Official Gazette

City of Spokane, Washington

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

Volume 116 **October 28, 2026** Issue 43



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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Minutes

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday September 8, 2026

The minutes for the Tuesday September 8, 2026, Spokane City Council Agenda Review Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday September 9, 2026

The minutes for the Wednesday September 9, 2026, Spokane City Council Legislative Session Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday September 15, 2026

The minutes for the Tuesday September 15, 2026, Spokane City Council Agenda Review Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday September 16, 2026

The minutes for the Wednesday September 16, 2026, Spokane City Council Legislative Session Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday September 22, 2026

The minutes for the Tuesday September 22, 2026, Spokane City Council Agenda Review Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday September 23, 2026

The minutes for the Wednesday September 23, 2026, Spokane City Council Legislative Session Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday September 29, 2026

The minutes for the Tuesday September 29, 2026, Spokane City Council Agenda Review Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday September 30, 2026

The minutes for the Wednesday September 30, 2026, Spokane City Council Legislative Session Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday October 6, 2026

The minutes for the Tuesday October 6, 2026, Spokane City Council Agenda Review Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday October 7, 2026

The minutes for the Wednesday October 7, 2026, Spokane City Council Legislative Session Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday October 13, 2026

The minutes for the Tuesday October 13, 2026, Spokane City Council Agenda Review Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
LEGISLATIVE SESSION
MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday October 14, 2026

The minutes for the Wednesday October 14, 2026, Spokane City Council Legislative Session Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, November 4, 2026, issue of the *Official Gazette*.

NOTICE
AGENDA REVIEW
NO MEETING MINUTES OF SPOKANE CITY COUNCIL
Tuesday October 20, 2026

The Tuesday, October 20, 2026, regularly scheduled Spokane City Council Agenda Review Meeting was not held. Therefore, no meeting minutes will be published for this date.

NOTICE
LEGISLATIVE SESSION
NO MEETING MINUTES OF SPOKANE CITY COUNCIL
Wednesday October 21, 2026

The Wednesday, October 21, 2026, regularly scheduled Spokane City Council Legislative Session Meeting was not held. Therefore, no meeting minutes will be published for this date.

Hearing Notices

NOTICE OF PUBLIC HEARING
City of Spokane, Periodic Update to the Comprehensive Plan,
PlanSpokane 2026-2046

Notice is hereby given that there will be a public hearing before the City of Spokane Plan Commission at a special meeting on **November 9, 2026**, beginning at **4:00 PM** in-person in the City Hall Council Chambers and online via the Microsoft Teams Meeting Software. This hearing or portions thereof may be continued at the discretion of the Plan Commission. A potential continuation date of November 16, 2026, at 4pm has been set. Any person may submit written comments on the proposed action or call for additional information at:

Planning & Economic Development Department
Attn: Tirrell Black
808 West Spokane Falls Boulevard
Spokane, WA 99201-3333
Phone (509) 625-6500
planspokane@spokanecity.org

HOW TO ATTEND THE MEETING: The Hearing will be held in-person and online using the TEAMS platform. Public testimony will be taken in-person or via the online platform or over the phone. Connection information will be posted at least one week in advance here:

https://my.spokanecity.org/bcc/commissions/plan-commission/

HOW TO COMMENT: Email comments to planspokane@spokanecity.org Comments received prior to 10am on November 9, 2026, will be forwarded to the Plan Commission. Emails received after that day/time will be sent to city council. Written comment by US mail may be sent to the address above. Testimony in person will also be taken at the hearing. Online attendees may also testify, follow the "how to attend the meeting" information above for how to join the meeting.

SEPA: A Programmatic Final Environmental Impact Statement was made available on October 26, 2026. To view this FEIS and all documents related to this proposal, please visit: https://my.spokanecity.org/planspokane/

APPLICANT/AGENT: City of Spokane

LOCATION: Citywide

PROPOSAL: The City of Spokane, in conformance with RCW 36.70A.130 has reviewed and revised the Comprehensive Plan to consider forecast growth in population, job, and housing units for the period of 2026-2026. See https://my.spokanecity.org/planspokane/ to review the entire proposal.

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.

