



Official Gazette

City of Spokane, Washington

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

Volume 116

April 15, 2026

Issue 15



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, April 6, 2026

The Monday, April 6, 2026, regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

STANDING COMMITTEE MINUTES

City of Spokane
Public Safety and Community Health Committee
City Council Chambers
March 30, 2026

Call to Order: 12:02 PM

Recording of the meeting may be viewed here: [March 30th, 2026 Public Safety & Health Committee | Videos & Movies on Vimeo](#)

Attendance

Committee Members Present: Kate Telis (Chair), Michael Cathcart (Vice Chair), Zack Zappone, Kitty Klitzke, Betsy Wilkerson (arrived at 12:20), Paul Dillon (arrived at 12:04), Sarah Dixit

Public Testimony

Will Hulings

Monthly Report/Update

1. OFFICE OF THE POLICE OMBUDS NOVEMBER AND DECEMBER MONTHLY REPORTS - BART LOGUE (0 minutes)
2. STRATEGIC INITIATIVES MONTHLY UPDATE - JACQUI MACCONNELL (0 minutes)
3. PHOTO RED MONTHLY UPDATE - DAVE SINGLEY (0 minutes)

Discussion Items

1. SPD MONTHLY UPDATE – CHIEF HALL (10 MINUTES)
2. SFD MONTLY UPDATE – CHIEF WILLIAMS (10 MINUTES)
3. PUBLIC DEFENDER CASELOAD STANDARDS – MAGGIE YATES/NICK ANNTUSH (10 minutes)
4. SPOKANE UNITED 911 NETWORK UPDATE - STEPHEN WILLIAMS (10 minutes)
5. PSAP - PROCUREMENT OF A COMPUTER AIDED DISPATCH SYSTEM - STEPHEN WILLIAMS (5 minutes)
 - CM Cathcart asked for the administration to map out the expenses and revenues to ensure we don't have a large gap later on.
6. SPECIAL BUDGET ORDINANCE – FY26 CELLEBRITE SOFTWARE RENEWAL - DAVE SINGLEY (10 minutes)

7. HIGH UTILIZER UPDATE AND CONTRACT AMENDMENT - MAGGIE YATES (5 minutes)
8. COUNCIL BOARD, COMMISSION, COMMITTEE & STAFF REPORTS – CITY COUNCIL (5 MINUTES)

Consent Items

1. AV EQUIPMENT INSTALLATION (FIRE)
2. AVIDEX VALUE BLANKET (FIRE)
3. SOFT BODY ARMOR VALUE BLANKET (POLICE)
4. PURCHASE AND INSTALLATION OF REPLACEMENT FREEZER COMPONENTS (POLICE)

Executive Session

None

Adjournment

The meeting adjourned at 2:10PM

Hearing Notices

Notice of Plan Commission Public Hearing City of Spokane

The Spokane City Plan Commission will hold a public hearing on Wednesday, **4/22/2026 at 4:00 PM**, in-person in the Council Chambers and online via the Microsoft Teams Meetings software and over the phone, to hear public testimony related to the **6-year (2027-2032) Comprehensive Street Program Update**.

This hearing or portions thereof may be continued to a later date at the discretion of the Plan Commission.

Any person may submit written comments on the proposed actions, appear at the public hearing, or call for additional information:

City of Spokane – Integrated Capital Management Dept.
Attn: Kevin Picanco
808 West Spokane Falls Boulevard
Spokane, WA 99201-3333
Phone 509-625-6088
Email: kpicanco@spokanecity.org

General Description:

Location: The 6-year Street program references projects city-wide.

Description of Proposal: The 6-Year Comprehensive Street Program documents transportation projects with basic project descriptions, funding summaries and delivery schedules. Projects that have received funding since the last publishing of the program and new projects entering the program are included in the draft.

Copies or links to the document can be provided upon request.

