" to be used to receive revenues and make expenditures exclusively for establishing and maintaining the City of Spokane's primary public safety answer point (PSAP), receiving all 911 calls initiated within the city of Spokane, as well as crime check and other nonemergency calls.

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

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

**Passed by City Council September 15, 2025**

**Delivered to Mayor September 22, 2025**

---

**ORDINANCE NO. C36747**

An ordinance updating the name and duties of existing departments within the Spokane Police division; amending Sections 03.01A.370, 03.01A.375, and 03.01A.400 of the Spokane Municipal Code.

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

**Section 1.** That Section 03.01A.370 of the Spokane Municipal Code is amended to read as follows:

**Section 03.01A.370 Spokane Police Department**

A. The ((police division)) Spokane Police Department ((, through various departments, is the primary law enforcement agency of the City with investigative, arrest and incidental powers over violations of federal, state and municipal laws, both criminal and traffic)) provides evidence-based, constitutional, and community-centered policing as the



primary law enforcement agency of the city of Spokane. ~~((In addition to patrol, surveillance, investigation and crime prevention education, division personnel perform administrative, communications, community relations, planning, records maintenance and training functions.))~~

- B. The Spokane Police Department is a division department that includes the following administrative departments within the division:
- 1) Administration and Investigation; and
  - 2) Patrol
- C. The Chief of Police serves as the Division Director.

**Section 2.** That Section 03.01A.375 of the Spokane Municipal Code is amended to read as follows:

**Section 03.01A.375 ((Police Business Services)) Spokane Police Department – Administration and Investigation**

~~((The police business services department is responsible for the financial administration functions of the police division.))~~  
Administration and Investigation within the Spokane Police Department manages the department's victim advocacy, special events management, and dispatch services programs. Administration and Investigation also leads the Major Crimes Unit, Special Victims Unit, Domestic Violence Unit, Civil Enforcement Unit, Criminal Intelligence Unit, and the Special Investigations Unit.

**Section 3.** That Section 03.01A.400 of the Spokane Municipal Code is amended to read as follows:

**Section 03.01A.400 ((Police Accountability and Administration)) Spokane Police Department – Patrol**

~~((The police accountability and administration department is responsible for developing, implementing and assessing the internal operations, business practices, training, strategic plan, and initiatives of the department.))~~  
Patrol within the Spokane Police Department leads the Spokane Police Department's response to calls for police services and provides place-based proactive policing to reduce crime through prevention strategies.

**Section 4. Severability.** If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

**Section 5. 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 September 15, 2025**

**Delivered to Mayor September 22, 2025**

---

**ORDINANCE NO. C36749**

An ordinance to extend the duration of interim zoning ordinance C36646 concerning height limits; setting a public hearing; and reiterating a work program.

**WHEREAS**, on March 24, 2025, City Council adopted ordinance C36646, an interim zoning ordinance regarding height limits; and

**WHEREAS**, ordinance C36646 established a duration of six months, which expires on September 24, 2025; and

**WHEREAS**, the Planning and Economic Development department continues to perform related studies and public engagement as part of the periodic update to the City's Comprehensive Plan, requiring additional time beyond the original expiration; and

**WHEREAS**, pursuant to RCW 36.70A.390, the City Council held a public hearing in support of the adoption of this ordinance.

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

**Section 1. Hearing.** That the hearing held at the time of adoption of this ordinance fulfills the requirement of RCW 36.70A.390 to hold a hearing in connection with this extension.

**Section 2. Work Plan.** That the Planning and Economic Development Department shall continue to study, conduct additional public engagement, and evaluate height limits as part of the periodic update to the Comprehensive Plan.

**Section 3. Duration.** That the duration of the interim zoning ordinance enacted by ordinance C36646 shall be extended an additional six months to March 24, 2026.

**Section 4. 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.

**Passed by City Council September 15, 2025**

**Delivered to Mayor September 22, 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.**

## **SIGNAL MAINTENANCE TECHNICIAN SPN 272**

Open Entry

**DATE OPEN: Monday, September 22, 2025**

**DATE CLOSED: Monday, October 6, 2025**

**SALARY: \$59,821.20 annual salary, payable bi-weekly, to a maximum of \$98,428.32**

### **CLASS SUMMARY:**

Performs skilled craft and technical work in the construction, installation, maintenance and repair of communication systems, traffic signals, street lighting, intelligent transportation systems, video systems and the installation, operational testing, maintenance and repair of digital and microprocessor electronics of these systems.

