



# Official Gazette

## City of Spokane, Washington

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

Volume 116

**JANUARY 28, 2026**

Issue 4



### MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBERS:

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

SARAH DIXIT (DISTRICT 1)

KITTY KLITZKE (DISTRICT 3)

KATE TELIS (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

### The Official Gazette

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**The Official Gazette**

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# Minutes

**NOTICE****NO MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday January 19, 2026**

The Monday, January 19, 2026, regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, January 19, 2026, as this day is the designated Dr. Martin Luther King, Jr. Day Holiday.)

**STANDING COMMITTEE MINUTES****City of Spokane****Urban Experience Committee****City Hall (808 W. Spokane Falls Blvd.)****Council Chambers, November 10, 2025****Call to Order: 12:00 PM**Recording of the meeting may be viewed here: <https://vimeo.com/spokanecitycouncil>**Attendance**

Committee Members Present:

CM Jonathan Bingle (Chair), Council President Betsy Wilkerson, Council Member Michael Cathcart, Council Member Paul Dillon, Council Member Kitty Klitzke, Council Member Zack Zappone, Council Member Shelby Lambdin

**Discussion Items (No Action Taken)**

1. MONTHLY PERMIT REPORT – TAMI PALMQUIST
2. AMENDING ORDINANCE C32816 TO RELEASE EASEMENTS – ELDON BROWN
3. AMENDING ORDINANCE C36348 TO RELEASE EASEMENT – ELDON BROWN
4. FIRST READING OF ORDINANCE VACATING 13<sup>TH</sup> AVE BETWEEN CHESTNUT & INLAND EMPIRE – ELDON BROWN
5. AMENDMENTS TO TITLE 17 RELATING TO PUBLIC NOTICE OF PLANNING AND LAND USE ACTIONS – SPENCER GARDNER
6. WILLIAM & CHRISTINE KIERNAN HOUSE NOMINATION TO THE REGISTER OF HISTORIC PLACES – MEGAN DUVALL
7. CO-LIVING HOUSING CODE UPDATE – BRANDON WHITMARSH
8. RESOLUTION – APPROVAL OF INCLEMENT WEATHER SHELTER OPERATORS FOR 2026 CALENDAR YEAR – PARADIS POURZANJANI
9. RESOLUTION – APPROVAL OF SCATTERED SITE SHELTER OPERATORS – PARADIS POURZANJANI
10. FY 26-28 EVICTION PREVENTION FUNDING RECOMMENDATIONS – KERI CEDERQUIST
11. 2025 HOME-ARP FUNDING RECOMMENDATIONS – HEATHER PAGE
12. 2025 HEART (1590) FUNDING RECOMMENDATIONS – HEATHER PAGE
13. ORDINANCE ADOPTING A RENTAL EVICTION DIVERSION PROGRAM – PAUL DILLON
14. DISCUSSION ON ANIMAL CONTROL (COUNCIL)

**Staff Reports**

NICOLETTE OCHELTREE – MANAGER OF HOUSING AND HOMELESSNESS

**Consent Items (No Action Taken)**

1. RESOLUTION TO SET HEARING FOR THE RIGHT OF WAY VACATION OF 13<sup>TH</sup> BETWEEN CHESTNUT AND INLAND EMPIRE (DEVELOPMENT SERVICES CENTER)
2. HIFUMI CHIP GRANT AMENDMENT (INTEGRATED CAPITAL MANAGEMENT)
3. REQUEST FOR HMIS SOFTWARE CONTRACT APPROVAL WITH ECCOVIA/CASEWORTHY (COMMUNITY, HOUSING & HUMAN SERVICES)
4. AN ORDINANCE RELATING TO ANIMAL CONTROL REGULATIONS (COUNCIL) (MOVED TO DISCUSSION)

**Public Testimony**

None

**Executive Session**

None

**Adjournment**

The meeting adjourned at 1:16 p.m.