General Notices

City of Spokane
Notice of Availability of Final EIS

Proposal: Comprehensive Plan Periodic Update

Date of Issuance: October 26, 2026

Lead agency and proponent: City of Spokane, Department of Planning Services

Agency Contact: Tirrell Black, *Assistant Planning Director, Project Manager*, 509.625.6500 PlanSpokane@spokanecity.org

Description of Proposal: Spokane is preparing a periodic update to the City's Comprehensive Plan for the period 2026 to 2046 to address new growth targets for population and jobs, and to meet changes to the Growth Management Act (GMA). The Land Use Plan, Zoning, and development regulations would be amended, and recent state planning rules would be addressed. The EIS studies four alternatives, including no action and two action alternatives as well as a preferred alternative and their potential impacts on the natural and built environment. The Final EIS also responds to comments on the Draft EIS.

Location of Proposal: The Comprehensive Plan primarily addresses the Spokane city limits. Secondarily the plan addresses unincorporated urban growth areas and utility service areas.

Document Availability:
Final EIS: The Final EIS is posted on the City of Spokane website at https://my.spokanecity.org/planspokane/eis/. The Final EIS is also available for review at Spokane City Hall: 808 W. Spokane Falls Blvd, Spokane, WA 99201.

Periodic Update: Draft chapters of the Comprehensive Plan are available at: https://my.spokanecity.org/planspokane/chapter-review/.

Responsible Official: Spencer Gardner, Director, Planning Services, City of Spokane, 808 W. Spokane Falls Blvd, Spokane, WA 99201, 509.625.6500, sgardner@spokanecity.org.

Appeal: *Eligible agencies, individuals, and organizations may appeal the adequacy of the Final EIS pursuant to SMC 17E.050.210 by 3:00 p.m. on November 9, 2026. Appeals must be submitted on the form available at the Development Services Center, accompanied by specific factual objections and the appeal fee. Information on appeal procedures is available at the Development Services Center or from the Project Manager listed above.*

Policies and Procedures

CITY OF SPOKANE **DEPT 1400-26-07**
PARKS AND RECREATION DIVISION POLICY AND PROCEDURE **LGL 2026-0024**

TITLE: **"ADOPT A PARK" AND "FRIENDS OF PARKS" PROGRAM POLICIES AND PROCEDURES**
EFFECTIVE DATE: February 16, 2023
REVISION DATE: N/A

1.0 GENERAL

1.1 PURPOSE

The Spokane Parks and Recreation Division "Adopt a Park" and "Friends of Parks" (the "Program") is a public participation program of Spokane Parks and Recreation which encourages volunteer involvement and community service in support and enhancement of public parks under the control of Spokane Parks and Recreation. The purpose of this policy is to establish policies and procedures for participation in the Program.

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7.0 RESPONSIBILITIES
8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Parks and Recreation Division.

3.0 REFERENCES

City Charter - Section 48, Park Board – Powers

4.0 DEFINITIONS

4.1 "Adopt a Park" means a program where a group of volunteers commit to routine volunteer efforts to help care for a park; work could include routine clean-ups, tending to flowers/trees, trail maintenance, locking/unlocking facilities, or similar. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).

4.2 "Director" means the Director of Parks and Recreation.

4.3 "Division" means the Spokane Parks and Recreation Department.

4.4 “Friends of group” or “Park Friends groups” means a program with all of the features of “Adopt a Park” plus additional responsibilities which may include fundraising, hosting events, joint vision planning with the division, and/or similar approved activities. The group can serve one park or a group of related parks (i.e. all parks within a neighborhood council, or parks in a proximity).

4.5 “Program Agreement” means a contractual agreement (or Memorandum of Understanding/MOU) entered into and signed by a Division representative and the volunteer group’s representative (Group Leader) authorizing the group to participate in the Program, setting the terms and conditions for that participation, and assigning a Park to the group.

4.6 “Program Coordinator” means a Division employee who manages the Program and provides liaison and support between the Division and the volunteer group’s leader and volunteers.

4.7 “Volunteer” means a registered, approved volunteer with Parks & Recreation acting on their own behalf and committed to completing approved tasks on a one-time or ongoing basis.