### **EXAMPLES OF JOB FUNCTIONS:**

- Responds to reports of malfunctioning traffic, communications systems, intelligent transportation systems equipment and related equipment within the City during normal working hours, when assigned to weekend standby, and when reporting for 24/7 emergency call-outs; determines the nature of the problem, effects necessary repairs.
- Installs, modifies, tests, maintains and repairs electrical and electronic devices including, but not limited to traffic signal communication systems, intersection control systems, detection and video monitor systems.
- Installs, maintains and repairs overhead and underground electrical equipment, including installation of signal and lighting poles and the installation and splicing of cables and wiring. Installs, maintains and repairs traffic signals, street lighting, intelligent transportation system (ITS) devices, and general electrical wiring systems. Utilizes various hand and power tools in the installation and repair of various systems. Performs emergency repairs and/or adjustments, identifies and repairs electrical/electronic failures. Configures and programs various electronic systems using computers and proprietary software.
- Performs underground utility locates.
- Read and interpret signal and lighting plans and electronic schematics. Lays out equipment in the field according to plans.
- Maintains proper stocking levels of spare parts and tools on maintenance vehicles and in work areas.
- May be assigned to shop or field duty. Will be required to work at heights in an aerial manlift basket, work underground, dig trenches or post holes, and drive a repair truck.
- Drives various vehicles, including aerial bucket truck, flusher, tank, flatbed, dump, front end loader, bobcat, and trucks pulling various trailers. May be required to assist in snow removal operations as needed.
- Prepares and maintains records.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Open Entry Requirements:**

Applicants must meet all requirements of one of the following paths:

- **Education Path:** Completion of a two-year or equivalent program in electronics, electrical technology, or related field from an accredited academic, trade, or technical institution; or completion of a military training program in electronics, electrical work or related field.

- **Experience Path:** Completion of 2000 hours of documented electrical trainee work experience toward journey-level certification as an electrician, or one (1) year of experience in traffic signal installation, construction, maintenance, or repair.

**Note:** Applicants must possess a valid driver's license and obtain a Class "B" Commercial Driver's License (CDL) without air brake restriction during 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.

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane.

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

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

The examination will consist of a multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 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.** 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](mailto:info@governmentjobs.com)).

- Applicants who apply and meet the minimum qualifications between Monday, September 22, 2025, and Monday, October 6, 2025, will test October 9, 2025, through Monday, October 13, 2025.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Electrical/Electronics
- Safety & Occupational Hazards
- Traffic Signals & Construction

#### **TO APPLY:**

**An application is required for applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 18th day of September 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

**EXECUTIVE ASSISTANT SPN 025**

## Open Entry

**DATE OPEN: Monday, September 22, 2025****DATE CLOSED: Monday, October 6, 2025****SALARY: \$60,134.40 annual salary, payable bi-weekly, to a maximum of \$84,856.32****CLASS SUMMARY:**

Performs highly responsible, specialized, professional administrative work under direction of a department or division head.

**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.*

- Serves as liaison between the assigned office and the general public, City staff, and outside groups and agencies; provides general and specialized information and assistance that may require the use of judgment, tact, and sensitivity, and the interpretation of policies, rules, and procedures.
- Receives and assists visitors and telephone callers; answers inquiries requiring knowledge of City policies, procedures, and activities, or directs them to the proper person or department. Engages in both proactive and responsive problem-solving.
- Assumes responsibility for various administrative details; establishes, coordinates, and maintains effective office procedures and efficient workflows. Establishes and maintains harmonious working relationships with supervisors, coworkers, and the public.
- Disseminates new policies and procedures established by management. Develops, refines, implements, and communicates strategies used to achieve effective implementation of policies and to comply with recommendations of internal departments and external agencies. Advises and trains staff.
- Schedules appointments and maintains calendars. Arranges and coordinates meetings and events; sets up and runs presentations. Produces business itineraries and coordinates travel requirements.
- May serve as recorder of minutes with responsibility for distribution to participants. Transcribes or prepares documents from recordings.
- Takes action authorized during a director's absence and uses initiative and judgment to see that matters requiring attention are referred to delegated authority or handled in a manner so as to minimize the effects of the absence.
- Maintains filing and records management systems, processes a variety of contracts, vouchers, travel forms, invoices, and other office flow procedures.
- Sorts, reads, and annotates incoming email, mail, and documents and facilitates necessary action; determines any routing or signatures required, and maintains follow-up. Composes correspondence and reports for director's utilization or signature when required.
- Selects and/or makes recommendations for purchase of supplies and equipment; assists budget preparation and maintains budget and expense account records, financial records, and payroll records.
- Performs related work as required.