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**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Urban Experience Committee**  
**City Hall (808 W. Spokane Falls Blvd.)**  
**Council Chambers, December 8, 2025**

**Call to Order: 12:00 PM**

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

**Attendance**

Committee Members Present:

CM Jonathan Bingle (Chair), Council President Betsy Wilkerson, Council Member Michael Cathcart, Council Member Paul Dillon, Council Member Kitty Klitzke, Council Member Zack Zappone, Council Member Kate Telis

**Discussion Items (No Action Taken)**

1. DEVELOPMENT SERVICES FEE AMENDMENTS – TAMI PALMQUIST
2. FEDERAL ADVOCACY UPDATE – ADAM MCDANIEL AND BRIAN CHRISTENSEN
3. DEVELOPMENT CODE ASSESSMENT AND MODERNIZATION PROJECT – TIM THOMPSON
4. OFFICE OF CIVIL RIGHTS, EQUITY, AND INCLUSION UPDATE – JERRALL HAYNES
5. UDPDA AMENDMENTS TO WARRANTY DEED COVENANTS – SPENCER GARDNER
6. JOHN F. AND BARBARA E. PHILLIPS HOUSE NOMINATION TO THE REGISTER OF HISTORIC PLACES – MEGAN DUVALL
7. ISAAC & TILLIE BAUM HOUSE NOMINATION TO THE REGISTER OF HISTORIC PLACES – MEGAN DUVALL
8. ORDINANCE RELATING TO THE COMMUNITY, HOUSING, AND HUMAN SERVICES (CHHS) BOARD – ADAM MCDANIEL & ARIEL ANDERSON
9. REQUEST TO ADD FUNDS TO EXISTING INCLEMENT WEATHER CONTRACTS – ARIELLE ANDERSON
10. RESOLUTION – APPROVAL OF ADDITIONAL INCLEMENT WEATHER SHELTER OPERATOR FOR 2026 CALENDAR YEAR – PARADIS POURZANJANI

**Staff Reports**

NICOLETTE OCHELTREE – MANAGER OF HOUSING AND HOMELESSNESS

**Consent Items (No Action Taken)**

1. MFTE CONDITIONAL AGREEMENT FOR 226 W. COURTLAND AVENUE – PLANNING & ECONOMIC DEVELOPMENT

**Public Testimony**

None

**Executive Session**

None

**Adjournment**

The meeting adjourned at 1:54 p.m.

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# Hearing Notices

## BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 2527 E BOONE AVE, SPOKANE, WASHINGTON, 99202, PARCEL NUMBER 35161.1807, LEGAL DESCRIPTION: SUB OF SEC 16 L7 B156, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on February 10<sup>th</sup>, 2026 at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the City website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said show cause hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:

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

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email 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.

Publish: January 28 and February 4, 2026

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# General Notices

## Order of Forfeiture – No Claim

In a seizure conducted by the Spokane Police Department in the State of Washington for the county of Spokane.

Report No.: 2025-20206605  
Date of Seizure: 10/06/2025  
Seizure No.: 25-027

Date of Seizure Notice: 10/07/2025  
Claim Deadline: 11/21/2025

**To: IVAN A. MANCHADO-RASCON**

The seizing agency, Spokane Police Department (SPD), to the said claimant, IVAN A. MANCHADO-RASCON:

You are hereby notified that the SPD seized the property listed below, pursuant to RCW 69.50.505/10.105/010. These items are subject to forfeiture and no property rights exist in them.

A Drug Notice of Seizure and Intended Forfeiture was served on the above recipient within fifteen days following the date of seizure pursuant to RCW 69.50.505/10.105.010.

“Failure of a party to file an application for an adjudicative proceeding within the time limit or limits established by statute or agency rule constitutes a default and results in the loss of that party’s right to an adjudicative proceeding, and the agency may proceed to resolve the case without further notice to, or hearing for the benefit of, that party, except that any default or other dispositive order affecting that party shall be served upon him or her or upon his or her attorney, if any.” RCW 34.05.440.