5.0 POLICY

5.1 Program Eligibility

a) Volunteer organizations/groups are eligible to participate in the Program if the Division is satisfied that the group will fulfill its obligation under the Program in a safe and responsible manner and in harmony with the Division’s mission/vision and master plans and/or preferred plan for the park in question.

b) Volunteer groups eligible to participate in the Program may be individuals, members or a sub-committee of neighborhood councils, families, civic and non-profit organizations, churches, service clubs, other organizations, and volunteers from commercial and private enterprises.

c) Adopt a Park and Park Friends groups naming will be mutually-agreed upon by the group and the division. A volunteer group is not eligible to participate in the Program if its name:

i. Endorses or opposes a particular candidate for public office;

ii. Advocates a position on a specific political issue, initiative, referendum, or piece of legislation; or

iii. Includes a reference to a political party.

d) Volunteer groups and/or individuals that have been denied participation in the Program due to a lack of compliance to a previous Program Agreement shall not be eligible to participate for a period of five years fol-lowing the termination of the previous Program Agreement.

e) Each volunteer group must have a designated representative/group leader who functions as the group’s primary liaison with the Division. The group leader must be an adult (eighteen years of age or older).

5.2 Group Bylaws and Tax-Exempt Status for Park Friends groups.

a) Only groups with organized structure via bylaws are eligible to participate in the Division’s Park Friends groups. Adopt a Park groups are not re-quired to have bylaws.

b) Generally, the most successful Park Friends groups have a strong and broad charter from the start of their creation and have well drafted bylaws for the group. Bylaws should outline the necessity of holding annual meetings; frequency of group meetings; the group structure including membership and organizational constitution.

c) Generally, bylaws include the group's name, their purpose, and member-ship criteria and define how the group aligns with the Division's mission and goals. Bylaws should clearly outline and establish a strong mutual and beneficial partnership with the Division.

d) The Parks divisions requires Park Friends groups to either obtain tax-exempt status, or utilize a non-profit fiscal sponsor to act as their agent and provide a written agreement with the fiscal sponsor as such. The di-vision does not require Adopt a Park groups to obtain tax-exempt status, because they are not engaging in fundraising activities.

e) The Appendix contains sample bylaws.

5.3 Program Agreement.

a) In order to participate, eligible Adopt a Park and Park Friends groups must follow the Procedures in section 6.0. and be recognized through a Program Agreement.

b) The Adopt a Park program requires a one-year commitment by groups, and Park Friends groups require a five-year commitment.

c) Park Friends groups will maintain, at their own expense, general liability insurance on an occurrence basis, the specifics of which will be outlined in the Program Agreement. It shall provide that the City, its officers, and employees are additional insured but only with respect to Park Friends services to be provided under the Program Agreement. Park Friends groups may satisfy this requirement by providing a certificate naming the City as an additional insured under the Neighborhood Council's insurance policy with respect to matters covered in the Program Agreement if the Park Friends group acts as an official committee under the Neighbor-hood Council. Adopt a Park groups are not required to have general liability insurance.

d) Volunteer groups and/or individuals may be denied participation in the program and/or have their agreement terminated due to a lack of compliance with policies, procedures, and/or the Program Agreement. The Pro-gram Agreement will outline termination clauses.

e) Adopt a Park and Park Friends groups will follow all division and city policies, to include the sponsorship, naming, donation, and social media policies.

5.4 Service Opportunities and Projects.

a) Adopt a Park and Park Friends groups work in collaboration with the divi-sion to find compatible goals and partnership opportunities. The following considerations form the basis for determining which projects the Division partners on with Adopt a Park and Park Friends groups:

i. Mission: Does the project meet the missions/goals/objectives of Parks & Recreation?

ii. Needs and Level of Service: Is it aligned with community desires and physical need, as outlined in our Master Plan?

iii. Park Conditions and Ongoing Sustainability: Does it target facili-ties in poor condition or out of service? Is the project sustainable?

iv. Equity Investment Zones: Does the project address social/health vulnerabilities or economic disparities?

v. Opportunities: Is there an opportunity to leverage funds or re-sources (combination of Park funds and Park Friends fundraising efforts)?

vi. Community Benefit: Does this project benefit the greater commu-nity or neighborhood (as opposed to special interests of individuals or smaller groups)?

b) Groups will not complete any fundraising or work project without prior written approval by their staff liaison or the director. Projects may require written plans to be submitted by the group and may require additional steps like a traffic control or safety plan. Fundraising or work projects are defined as any maintenance, programming, or capital improvement to a park.

c) Adopt a Park and Friends of groups should host at least two times per calendar year an event/activity. Additional events/service op-portunities/projects can be completed as needed to support the park.