Written comments and oral testimony at the public hearing will be made part of the public record. **Only the applicant, persons submitting written comments, and persons testifying at a hearing may appeal the decision of the Plan Commission and City Council.**

How to Attend the Meeting: The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Microsoft Teams or call in by phone to hear and testify. Access the **meeting link** and **call-in information** at the agenda posted in advance on the **Commission's website**: <https://my.spokanecity.org/bcc/commissions/plan-commission/>

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 Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) 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. 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: April 15, 2026

General Notices

Regular Meeting Notice/Agenda The Civil Service Commission 9:30 AM – April 21, 2026

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on April 21, 2026, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at civilservice@spokanecity.org to request by 5:00 P.M. the day before the meeting, (Monday, April 20, 2026) so the Commission can make arrangements for you to participate telephonically at the meeting.

Dated this 09 day of April 2026.

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 Debbie DeCorde at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Agenda
Regular Meeting of the Civil Service Commission
9:30 AM – April 21, 2026

City Hall – City Council Chambers – Lower Level
808. W Spokane Falls Blvd., Spokane, WA 99201

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - a. March 17, 2026, Minutes
- 3. CHIEF EXAMINER UPDATE**
- 4. NEW BUSINESS**
 - a. Classification Actions
 - i. Resolution 2026-03: Supervisory Web Designer
 - ii. Resolution 2026-04: WTE Maintenance Planner
 - iii. Resolution 2026-05: Emergency Communications Training & Quality Manager
 - iv. Resolution 2026-06: Emergency Communications Training & Quality Specialist
- 5. OTHER BUSINESS**
 - a. Order Setting Hearing Re: Commission Authority Over Stephen Richmond Appeal
- 6. ADJOURN**

Note: The meeting is open to the public, with the possibility of the Commission adjourning into executive session.

Policies and Procedures

Notice:

The proposed public rule below will be heard at the City Council's Urban Experience Committee on April 20, 2026, at 12:00 p.m. in Council Chambers. Anticipated City Council legislative action will be on May 11, 2026, at 6:00 p.m. in Council Chambers. For purpose and intent of the Public Rule, see Section 1.1 below. This public rule applies to the following: Ordinance C36850. Public Testimony is allowed at committee meetings and City Council Legislative meetings. Instructions on providing testimony can be found in the posted agenda packets for the meetings: Urban Experience Committee (<https://my.spokanecity.org/bcc/committees/urban-development/>) and City Council meetings (<https://my.spokanecity.org/citycouncil/documents/>) The proposed effective date of the rule will be May 11, 2026.

CITY OF SPOKANE
PUBLIC RULE AND PROCEDURE

RULE XXXX - XX - XX
LGL XXXX - XXXX

TITLE ACTIVATION OF PUBLIC SPACES PROGRAM
EFFECTIVE DATE -

1.0 GENERAL

1.1 PURPOSE AND INTENT

The purpose of this public rule is to implement an activation of public spaces program. The City finds the activation of the public right-of-way through festivals, parades, athletic events, sidewalk cafes, streateries, and parklets to be in the best interest of residents, visitors, and businesses in the city of Spokane. This public rule shall be liberally construed by the City in favor of activating public spaces through its permitting and licensing processes.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This public rule applies to all persons seeking licensure from the City of Spokane for expanded outdoor alcohol services, parklets, sidewalk cafes, streateries.