The above named recipient failed to file an application for an adjudicative proceeding within the time limit. This constitutes a default and results in the loss of the above named recipient’s right to an adjudicative hearing. RCW 69.50.505/10.105.010. As a result, the SPD has now resolved this seizure as a default and the items listed below are hereby forfeited to the SPD.

The above named recipient is entitled to seek reconsideration or other administrative relief pursuant to RCW 34.05. A petition for reconsideration must be filed within ten days following the date of service of this order. RCW 34.05.470.

### THE FOLLOWING PROPERTY HAS BEEN FORFEITED:

Item #	Description (for vehicles, do not include the VIN#)
3	\$16,630.00 In US Currency

Lt. Robert Boothe #409  
Spokane Police Officer  
1100 W. Mallon Ave  
Spokane, WA 99260

Publish: January 14, 21, and 28, and February 4, 11, and 18, 2026

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# 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.**

## **WATER INSPECTOR SPN 209** Promotional

**DATE OPEN: Monday, February 2, 2026**

**DATE CLOSED: February 16, 2026**

**SALARY: \$57,962.88 annual salary, payable bi-weekly, to a maximum of \$94,273.20**

### **CLASS SUMMARY:**

Performs responsible technical inspections of water system construction and service connections for conformance with City ordinances and bid specifications.

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

- Inspects pre-construction plans, site, and existing services in conjunction with the Engineering Services department before permit issuance. Obtains measurements for curb locations.
- Inspects the work of contractors and construction crews engaged in digging trenches, installing and relocating vaults, mains, hydrants, service branches, valves, and water reservoirs. Checks elevation, line, location, connections, seals and pipe bedding; monitors backfilling and trench compaction.
- Advises citizens of water ordinances and Water Division policy and services. Checks water pressure, and advises the contractor/homeowner on pressure reduction needs if necessary.
- Computes volumes; takes samples and measurements. Records the location of piping, valves, connections, and other pertinent facilities. Conducts pressure tests. Assists in chlorination procedures. Makes final checks; submits necessary reports and sketches. Inspects material acceptance reports.
- Specifies the type of backflow preventer needed on all new installations. Inspects all industrial users of City water for cross connections, illegal connections, need for backflow preventers, and conditions creating possible danger of pollution to the City's water. Coordinates with the Plumbing Inspector on common ordinances. Maintains a database on cross-connection devices in the City and testing data. Makes initial test on backflow device at time of installation.
- Monitors and enforces City ordinances relating to City right-of-way and water system construction, including the City's obstruction permit program
- Reviews private utility district plans for needed changes prior to construction and approves private utility district for use after satisfactory completion of tests.
- Performs mechanical and/or pressure test inspections on all fire lines and domestic service over 4 inches in conjunction with City fire prevention inspectors.
- Operates an automobile, calculator, level, camera, computer and tape recorder.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Two years with the City in the classification of Water Service Specialist (SPN 521).

#### **License and Certifications:**

(Qualified applicants and employees in this job class must meet these requirements.)

- Possession of a valid Water Distribution Manager I certification must be acquired within six (6) months of appointment.
- Water Inspectors assigned to the Water Department must obtain a Cross Connection Specialist Certificate within one year of appointment. These employees must maintain this certificate while they hold this job class.
- Water Inspectors involved with the backflow prevention program must obtain a Backflow Assembly Tester Certificate within one year of appointment. These employees must maintain this certificate while they hold this job class.
- All certificates are obtained through the Washington State Department of Health.

**Lift Requirement:**

- Job offer is contingent on passing a lift test.
- Enough strength to lift and carry material weighing approximately 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, 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 and short-answer test, with weights assigned as follows:

- Multiple-Choice 80%
- Short-Answer 20%

**IN-PERSON EXAMINATION DETAILS:**

- Test Date: Wednesday, February 18, 2026
- Test Time: 9:00 a.m.
- Test Method: On Paper
- Test Location: Civil Service Test Room, 4<sup>th</sup> floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Test Duration: 2 Hours
- Test Subjects May Include:
  - ◇ Inspection and Enforcement
  - ◇ Interpersonal Skills
  - ◇ Mathematical Reasoning
  - ◇ Water System Principles
  - ◇ Safety
  - ◇ Writing Reports