5.5 Group Leader.

a) The Group Leader (as identified within the Friends group's bylaws or the Adopt a Park agreement) shall sign the Program Agreement and act as the group's primary liaison with the Division.

b) The Group Leader is responsible for:

i. Serving as the communication point person with the Division's as-signed staff liaison. Groups are required to keep open lines of communication. It is critical that groups and the division work, communicate, and collaborate as a team and operate with respect and professionalism;

ii. Ensuring that the group complies with the provisions of the Program Agreement;

iii. Ensuring that each volunteer receives the appropriate training;

iv. Submitting project request and records;

v. Ensuring that activities/events are conducted in a safe manner;

vi. Making sure that each volunteer under the age of eighteen is registered and has a completed Parent/Guardian Informed Consent Form before participating in any program activity;

vii. Filing all required reports and forms with the staff liaison; and

viii. Reporting any injuries incurred by volunteers during activities/events to the staff liaison and communicating with the staff liaison as necessary to ensure smooth conduct of the program.

5.6 Program Support.

a) Adopt a Park and Park Friends groups will be supported by their Pro-gram Coordinator (staff liaison) and other members of the division, which may include: coordination of shared resources; marketing sup-port and event promotion (i.e. graphic design and press release assis-tance, social media sharing); opportunities to participate and present to the Development and Volunteer Committee Citizen Advisory Commit-tee of the Park Board; priority access for venue reservations and re-view of venue rental costs; and recognition of contributions.

5.7 Record keeping.

a) Adopt a Park and Park Friends groups will be required to maintain their own records to include email/mailing lists of their members, volunteer tracking, committee/board/meeting records and/or minutes, and any pa-perwork required by government agencies.

b) They agree to make these records available to the division at any time upon request, within 30 days of request, and to report annually to their staff liaison in alignment with Procedures in section 6.0.

5.8 Hazardous materials.

a) Volunteers shall not handle hazardous materials or materials they suspect to be hazardous.

b) Volunteers who encounter anything they suspect to be hazardous must not touch it or pick it up but must take appropriate precautions and report the location and description to 911/crime check or their staff liaison as soon as possible.

6.0 PROCEDURE

6.1 Adopt a Park

6.1.1 Interested parties must first register and complete at least one volunteer session with the Division in an approved activity.

6.1.2 After volunteering at least once, a group of at least two volun-teers may fill out an application to Adopt a Park. Adopted parks will be confirmed upon a determination by the Division that the group will be able to foster and support the Division’s mission/goals and plans.

6.1.3 Approved groups will be required to commit to one year of ser-vice, and sign the Division’s Adopt a Park Program Agreement.

6.1.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

6.2 Park Friends

6.2.1 Interested groups must have completed at least one year of volunteer work under the Adopt a Park program.

6.2.2 Adopt a Park groups interested in expanding their scope of work in alignment with the Park Friends definition may fill out an application to form a Park Friends group. Park Friends

groups will be confirmed upon a determination by the Division that the group will be able to fos-ter and support the Division's mission/goals and plans.

6.2.3 Approved groups will be required to commit to five years of ser-vice, and sign the Division's Park Friends group Program Agreement.

6.2.4 Groups will be required to report annually to the Division the number of volunteers, number of volunteer hours, and a summary of the projects worked on. This should be submitted to the staff liaison by January 31 for the calendar year prior.

7.0 RESPONSIBILITIES

The Director of Parks and Recreation shall administer this policy.

8.0 APPENDICES

- Application to Adopt a Park
- Adopt a Park agreement template
- Application to form a Park Friends group
- Park Friends agreement template
- Matrix (volunteer, Adopt a Park, Park Friends)
- Toolkit for Adopting a Park & Forming/Growing a Park Friends group
- Sample Bylaws

Note: The Appendices are on file with the Office of the City Clerk.

Job Opportunities

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, family status, genetic information, veteran/military status, or disability status.

Administrative Manager SPN 051
Promotional

Date Open: October 26th, 2026 **Date Closed:** November 9th, 2026
Salary: $71,555.76 annual salary, payable bi-weekly, to a maximum of $101,393.28

Class Summary:
Performs responsible managerial and professional work in the business operations of one or more departments.

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.