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

(All requirements must be met at time of application.)

- **Education:** Bachelor's degree from an accredited college or university.
- **Experience:** One year of experience in executive-level administrative support, e.g., working for a CEO, department or division director, or other high-level executive within an organization.
- **Substitution:** Additional executive-level administrative support experience may substitute for the education requirement on a year-for-year basis.
- **Equivalency:** We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

**Note:** Selection of a Senior Administrative Assistant, Rule V, Section 5, Rules of the Civil Service Commission, applies.

**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 five skill simulations, 20-30 minutes each 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.**

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, September 22, 2025, and Monday, October 6, 2025, will test Thursday, October 9, 2025, through Monday, October 13, 2025.

**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 will consist of five skill simulations modules, 20 to 30 minutes each. As each module is submitted, the test advances to the next simulation automatically. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Clerical Skills
- Computer Skills
- Interpersonal and Communication Skills
- Decision Making

**TO APPLY:**

**An application is required for promotional applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 18th day of September 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

---

**REFUSE COLLECTOR II SPN 550**  
Promotional

**DATE OPEN:** Monday, September 22, 2025

**DATE CLOSED:** Monday, October 6, 2025

**SALARY:** \$50,132.88 annual salary, payable bi-weekly, to a maximum of \$78,884.64

**CLASS SUMMARY:**

Performs heavy manual work in the collection of refuse or recyclables normally on residential collection route.

**EXAMPLES OF JOB FUNCTIONS:**

- Drives and operates a refuse collection packer on an assigned route or a refuse collection dump truck on special trash collections; supervises the activities of assigned subordinate collectors and assists in moving, carrying and emptying refuse carts/cans; maintains daily route sheets of customers noting collection starts, stops, increases or decreases in service, and any extra charges; maintains records of charges for special collections.
- Drives and operates a rear-load collection truck on an assigned route. On occasion trains others to operate a rear-load truck. Tags single stream recycling and yard-waste for contaminants and performs related assigned duties.
- Must be able to learn several routes. Must be able to drive different trucks on various routes and not expect to be on any given route or to be using the same truck with any regularity.
- Drives and operates cart delivery truck. Maintains cart inventory in serviceable condition. Cleans, stores, repairs and replaces carts as needed.
- Explains ordinances, procedures and charges regarding refuse or recycling collection to property owners; receives, acts on or refers collection complaints to supervisor; advises property owner as to condition or location of containers; reports to supervision any damage done to private or public property.
- Maintains daily route computer sheets; prepares accident and injury reports as required; prepares private or public property damage reports as required. Reports vehicle maintenance needs to appropriate department.
- May fill in for Refuse Collector III when needed.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**SHORTAGE RECRUITMENT** - Employees in the classification of Refuse Collector I, who have obtained a Class "B" CDL with air brake endorsement, may apply on a promotional basis.

**EXAMINATION DETAILS:**

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

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

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

This exam will consist of a multiple-choice examination, with scoring weights assigned as follows:

- Multiple-Choice Examination: 100%

**MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, October 9th, 2025
- Test Time: 2:00 p.m.
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 1 hour and 30 minutes

The written test may include such subjects as:

- Driving Knowledge
- City Street Knowledge
- Safety & First Aid
- Refuse Procedures
- Interpersonal Skills

**TO APPLY:**

**An application is required for applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 18th day of September 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

---

**RECREATION SUPERVISOR SPN 683**  
Open Entry

**DATE OPEN: Monday, September 22, 2025**

**DATE CLOSED: Monday, October 6, 2025**

**SALARY: \$61,533.36 annual salary, payable bi-weekly, to a maximum of \$86,986.08**

**CLASS SUMMARY:**

The City of Spokane Parks Department is hiring a Recreation Supervisor to develop, organize, and supervise specialized recreation within the Therapeutic Recreation Services Program. Please visit <https://my.spokanecity.org/recreation/therapeutic/> for more information about the program.