**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 15<sup>th</sup> day of January 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**TRAFFIC ENGINEER SPECIALIST I SPN 228**  
Open Entry

**DATE OPEN:** Monday, January 26, 2026

**DATE CLOSED:** February 9, 2026

**SALARY:** \$57,962.88 annual salary, payable bi-weekly, to a maximum of \$94,273.20

**CLASS SUMMARY:**

Performs supervisory or specialized sub-professional traffic engineering work involving the application of skilled technical knowledge.

**EXAMPLES OF JOB FUNCTIONS:**

- Under the general direction of a professional traffic engineer, plans, assigns and reviews the work of subordinate aides engaged in preparing plans, drawings, specifications or studies. Makes routine design changes or decisions and field checks plans. Prepares or assists a professional traffic engineer in preparing complex plans, designs or specifications, and estimates.

- Trains subordinates in use of computer software and other specialized tools. Provides drafting and design direction of traffic engineering elements. Supervises subordinates engaged in traffic data collection. Compiles data and prepares statistical charts and studies.
- Communicates and coordinates data exchange between field and office operations, providing technical guidance and specific data needs of traffic engineering elements.
- Operates a computer, telephone, calculator, automobile, and drafting equipment.
- Performs related work as required.

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

- *Education:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering related field to include algebra, trigonometry, surveying and drafting.
- *Experience:* At least three years of experience related to traffic engineering design or traffic engineering analysis.
- *Substitution:* Additional experience may substitute for the education requirements on a year for year basis.

**NOTE:** All applicants must possess a valid driver's license or evidence of equivalent mobility.

**EXAMINATION DETAILS:**

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

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

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

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

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

- Multiple-Choice Test 100%

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

Examination links with instructions will be emailed prior to 4:00 p.m. Pacific Time on the start date and will expire at 4:00 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, January 26, 2026, and Monday, February 9, 2026, will test Thursday, February 12, 2026, through Monday, February 16, 2026.

**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:

- Mathematical Reasoning
- Records & Reports
- Mapping, Drafting, Standards, Construction and Surveying
- Supervision
- Interpersonal Skills
- Traffic Engineering

**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 16th day of January 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner



**TRAFFIC ENGINEER SPECIALIST I SPN 228**

## Promotion

**DATE OPEN:** Monday, January 26, 2026**DATE CLOSED:** February 9, 2026**SALARY:** \$57,962.88 annual salary, payable bi-weekly, to a maximum of \$94,273.20**CLASS SUMMARY:**

Performs supervisory or specialized sub-professional traffic engineering work involving the application of skilled technical knowledge.

**EXAMPLES OF JOB FUNCTIONS:**

- Under the general direction of a professional traffic engineer, plans, assigns and reviews the work of subordinate aides engaged in preparing plans, drawings, specifications or studies. Makes routine design changes or decisions and field checks plans. Prepares or assists a professional traffic engineer in preparing complex plans, designs or specifications, and estimates.
- Trains subordinates in use of computer software and other specialized tools. Provides drafting and design direction of traffic engineering elements. Supervises subordinates engaged in traffic data collection. Compiles data and prepares statistical charts and studies.
- Communicates and coordinates data exchange between field and office operations, providing technical guidance and specific data needs of traffic engineering elements.
- Operates a computer, telephone, calculator, automobile, and drafting equipment.
- Performs related work as required.

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

- *Experience:* Two years of experience with the Streets Department as an Engineering Technician III performing traffic engineering work.

**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:* Completion of two years of college (90 quarter credit hours or 60 semester credit hours) in Engineering related field to include algebra, trigonometry, surveying and drafting.
- *Experience:* At least three years of experience related to traffic engineering design or traffic engineering analysis.
- *Substitution:* Additional experience may substitute for the education requirements on a year for year basis.