- Plans, schedules, assigns, and oversees the work of subordinate clerical or technical employees performing varied and specialized duties, which may include subordinate lead workers or supervisors. Trains or coordinates training of staff to accomplish administrative and clerical tasks. Provides leadership and guidance to their team and encourages employee development.
- Supervises and evaluates the work performance of subordinate employees. Coaches and counsels employees, establishes improvement plans, and recommends disciplinary action to the department/division head when necessary.
- Coordinates, supervises, and participates in a variety of operational tasks relating to the administration of services and programs.
- Develops, continuously improves, and standardizes office procedures. Maintains efficient flow of work by evaluating office production and revising procedures accordingly. Designs or updates forms to meet requirements.
- Coordinates the functions of internal services and programs with other departments, committees, and outside agencies or vendors to ensure program activities are accomplished. Provides information and education to enhance and support business goals and outcomes.
- Responds to internal and external inquiries made by telephone, in writing or in person that are related to established policies, procedures and activities, including responding to complaints and determining solutions to problems.
- Supervises ongoing fiscal operations such as basic bookkeeping, approval of payroll, monitoring expenses, budget preparation, processing charges for contractual work, purchasing supplies, requisitioning of office equipment, etc.
- May represent the department(s) at internal and external business meetings, community events, committee meetings, or other public relations-related appearances.
- Maintains and audits records, performs queries, analyzes data, and prepares charts, graphs, and various reports. Proofreads materials for accuracy and clarity. Sets and ensures standards for public records request response.
- Operates standard office equipment, including a personal computer, and uses standard or specialized computer software applications.
- Performs related work as required.

Minimum Qualifications:
Promotional Requirements:

- Education: Two years of education (90 quarter or 60 semester credit hours) from an accredited college or university in business or public administration, human resources, management, or a closely related field

- Experience: Three years of clerical or administrative experience in a business office, including one year in a supervisory role.
- Substitution: Additional business office experience in a supervisory role may be substituted 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.

Examination Details:
Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.

The examination will be conducted in person and will consist of multiple-choice questions.

- Multiple-choice Test 50%
- Excel Test 25%
- Writing Performance Exam 25%

Possible subjects covered in the examination:

- Administration and Management
- City Policies
- Computer Skills
- Interpersonal Relations
- Office Practices
- Records Procedures
- Supervisory Techniques

Important Details:

- Test Date: Wednesday, November 18, 2026
- Test Time: 9:00 a.m. & 1:00 p.m.
- Test Method: On Computer
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Test Duration: 3 Hours

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

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.

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 20th day of October 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

Emergency Communications Dispatcher I SPN 265
Open Entry

Date Open: October 26th, 2026 **Date Closed:** Continuous
Salary: $49,047.12 annual salary, payable bi-weekly, to a maximum of $77,005.44

Class Summary:
Dispatches public safety resources, and transmits messages and general information for either police, fire, or other public safety and city government organizations.

Employees may receive some materials containing graphic or emotionally distressing content. Employees must be able to process such information calmly and maintain professional composure while coordinating emergency response.

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.

- Dispatches emergency services for either Police, Fire, or other government resources to provide appropriate assistance to the public and public safety partners via various communications such as radio, computer equipment, and the computer-aided dispatch (CAD) system.
- Maintains contact with field units to ensure safety and efficiency; inform field personnel of the status of the situation and receive and maintain field unit's status and location at appropriate times; respond to units' calls and transmissions appropriately.
- Assists field units with requests and inquiries, including system query responses.
- Retrieves information from state and national crime information systems and processes queries in the computerized crime information system.
- Enter and update a variety of detailed information into the computer terminal including the nature and location of calls received and premise histories; prepare and maintain various logs, listings, schedules and files; may testify in court.
- Answer, prioritize, and route incoming telephone calls and text messages for emergency and non-emergency services.
- Guides and mentors newer employees. Acts as a support and resource in daily operations as new employees gain hands-on experience.
- Triages incidents using established policy and procedures.
- Performs related work as required.

Minimum Qualifications:
Open-Entry Requirements:

- Education: High school diploma or equivalent.
- Experience: Must type a minimum of 175 keystrokes (35 words per minute).
- Equivalency: We accept equivalent combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Background Check:

- All applicants are subject to a thorough background investigation, including but not limited to criminal history.

Licenses and Certifications:

- Individuals in this classification must obtain and maintain all required certifications in approved emergency communications protocols and software to include: the Washington State Public Safety Telecommunicator certification, ACCESS II certification, CPR, and Emergency Medical Dispatch (EMD). Certification and training is provided by the City of Spokane.