**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.

- Coordinates activities in a specialized recreation program area including aquatics, athletics, outdoor recreation, therapeutic recreation, and wellness and enrichment.
- Researches and identifies community needs and local, regional, and national trends to propose and develop recreation programs. Modifies recreation programs after reviewing and evaluating community interest, participation levels and feedback, and available resources. Develops and organizes special or one-time events.
- Supervises and evaluates subordinate staff including temporary/seasonal employees, volunteers, vendors, or contracted instructors. Establishes performance requirements, completes performance reviews, and recommends discipline. Recruits, interviews, hires, and terminates temporary/seasonal employees.



- Monitors program budget, approves spending for staff, supplies, and contracts, and assists accountants in budget adjustments. Negotiates contract details with outside agencies, program instructors, vendors and other service providers. Creates reports for revenue, expenses, staffing, and participation counts.
- Seeks and approves sponsors, donations, and other financial support for programs and participants.
- Purchases, inspects, and performs minor maintenance of supplies and equipment.
- Collaborates with internal staff and external agencies in strategic planning and cooperative development of recreation programs.
- Schedules program offerings and facility use, registers customers, and monitors attendance.
- Communicates and provides advice individually and through group notifications to customers, instructors, volunteers, and other interested parties, and advertises program offerings.
- Creates safety plans for program activities and resolves behavioral issues among staff or participants.
- Transports supplies, equipment, and program participants by car or by passenger van.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

- **Experience:** Four years as a Recreation Assistant (SPN 671).
- **Substitution:** A bachelor's degree from an accredited college or university in recreation management or related field may substitute for two years of experience.

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

**Open-Entry Requirements:**

- **Education:** Bachelor's degree from an accredited college or university in recreation management.
- **Experience:** Two years of experience in recreation program operations or instruction.

**Licenses and Certifications:**

- Applicants must possess a valid driver's license, to be maintained throughout employment.

**Lift Requirement**

- Job offer is contingent on passing a lift test.
- Employees must possess the ability to lift, carry, push, or pull materials and objects weighing up to 50 pounds.

**EXAMINATION DETAILS:**

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

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane.

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

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

The examination will consist of a Training and Experience Evaluation (T&E) and an Oral Board, with weights assigned as follows:

- T&E: 30%
- Oral Board 70%

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

This examination includes a candidate cutoff. The top 10 candidates who achieve a passing score on the Training and Experience Evaluation will be invited to participate in the Oral Board.

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.

Training and Experience 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, September 22, 2025, and Monday, October 6, 2025, will test Thursday, October 9, 2025, through Monday, October 13, 2025.

**ORAL BOARD DETAILS:**

The top 10 candidates will be invited to participate in an Oral Board, a structured interview evaluated by a panel of professionals. The Oral Board is scheduled for the week of November 3, 2025. Additional details will be provided once Training and Experience Evaluation results are finalized.

**TO APPLY:**

**An application is required for applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 18th day of September 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

---

**RECREATION SUPERVISOR SPN 683**  
Promotional

**DATE OPEN:** Monday, September 22, 2025

**DATE CLOSED:** Monday, October 6, 2025

**SALARY:** \$61,533.36 annual salary, payable bi-weekly, to a maximum of \$86,986.08

**CLASS SUMMARY:**

The City of Spokane Parks Department is hiring a Recreation Supervisor to develop, organize, and supervise specialized recreation within the Therapeutic Recreation Services Program. Please visit <https://my.spokanecity.org/recreation/therapeutic/> for more information about the program.