3.0 REFERENCES

RCW 66.24.800
RCW 66.24.820
Spokane Municipal Code 12.14
WAC 314-03

4.0 DEFINITIONS

4.1 All relevant definitions may be found in SMC 12.14.

5.0 POLICY

- 5.1 A no-fee license issued by the Development Services Center is required to provide expanded outdoor alcohol service. The license must be renewed annually. The expanded outdoor alcohol service license program expires December 31, 2027, unless reauthorized by the Washington State Legislature.
- 5.2 A license issued by the Development Services Center is required to operate a sidewalk café, streatory, or parklet in the public right-of-way. All sidewalk cafes, streateries, and parklets must meet the pedestrian passage requirements outlined in SMC 12.14.
- 5.3 Off-street private parking stalls may be converted to an outdoor alcohol service area, or other temporary seating, upon permission of the parking lot owner, when the parking lot is adjacent to the restaurant or utilized for mobile food vending. ADA accessible parking stalls and access aisles may not be repurposed for an outdoor alcohol service area, or other temporary seating.
- 5.4 A sidewalk café or outdoor alcohol service area may extend past the frontage of the applicant's business so long as the applicant has permission from the adjoining property owner or the adjoining property owner's agent.
- 5.5 The operational hours of a sidewalk café, streatory, parklet, outdoor alcohol service area, or other temporary seating are limited to the operating hours of the licensed business unless approved through a special events permit. The licensee is responsible for maintenance, litter removal, activation, and programming of the outdoor space with temporary materials such as tables, chairs, and umbrellas.

- 5.6 No heating, cooking, or open flames are permitted in a sidewalk café, streatery, parklet, outdoor alcohol service area, or other temporary seating area. However, outdoor space heaters are permitted. Outdoor space heaters must follow the manufacturer's recommendations and be located at least two feet from flammable objects or materials, including umbrella canvases or foliage.
- 5.7 Licensees approved for expanded outdoor alcohol service may share use of an outdoor alcohol service area with other approved licensees, and licensees may share use of an outdoor alcohol service area with businesses that do not engage in the sale or service of alcohol.

6.0 PROCEDURE

- 6.1 An applicant for expanded outdoor alcohol service must be licensed by the City before seeking approval from the Washington State Liquor and Cannabis Board.
- 6.2 Applicants seeking to repurpose private parking stalls for an outdoor alcohol service area, or other temporary seating must demonstrate through their license application a detailed site map showing building accessibility and emergency access.
- 6.3 Outdoor alcohol service areas may be enclosed, at the licensee's discretion, by means of a permanent or movable barrier or by means of a permanent fence-free demarcation. For an outdoor alcohol service area enclosed by means of a permanent or movable barrier of a minimum height, the permanent or movable barrier is not required to meet minimum height requirements on sloped site conditions.
- 6.4 The number of entrances and exits into and out of an outdoor alcohol service area is dependent upon the occupant load. The Spokane Fire Department will work with licensees to ensure a layout that meets requirements and works for the licensee.
- 6.5 Any permanent structures being proposed to expand outdoor seating must meet building codes and seek the appropriate building permits.
- 6.6 An employee of the licensee with a mandatory alcohol server training (MAST) permit must be assigned to, but is not required to be in, the outdoor alcohol service area at all times that patrons are present. A direct line of sight is not required from inside the licensed premises to the outdoor alcohol service area.
- 6.7 Street closure requests are reviewed and approved through the special events permitting process.

7.0 RESPONSIBILITIES

- 7.1 The Community and Economic Development Division and Office of the Mayor are responsible for the implementation of this public rule.

8.0 APPENDICES

- 8.1 Ordinance 36850

Note: Ordinance C36850 is on file with the City Clerk's Office for review.

Notice:

The public rule below will be heard at the City Council's Urban Experience Committee on April 20, 2026, at 12:00 p.m. in Council Chambers for reapproval. Anticipated City Council legislative action will be on May 11, 2026, at 6:00 p.m. in Council Chambers. For purpose of the Public Rule, see Section 1.1 below. This public rule applies to the following: SMC 12.01.010. Public Testimony is allowed at committee meetings and City Council Legislative meetings. Instructions on providing testimony can be found in the posted agenda packets for the meetings: Urban Experience Committee (<https://my.spokanecity.org/bcc/committees/urban-development/>) and City Council meetings (<https://my.spokanecity.org/citycouncil/documents/>) The anticipated effective revision date of the rule will be May 11, 2026.