Examination Details:
Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.

The examination will be conducted in the form of a skills simulation. The skills simulation exam, an assessment that replicates real job tasks in a virtual environment, will evaluate your ability to use core programs essential to the position.

Areas assessed:

- Keyboarding
- Decision Making
- Data Entry
- Memory Recall
- Reading Comprehension
- Map Reading

This is an online examination that 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. Once you receive the link, the testing window is Thursday, 12:00 AM to the following Monday at 11:59 PM.

Please note: The email will come from **Test Genius** (onlinetesting@invitations.testgenius.com).

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

Additional examinations shall be administered as applications are received with results merged into one eligible list according to final ratings, pursuant to the Merit System Rules of the Civil Service Commission: Rule IV, Section 13 – Continuous Examinations.

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.

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 22nd day of October 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

Information Technology Analyst I-II SPN 294
Open Entry

Date Open: October 26th, 2026 **Date Closed:** November 9th, 2026
Salary: $74,938.32 annual salary, payable bi-weekly, to a maximum of $114,568.56

Class Summary:
Provides professional support in the development, implementation, and delivery of information technology (IT) systems and services.

IT Analyst I - II is a flexibly staffed job class. Applicants may be hired at either level one or level two, depending on experience. After two years as an IT Analyst I, employees may automatically advance to IT Analyst II with an annual pay range of $78,467 - $111,227.

Examples of Job Functions:
Open-Entry Requirements:

- Education: Bachelor's degree from an accredited college or university in computer science, information science, information systems management, operations research, technology management, or related degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems, or networks.
- Experience (Information Technology Analyst I): No experience is required to apply as an Information Technology Analyst I.
- Experience (Information Technology Analyst II): Two years of experience in the design, development, maintenance, or administration of computer applications or database architecture.
- Equivalency: We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Background Check:

- Applicants for positions in the Spokane Police Department are subject to a thorough police background investigation, including but not limited to criminal history, pre-employment drug screening, and polygraph.

Minimum Qualifications:
Open-Entry Requirements:

- Education: Bachelor's degree from an accredited college or university in computer science, information science, information systems management, operations research, technology management, or related degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems, or networks.
- Experience (Information Technology Analyst I): No experience is required to apply as an Information Technology Analyst I.
- Experience (Information Technology Analyst II): Two years of experience in the design, development, maintenance, or administration of computer applications or database architecture.
- Equivalency: We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Background Check:

- Applicants for positions in the Spokane Police Department are subject to a thorough police background investigation, including but not limited to criminal history, pre-employment drug screening, and polygraph.

Examination Details:
Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.

The examination will consist of multiple-choice questions.

Possible subjects covered in the examination:

- General IT Competencies (Computer Languages, Operating Systems, Problem Solving, Reasoning, Written Communication)
- Application Development
- Business Systems Analysis
- Database Management
- Information Security
- Network Administration
- Systems Admin/Operational Technology
- Web Development

This is an online examination that 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 instructions and links will be emailed to qualified applicants on November 11th, 2026. The testing window is November 12th – 16th.

Please note: The email will come from **City of Spokane** (info@governmentjobs.com).

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

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.

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 22nd day of October 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

WTE Maintenance Specialist SPN 578
Open Entry

Date Open: October 26th, 2026 **Date Closed:** November 9th, 2026
Salary: $56,417.76 annual salary, payable bi-weekly, to a maximum of $88,593.84

Class Summary:
Responsible for installation, maintenance, and repair of Waste-to-Energy (WTE) plant mechanical equipment, including troubleshooting a wide range of mechanical parts and systems.

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.