**Note:** All applicants must possess a valid driver's license or evidence of equivalent mobility.

**EXAMINATION DETAILS:**

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

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

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

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

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

- Multiple-Choice Test 100%

**IN-PERSON MULTIPLE-CHOICE EXAMINATION DETAILS**

- Test Date: Thursday, February 12, 2026
- Test Time: 2:00 p.m.
- Test Method: On Paper
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Test Duration: 1.5 Hours
- Test Subjects May Include:
  - ◇ Mathematical Reasoning Records & Reports
  - ◇ Mapping, Drafting, Standards, Construction, and Surveying
  - ◇ Supervision

- ◇ Interpersonal Skills
- ◇ Traffic Engineering

**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 16th day of January 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**ASPHALT RAKER SPN 560**  
Promotional

**DATE OPEN: Monday, January 26, 2026**

**DATE CLOSED: February 9, 2026**

**SALARY: \$49,047.12 annual salary, payable bi-weekly, to a maximum of \$77,005.44**

**CLASS SUMMARY:**

Performs semi-skilled manual work on a specialized street maintenance crew raking asphalt to an even grade.

**EXAMPLES OF JOB FUNCTIONS:**

- Directs trucks, dumping and spreading asphalt on streets, to maintain a proper grade. Distributes asphalt to an even grade by tamping and raking, and rakes asphalt so as to allow for proper compaction by the roller. Responsible for all phases of asphalt patching.
- Makes joints to previously laid asphalt, and sets forms.
- Estimates the amount of asphalt required for a patching job by the size and depth of the cut.
- Acts as the lead worker on a crew in the absence of the Foreperson.
- Performs related work as required.

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

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Current service in the Street Department and completion of one year of experience in the classification of Laborer II.

**NOTE:** SHORTAGE RECRUITMENT - 6 months experience in the classification of Laborer II may substitute for the experience requirement.

**License and Certifications:**

(Qualified applicants and employees in this job class must meet these requirements.)

- Possession of a valid driver's license.
- Asphalt Rakers must obtain a Class B Commercial Driver's License (CDL) with a tank vehicle endorsement, without air brake restriction, within the probationary period. Employees must maintain this license while they hold this job class.

**Lift Requirement:**

- Job offer is contingent on passing a lift test.
- Enough strength to lift chunks of asphalt and sacks of material 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, 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%

#### IN-PERSON MULTIPLE-CHOICE EXAMINATION DETAILS

- Test Date: Thursday, February 12, 2026
- Test Time: 9:00 a.m.
- Test Method: On Paper
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Test Duration: 1.5 Hours
- Test Subjects May Include:
  - ◊ Interpersonal Skills & Leadership
  - ◊ Tools & Equipment Operation
  - ◊ Road Work & Pavement
  - ◊ Safety

#### 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 15th day of January 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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#### DEPUTY FIRE CHIEF - PREVENTION SPN 941 Open Entry

**DATE OPEN:** Monday, January 26, 2026

**DATE CLOSED:** February 23, 2026

**SALARY:** \$166,998.24 annual salary, payable bi-weekly, to a maximum of \$204,352.56

#### CLASS SUMMARY:

Manages a major division of the Spokane Fire Department including operations, training, and prevention.

#### 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.*

#### Deputy Fire Chief (all)

- Manages and supervises a major division of the Spokane Fire Department.
- Advises the Assistant Fire Chief in establishing and modifying the overall goals, objectives, and plans of the department. Evaluates and organizes department structure, operations, and methods of service delivery to meet goals and objectives.
- Provides research, input, and recommendation on budgets, and monitors expenses for assigned budgets.
- Supervises and evaluates subordinate Fire Department employees. Establishes performance requirements, completes annual performance reviews, and maintains and enforces discipline.
- Schedules, coordinates, and plans the work of subordinates. Approves work schedules, leave requests, requests for special assignments or training.
- Interviews candidates for positions; recommends appointment, promotion, or reassignment to such positions.
- Delegates work functions and specific goals to subordinate personnel.