CITY OF SPOKANE
PUBLIC RULE AND REGULATION

RULE 4700-25-01
LGL 2025-0020

TITLE – Existing Sidewalk Maintenance and Minor Repairs
EFFECTIVE DATE – May 1, 2025
REVISION DATE -

1.0 GENERAL**1.1 PURPOSE**

The purpose of this public rule is to comply with the provisions of Spokane Municipal Code (SMC) 12.01.010.C and 12.01.010.D, establishing and clarifying the application of the ordinance relating to minor sidewalk repairs and maintenance projects. This rule defines the types of projects that require plan review, permitting, licensing and bonding requirements for contractors, as well as minor repairs that may be exempt from such requirements.

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- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
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- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

Community and Economic Development Division (Development Services Center and Code Enforcement Departments) and Public Works Division (Engineering Services).

3.0 REFERENCES

SMC 12.01.010

4.0 DEFINITIONS

“Lift” is an elevation gap between two sidewalk panels where they abut each other.

5.0 POLICY

It is the policy of the City of Spokane that owners and occupants of property that is adjacent to sidewalks are responsible for maintenance and repairs of existing sidewalks. Generally, any work upon the City

right-of-way must follow proscribed permitting, licensing, bonding, and insurance requirements. However, such requirements historically have prevented adjacent owners (or their qualified contractors) from conducting minor repairs in the City right-of-way. This rule, as authorized by SMC 12.01.010.C and 12.01.010.D, establishes conditions under which owners may perform minor maintenance and repairs of existing sidewalk deficiencies without the requirements of certain licensing, bonding or insurance requirements. Nothing in this public rule is to be construed to waive applicable building and construction permit and inspection requirements except as specifically indicated in this rule.

6.0 PROCEDURE

6.1 For the following projects, no permit is required, and the work may be performed by the property owner:

- Grinding less than ½ inch (height) lifts to provide a level walking surface.
- Filling less than ½ inch (width) cracks, gaps or holes within panels or between panels.

6.2 For the following projects, a permit and plan review are required through the Development Services Center, but the work may be performed by the property owner:

- Grinding/filling of cracks, gaps or holes within or between panels in excess of ½ inch width.
- Surface coating to address spalling or surface deterioration.
- Less than 15 linear ft. of sidewalk replacement.

6.3 For the following projects, a permit and plan review are required through the Development Services Center. These projects must be performed by a licensed and bonded contractor that meets City specifications:

- Any sidewalk replacement or repair where tree work or root related issues are involved. A tree permit from Urban Forestry must also be obtained to perform this type of work.
- Sidewalk replacement of more than 15 linear ft.
- Any sidewalk repair project, regardless of scope, in a non-residential zone or not adjacent to a single-family home.
- Any project otherwise described in sections 6.1. and 6.2 above.

7.0 RESPONSIBILITIES

The Development Services Center is responsible for all aspects of plan review, permit issuance, and inspections conducted under the permit process.

8.0 APPENDICES

N/A

- Performs periodic or annual inventories of city property, some of which may include traveling offsite to remote locations or working in extreme weather/site conditions.
- Performs related work and tasks as required.

MINIMUM QUALIFICATIONS:**Open Entry Requirements:**

- *Experience:* Two years as an accounting clerk or full-charge bookkeeper; and
- *Education:* Completion of 10 quarter or 6 semester credit hours of college-level accounting courses.
- *Substitution:* Completion of a two-year (AA) college degree in accounting will substitute for the experience requirement.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

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 Test 90%
- Short Answer 10%

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, April 13th, 2026, and Monday, April 27th, 2026, will test Thursday, April 30th, 2026, through Monday, May 4th, 2026.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours 15 minutes to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Accounting Methods & Practices
- Microsoft Excel
- Mathematics
- Problem Solving
- Reading

TO APPLY:

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

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email

- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 9th day of April 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Accounting Clerk SPN 106
Promotional

DATE OPEN: Monday, April 13, 2026

DATE CLOSED: Monday, April 27, 2026

SALARY: \$46,875.60 annual salary, payable bi-weekly, to a maximum of \$73,602.00

CLASS SUMMARY:

Performs varied and difficult entry-level accounting work for a variety of internal customer departments.