- Performs regular preventive maintenance tasks to ensure plant equipment and systems run smoothly and efficiently, reducing unscheduled downtime.
- Inspects mechanical systems for wear and tear, making repairs or adjustments to prevent breakdowns and extend the lifespan of equipment. Performs precise mechanical work involving the alignment, assembly, and disassembly of equipment to ensure proper function and minimize downtime. Works at heights to maintain and repair cranes and other plant equipment.
- Troubleshoots mechanical failures and diagnoses the root cause of issues, taking corrective actions to repair or replace faulty components.
- Performs boiler maintenance and repair during planned outages. Installs, maintains, and repairs chain drive, belt drive, and hydraulic/pneumatic-driven systems, couplings, bearings, pumps, motors, conveyors, valves, etc.
- Performs welding and steel fabrication throughout the plant. Fabricates custom metal parts and tools as required to meet operational needs or design specifications. Some tasks require rigging and machinist skills.
- Performs thorough cleanup after maintenance tasks.
- Maintains accurate work orders and records of maintenance activities, including repairs, replacements, and inspections.
- May be assigned to order and receive parts, materials, and supplies, and perform related purchasing and documentation tasks related to the inventory.
- Complies with all safety protocols, including the use of personal protective equipment (PPE) and safe work practices. Reports safety and environmental hazards to the supervisors.
- Follows all plant safety procedures and protocols to ensure the health and safety of all personnel. Acts as a confined space entrant and attendant and assists with any retrieval efforts during emergencies until emergency services arrive.
- Communicates effectively with the maintenance supervisor regarding equipment performance and material needs. Works closely with maintenance personnel, plant operators, engineers, and contractors to ensure that plant systems are running at optimal efficiency.
- Participates in training programs to meet regulatory requirements and to enhance skills and knowledge of plant mechanics and new technologies.
- Performs related work as required.

Minimum Qualifications:
Open-Entry Requirements

- Experience: Three years in the installation, maintenance, and repair of industrial mechanical equipment, such as pumps, motors, conveyors, fans, and hydraulic/pneumatic systems.
- Substitution: Education or training in the maintenance and repair of industrial mechanical equipment from an accredited post-secondary academic, trade, technical institution, or apprenticeship, may substitute for experience on a year-for-year basis.
- Equivalency: We accept equivalent combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Licenses and Certifications:

- A valid driver's license is required, to be maintained throughout employment.

Examination Details:
Applicants must first meet the minimum qualifications to be invited to take the examination. Those who pass the examination will then go on the hiring list.

The examination will consist of multiple-choice questions.

Possible subjects covered in the examination:

- Mechanical Concepts
- Metalworking
- Blueprint Reading & Schematics
- Motors & Pumps
- Valves
- Bearings & Seals
- Tools & Equipment Operation
- Safety & First Aid

This is an online examination that 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 instructions and links will be emailed to qualified applicants on November 11th, 2025. The testing window is November 12th – 16th.

Please note: The email will come from **City of Spokane (info@governmentjobs.com).**

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

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.

To Apply:
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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 21st day of October 2026.

SCOTT STEPHENS
Chair

KELSEY MYERS
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

RFP #6637-26
GENERAL REPAIR AND MAINTENANCE OF LIGHT DUTY VEHICLES AND EQUIPMENT (Re-Bid)

FLEET SERVICES DEPARTMENT

Description: The City of Spokane, through its Fleet Services Department, is initiating this Request for Proposals (RFP) to solicit proposals from shops interested in providing maintenance and repair services for the City's fleet of light duty vehicles and equipment.

Bid Opening: Sealed electronic responses will be accepted until **Tuesday, November 10, 2026 at 11:00am**. Responses will be publicly acknowledged at 11:15am. To participate in bid opening, please visit the City's website at https://my.spokanecity.org/administrative/purchasing/ for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at https://spokane.procureware.com before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

To view this solicitation, access Plans and Specifications, and submit a proposal, you must first register in the City's bidding portal at https://spokane.procureware.com. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, you will also be added to the solicitation distribution list for changes and/or additions via Addenda form.

Potential bidders are asked to post their questions on our bidding portal under the tab labeled "Clarifications" under the relative project number.

The right is reserved to reject any and all proposals and to waive any informalities in the bidding. Special attention will be directed to the qualifications of the proposer when considering this contract. **Only firm proposals with signatures will be tabulated**.

Thea Prince
Purchasing Department

Publish: October 21 and 28, 2026

PUBLIC WORKS INVITATION TO BID #6638-26
Removal and Replacement of Water Pump Station Doors - Phase 1

FACILITIES DEPARTMENT

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

Bid Submittal: Bids must be submitted electronically through the City of Spokane's online procurement system portal until **11:00 a.m. on TUESDAY, 11/10/2026**. 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, ProcureWare. 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 11:15 a.m. on **TUESDAY, 11/10/2026.** For the link to attend virtually, visit the City's Purchasing website. 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.

Katie Archer
Procurement Specialist
City of Spokane Purchasing & Contracts

Publish: October 21 and 28, 2026

P E R I O D I C A L