- Monitors the work performance and work quality of assigned personnel for efficiency, effectiveness, and safety.
- Inspects personnel, equipment, and facilities.
- Researches topics including fire reporting systems, training, operations, and safety.
- Provides technical assistance and interprets policies for subordinate personnel.
- Writes reports, letters, memos, and emails to internal and external recipients.
- Makes presentations to and shares information with City administrators, managers, and elected officials; civic groups and organizations; and officials of other agencies.
- Reviews and evaluates incoming documents, reports, electronic communications, mail, and other paperwork to determine actions to be taken and priorities.
- Performs related work as required.

### **Prevention**

- The Deputy Fire Chief (Prevention) is the designated Fire Marshal for the City.
- Manages the fire prevention activities for the City, including education, inspection, and enforcement work.
- Reviews fire prevention work performed by companies.
- Provides feedback and directs action against those who obstruct or violate legal or regulatory provisions of the building or fire codes. Orders evacuation of buildings and closure of premises to mitigate safety hazards.
- Researches local and national fire problems, codes, and information from other safety agencies. Recommends changes to local fire codes.
- Responds to incidents and provides technical advice regarding special fire hazards.

### **MINIMUM QUALIFICATIONS:**

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

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

- **Education:** Bachelor's degree from an accredited college or university in fire command, public or business administration, or emergency medical services.
- **Experience:** Five years as a chief officer for a fire agency.

### **Promotional Requirements:**

- **Education:** Bachelor's degree from an accredited college or university in fire command, public or business administration, or emergency medical services.
- **Experience (Prevention):** One year as an Assistant Fire Marshal (SPN 946) or five years as a Deputy Fire Marshal (SPN 942).

### **Licenses and Certifications:**

- Applicants must possess a valid driver's license, to be maintained throughout employment.
- The Deputy Fire Chief (Prevention) must possess Fire Inspector II certification from the International Code Council throughout employment and be certified or credentialed as a Fire Marshal within one year of employment.

**NOTE:** Selection of a Senior Administrative Assistant, Rule V, Section 8, Rules of the Civil Service Commission, applies to this classification.

### **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 a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

Test subjects may include:

- Education and Training for Fire Officers and Fire Prevention
- Experience in Fire Prevention
- Leadership in Fire Service/Fire Prevention

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

- Copies of your college or university transcripts (unofficial transcripts are accepted) may be a required part of this application and will be used to verify that you meet the minimum qualifications, as posted on the job announcement.
- Responses to your T&E questions should be consistent with the information given in your application details. Answers are subject to verification.
- Failure to complete all the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See above," etc., and copy/paste from a previous answer are not qualifying responses and will not be considered.

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, January 26, 2026, and Monday, February 9, 2026, will test Thursday, February 12, 2026, through Monday, February 16, 2026.
- Applicants who apply and meet the minimum qualifications between Tuesday, February 10, 2026, and Monday, February 23, 2026, will test Thursday, February 26, 2026, through Monday, March 2, 2026.

**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 15th day of January 2026.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR QUALIFICATIONS #6476-26 Power, Grounding, and Lightning Protection Study

City of Spokane Office of Project Management

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, FEBRUARY 9, 2026**. Hard copies, emails, and late submittals will not be accepted.

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

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

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

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, FEBRUARY 9, 2026**. 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.

Connie Wahl, C.P.M., CPPB  
Senior Procurement Specialist,  
City of Spokane Purchasing & Contracts

Publish: January 28 and February 4, 2026

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**REQUEST FOR PROPOSALS #6487-26**  
**Ecology GROSS Grant Regional Stormwater Education Consultant**

City of Spokane Wastewater & Public Works Departments

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, February 9th, 2026**. Hard copies, emails, and late submittals will not be accepted.

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**"It is anticipated that this project will be funded in part by the Washington State Department of Ecology. Neither the State of Washington nor any of its departments or employees are, or shall be, a party to this contract or any subcontract."**

**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.

Tanya Lester  
Procurement Specialist  
City of Spokane Purchasing & Contracts

Publish: January 21 and 28, 2026

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