EXAMPLES OF JOB FUNCTIONS:

This list is ILLUSTRATIVE only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:

- Processes accounts payable invoices or requests for reimbursement, including review for accuracy, completeness, and compliance with city policies and procedures.
- Ensures that contract payments comply with contract terms and the City's purchasing policies.
- Manages the timely replenishment of petty cash/imprest funds.
- Prepares and reviews accounts receivable invoices for accuracy, completeness, and sufficiency of supporting data for billing to internal and external customers.
- Maintains, requests, or prepares monthly reconciliations of accounts receivable data to its subsidiary ledger details.
- Performs timely review of accounts receivable data to ensure amounts due can be collected.
- Follows established City policy and procedure regarding the subsequent collection of any past due amounts.
- Prepares timely and accurate cash receipting, in compliance with city cash handling policies and procedures.
- Performs reconciliation of various accounts, to include bank reconciliations, daily cash receipts, and general ledger accounts.
- Enters accounting documents into the financial system (journal entries, payment documents, accounts receivable invoices) in a consistent and accurate method, adhering to any stated Departmental policies and procedures.
- Analyzes accounting data electronically, in order to identify data consistency and/or data anomalies. Such data may be used in complex calculations (e.g. determination of equipment or benefit rates) or to assist in the development of fiscal budgets, or to evaluate various scenarios.
- Maintains general and subsidiary records according to established account classifications and prepares periodic reports from these records.
- Prepares or reviews payrolls and time sheets for accuracy and completeness.
- Maintains a variety of files and records in accordance with the City's records retention policies.
- Prepares and maintains spreadsheets, subsidiary ledgers, and other data for cost accounting, grant draws, loans, and other analysis.
- Follows the policies and procedures of the Office of Grants Management.
- Maintains familiarity with grantor requirements in order to ensure that any accounting transactions affecting grants are properly recorded and are in compliance with grant requirements.
- Provides ad hoc financial reporting and assistance with accounting functions to the senior-level accounting staff.

- Performs periodic or annual inventories of city property, some of which may include traveling offsite to remote locations or working in extreme weather/site conditions.
- Performs related work and tasks 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:* One year with the City in an Office Clerk Assistant or higher-level clerical classification; and
- *Education:* Completion of 10 quarter or 6 semester credit hours of college-level accounting courses.

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:

- *Experience:* Two years as an accounting clerk or full-charge bookkeeper; and
- *Education:* Completion of 10 quarter or 6 semester credit hours of college-level accounting courses.
- *Substitution:* Completion of a two-year (AA) college degree in accounting will substitute for the experience requirement.
- *Equivalency:* We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

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 Test 90%
- Short Answer 10%

IN-PERSON MULTIPLE CHOICE EXAMINATION DETAILS:

- Test Date: Thursday, April 30th, 2026
- Test Time: 9:00 a.m.
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 2 Hours & 15 mins
- Test Subjects:
 - Accounting Methods & Practices
 - Microsoft Excel
 - Mathematics
 - Problem Solving
 - Reading

TO APPLY:

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

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email

- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 9th day of April 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Environmental Program Manager SPN 658
PROMOTIONAL

DATE OPEN: Monday, April 13, 2026

DATE CLOSED: Monday, April 27, 2026

SALARY: \$100,265.76 annual salary, payable bi-weekly, to a maximum of \$141,357.60

DESCRIPTION:

Performs responsible professional and managerial work for assigned areas of the City's environmental programs, including policies, goals, and objectives for regulatory compliance and sustainability; identifies needs, develops both short and long term program strategies, acts as the principal technical program expert, and provides consultation to client or partner participants of programs.