**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.

- Coordinates activities in a specialized recreation program area including aquatics, athletics, outdoor recreation, therapeutic recreation, and wellness and enrichment.
- Researches and identifies community needs and local, regional, and national trends to propose and develop recreation programs. Modifies recreation programs after reviewing and evaluating community interest, participation levels and feedback, and available resources. Develops and organizes special or one-time events.
- Supervises and evaluates subordinate staff including temporary/seasonal employees, volunteers, vendors, or contracted instructors. Establishes performance requirements, completes performance reviews, and recommends discipline. Recruits, interviews, hires, and terminates temporary/seasonal employees.
- Monitors program budget, approves spending for staff, supplies, and contracts, and assists accountants in budget adjustments. Negotiates contract details with outside agencies, program instructors, vendors and other service providers. Creates reports for revenue, expenses, staffing, and participation counts.
- Seeks and approves sponsors, donations, and other financial support for programs and participants.
- Purchases, inspects, and performs minor maintenance of supplies and equipment.
- Collaborates with internal staff and external agencies in strategic planning and cooperative development of recreation programs.
- Schedules program offerings and facility use, registers customers, and monitors attendance.
- Communicates and provides advice individually and through group notifications to customers, instructors, volunteers, and other interested parties, and advertises program offerings.
- Creates safety plans for program activities and resolves behavioral issues among staff or participants.
- Transports supplies, equipment, and program participants by car or by passenger van.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

- **Experience:** Four years as a Recreation Assistant (SPN 671).
- **Substitution:** A bachelor's degree from an accredited college or university in recreation management or related field may substitute for two years of experience.

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

**Open-Entry Requirements:**

- **Education:** Bachelor's degree from an accredited college or university in recreation management.
- **Experience:** Two years of experience in recreation program operations or instruction.

**Licenses and Certifications:**

- Applicants must possess a valid driver's license, to be maintained throughout employment.

**Lift Requirement**

- Job offer is contingent on passing a lift test.
- Employees must possess the ability to lift, carry, push, or pull materials and objects weighing up to 50 pounds.

**EXAMINATION DETAILS:**

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

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane.

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

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

The examination will consist of a Training and Experience Evaluation (T&E) and an Oral Board, with weights assigned as follows:

- T&E: 30%
- Oral Board 70%

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

This examination includes a candidate cutoff. The top 10 candidates who achieve a passing score on the Training and Experience Evaluation will be invited to participate in the Oral Board.

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.

Training and Experience 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, September 22, 2025, and Monday, October 6, 2025, will test Thursday, October 9, 2025, through Monday, October 13, 2025.

**ORAL BOARD DETAILS:**

The top 10 candidates will be invited to participate in an Oral Board, a structured interview evaluated by a panel of professionals. The Oral Board is scheduled for the week of November 3, 2025. Additional details will be provided once Training and Experience Evaluation results are finalized.

**TO APPLY:**

**An application is required for applicants.** Applications must be completed online at: <http://my.spokanecity.org/jobs> by 4:00 p.m. on the filing cut-off date. Copies of required additional documents may be attached to your application or submitted via any of the following:

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 18th day of September 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### ABBREVIATED REQUEST FOR QUALIFICATIONS - CITY OF SPOKANE, WA 2025076 – 2026-2027 Construction Management for Federal Aid Projects

**DESCRIPTION** The City of Spokane, through its Department of Engineering Services (hereinafter “City”) is initiating this Request for Qualifications (RFQ) to solicit Proposals from Firms with expertise in public works construction contract administration project management and inspection.

**DUE DATE** Monday, October 13, 2025, no later than 1:00 p.m.

**PROJECT DESCRIPTION/SCOPE OF SERVICES** The scope of services envisioned in this RFQ may include some or all of the following as a team or as individual employees to supplement the City's workforce: Construction management, Construction inspection, Construction staking, Field material testing.

The following is a list of federal aid projects that may require construction management/inspection services during the design or construction phase: Wellesley Ave. Reconstruction – Freya St to Havana St, Sunset Shared Use Trail - Spotted Rd. to Royal, Chestnut St. Bridge Scour Repair, Pacific Ave Greenway – Howard St to Sherman St., Arterial Pedestrian Hybrid Beacons, US 195 and Meadowlane J-turns, Fish Lake Trail – Centennial Trail Connection – Phase 1, Safe Streets for All, Millwood Trail – Greene St to Felts Field, Washington St. – 8<sup>th</sup> Ave to 3<sup>rd</sup> Ave – Grind and Overlay, 3<sup>rd</sup> Ave – Walnut St. to Stevens St & Stevens St – 8<sup>th</sup> Ave to 3<sup>rd</sup> Ave – Grind and Overlay, 3<sup>rd</sup> Ave – Stevens to Division Grind and Overlay, Bridge Deck Repair Bundle – Greene, Freya, Freya Way, Havana, Sprague & Alki/Broadway – Freya St. to Havana St. – Grind and Overlay. The consultant may also assist with non-fed funded projects not listed above.