DUTIES:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Provides functional supervision and direction of the work of staff involved in various environmental assignments for the City.
- Supervises, conducts, or obtains technical environmental research to provide policy analysis of proposed local, state, and federal regulations, permit requirements, and rules that may affect City operation. Performs a wide variety of complex advanced analytical duties associated with interpretation, application, and enforcement of local, state, and federal regulations.
- Assists in the development of local environmental policies and ordinances providing analysis on feasibility, benefits, and cost effectiveness.
- Oversees the preparation of environmental reports and environmental compliance documentation; advises on the development of environmental and sustainability performance measures and needed data collection.
- Advises senior officials on options for responding to proposed laws and rulemaking and participates in the preparation of formal and informal comments on behalf of the City. Briefs City Council and/or senior officials on collected environmental data and provides interpretation of data.
- Advises on resource conservation and other sustainability initiatives of the City.
- Identifies and evaluates potential opportunities to improve City operations that are both environmentally and financially responsible.
- Oversees environmentally related work performed by contractors, consultants, and other City employees.
- Serves as a City/Department representative at meetings and on regional task forces, committees, and boards charged with delivering environmental outcomes and protecting regional resources.
- Applies knowledge of environmental protection principles, practices, regulations, policies, and procedures to identify and analyze current and potential problems and impacts.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Promotional Requirements:

- *Experience:* Two years with the City in the classification of Senior Environmental Analyst (SPN 672) or Laboratory Supervisor (SPN 656), four years as an Environmental Analyst (SPN 657), or six years as a Chemist (SPN 655), Environmental Technician (SPN 667) or Water Quality Analyst (SPN 669).

- *License:* A valid driver's license, or evidence of equivalent mobility, is required to be maintained throughout employment.

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%

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 supplemental 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.

EXAMINATION DETAILS:

You will receive a link to the Environmental Program Manager T&E via email, prior to 4:00 p.m. Pacific Time on the start dates and will expire at 4:00 p.m. on the due dates as listed below. Please note that this email will be sent from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, April 13th, 2026, and Monday, April 27th, 2026 will test Thursday, April 30th, 2026, through Monday, May 4th, 2026.

TO APPLY:

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

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- Fax: (509) 625-6077

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 9th day of April 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Fire Battalion Chief SPN 940

Promotional

DATE OPEN: Monday, April 13, 2026**DATE CLOSED: Monday, April 27, 2026****SALARY: \$162,655.20 annual salary, payable bi-weekly, to a maximum of \$187,168.32****CLASS SUMMARY:**

Performs responsible command and administrative duties in directing the activities of all companies within a designated battalion on an assigned shift.

EXAMPLES OF JOB FUNCTIONS:

- Responds to emergency and non-emergency situations. Assumes command and directs all incident operations unless relieved. Coordinates with other response agencies at the scene. Supervises post incident operations. Acts as Safety Officer or assigns that function at incidents. Follows recognized NIMS (National Incident Management System) procedures. Conducts or assists in the investigation of accidents, injuries and fires, to determine cause and origin.
- Assist in planning, organizing, and administering the activities of the Operations Division. Prepares work schedules. Recommends modification to existing and establishment of new policy/ procedures.
- Evaluates reports and initiates changes; provides technical assistance and interprets policy matters. Responsible for on-going review and evaluation of subordinates. Researches and provides data essential to staffing, budgeting and operating their battalion or specialty area.
- Makes regular inspections of assigned stations, personnel, and equipment, maintains records of conditions noted. Instructs company officers, maintains and administers discipline, enforces departmental regulations, and performs numerous related administrative duties, including liaison with other agencies.
- Pre-plans the response tactics of hazardous target areas within their district, and coordinates pre-planning suggested by station officers. Plans, organizes, and coordinates company response districts to insure complete coverage of incidents in normal and unusual situations. Maintains and updates department maps, keeping current all streets, closures, and routes.
- Manages assigned specialized functions within the operations division including but not limited to: Haz Mat, Tech Rescue, Water Rescue, SCBA maintenance, Fire Safety House, etc.
- Performs related work as required.

MINIMUM QUALIFICATIONS:**Promotional Requirements:**

- *Experience:* Completion of two years of service with the City in the classification of Fire Captain (SPN 938) and eight (8) mentoring shifts with a Fire Battalion Chief.
- *License:* Applicants must possess a valid driver's license.

Note: The Hazmat IC course must be completed 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.

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:

- Written Multiple-choice test: 15%
- Promotional Evaluation Worksheet: 10%
- Assessment center: 75%

PROMOTIONAL EVALUATION WORKSHEETS:

An email containing the Promotional Evaluation Worksheet and instructions will be sent to all qualifying applicants the week of April 27, 2026, after the recruitment closes.

ASSESSMENT ORIENTATION:

Civil Service will conduct an assessment center orientation before the multiple-choice exam on Thursday, April 30, 2026. The 30-minute orientation will provide an overview of the assessment center process. Specific test content will not be discussed.

For a brief overview of assessment centers, please click here:
<https://vimeo.com/spokanefire/review/460653325/037d5ee65c>

WRITTEN MULTIPLE-CHOICE TEST DETAILS:

- Test Date: Thursday, April 30, 2026
- Test Time: 10:00 a.m.
- Test Method: On Paper
- Test Location: National Guard Readiness Center (1626 N. Rebecca St.) Spokane, WA 99217
- Test Duration: 30-minute orientation followed by a 1.5-hour examination
- Test Subjects: The test will include subjects as outlined in the 2026 Fire Battalion Chief Exam Bibliography.
- Note: All candidates who pass the written examination will move forward to the assessment center.

ASSESSMENT CENTER DETAILS:

The assessment center will be conducted at the National Guard Readiness Center (1626 N. Rebecca St.) during the week of May 11, 2026. Qualifying candidates will be notified when to appear for the assessment center. Assessment order for candidates will be determined by random draw.

The assessment center will consist of the following three exercises with weights (within the total 75% portion):

- Tactical Problem: 50%
- Inbox and Oral Board: 25%
- Personnel Problem: 25%

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 9th day of April 2026.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS #6535-26

HEAD GOLF PROFESSIONAL/MANAGER AT THE CREEK AT QUALCHAN GOLF COURSE
City of Spokane Parks & Recreation Department

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

Golf Course Tour: A Golf Course Tour is scheduled to be held on Tuesday, May 19, 2026, at 9:00 am, local time, at **the Creek at Qualchan Golf Course – 301 E Meadowlane Road, Spokane WA 99224**. All prospective Proposers should attend; however, attendance is not mandatory. Questions and answers will be issued by Addenda through the City of Spokane's online procurement system portal <https://spokane.procurement.com>. The City shall be bound only to written answers to questions. Any oral responses given at the Pre-Proposal Conference shall be considered unofficial.

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, June 15, 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.procurement.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

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

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

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

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

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

Publish: April 8 and 15, 2026

PW INVITATION TO BID # 6552-26
UPRIVER DAM OFFICE BUILDING INTERIOR RENOVATION
City of Spokane Facilities Department

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

Pre-Bid Conference:

A Pre-Proposal Conference is scheduled to be held on TUESDAY, APRIL 28, 2026, at 08:30 AM, at the Upriver Dam located at 2701 N Waterworks St, Spokane, WA 99212.

Bid Submittal: Bids must be submitted electronically through the City of Spokane's online procurement system portal before **1:00 p.m. on Monday May 11, 2026**. Hard copies, emails, and late submittals will not be accepted.

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

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

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

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

Public Bid Opening: Sealed Bids will be unsealed and read at the City virtual public bid opening meeting at 1:15 p.m. on **Monday May 11, 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 #.

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Katie Archer
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish: April 15 and 22, 2026