Estimated individual project fees are expected to range from approximately \$50,000 to \$95,000 and shall be based on negotiated hourly rate for each project. The City will contract separately with the consultant selected as a result of this RFQ for each of the above-named projects for which the City requires a construction management/inspection consultant. The City does not guarantee that all work listed above will be awarded to the Firm selected as a result of this RFQ.

There is a 0% mandatory DBE requirement for these federal funded projects.

**EVALUATION CRITERIA** The following weighting will be assigned to the Proposal for evaluation purposes: Qualifications & expertise of key personnel 40%, Availability of key personnel 20%, Past performance/references relevant to areas itemized above on similar projects 40%

**SUBMITTAL REQUIREMENTS** The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/>. Any revisions made to this RFQ will be emailed.

Submittals shall be submitted via email to: [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

Questions about the RFQ can also be directed to Jonathan Adams at via email to: [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION** The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing City of Spokane - Engineering Services at [eraea@spokanecity.org](mailto:eraea@spokanecity.org) or by calling (509) 625-6700.

**TITLE VI STATEMENT** The City of Spokane, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Publish: September 24, and October 1 and 8, 2025

**ABBREVIATED REQUEST FOR QUALIFICATIONS - CITY OF SPOKANE, WA  
2026-2027 STRUCTURAL ENGINEERING FOR NON-FEDERAL AID PROJECTS**

**DESCRIPTION** The City of Spokane, through its Department of Engineering Services (hereinafter "City") is initiating this Request for Qualifications (RFQ) to solicit Proposals from Firms with expertise in structural engineering design.

**DUE DATE** Monday, October 13, 2025, no later than 1:00 p.m.

**PROJECT DESCRIPTION/SCOPE OF SERVICES** The scope of services will include structural engineering design and associated activities (potentially including construction phase support) of City of Spokane public works projects. Typical tasks/project components could include: Reinforced concrete design and analysis (ex. tanks, retaining walls, MSE walls, foundations and structural members such as beams and columns), CMU buildings, Water reservoir foundations, Steel design and analysis of existing structures, Timber design and analysis including temporary staging, shoring and forming, Miscellaneous – signal pole bases, anchors, mast arms, sheet piling and caissons.

Individual project fees shall be based on negotiated hourly rate for each project. Total expenditures over the two-year (or three year, if extended) life of the agreement shall not exceed a total of \$750,000.

**EVALUATION CRITERIA** The following weighting will be assigned to the Proposal for evaluation purposes: Qualifications of key personnel 33%, Expertise and approach to various tasks described in Scope of Services 33%, Past performance/references relevant to areas itemized above on similar projects 34%.

**SUBMITTAL REQUIREMENTS**

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/>. Any revisions made to this RFQ will be emailed.

Submittals shall be submitted via email to [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

Questions about the RFQ can also be directed to Jonathan Adams at [jradams@spokanecity.org](mailto:jradams@spokanecity.org).

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION** The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing City of Spokane - Engineering Services at [eraea@spokanecity.org](mailto:eraea@spokanecity.org) or by calling (509) 625-6700.

**TITLE VI STATEMENT** The City of Spokane in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

Publish: September 24, and October 1 and 8, 2025

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**INVITATION TO BIDS # ITB 6441-25  
Cold Bulk Mix By The Ton (Open Container Non Bagged), As Needed Over 5-Year Period**

The City of Spokane Street Department, Sewer Maintenance, and Water Department is soliciting electronic Bids for the above titled Invitation to Bid.

**Bid Submittal:** Bids must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on January 26, 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.procurement.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, January 26, 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](mailto: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.

Rick Rinderle  
Procurement Specialist  
City of Spokane Purchasing

Publish: September 24 and October 1, 2025

---