



Official Gazette

City of Spokane, Washington

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

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Issue 20



MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY

WILKERSON

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

LILI NAVARRETE (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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Minutes

MINUTES OF SPOKANE CITY COUNCIL**Monday, May 6, 2024****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:31 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

Roll Call

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart, Klitzke, Navarrete, and Zappone were present. Council Member Dillon arrived at 3:40 p.m.

Interim City Administrator Garrett Jones; Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

Current Agenda Review

The City Council reviewed the May 6, 2024, Current Agenda.

Final Reading Ordinance C36517 (as amended on April 29, 2024) (Council Sponsors: Council President Wilkerson and Council Member and Klitzke)

Upon review of Ordinance C36517, the following action was taken:

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to defer** Final Reading Ordinance C36517—establishing the Transportation Commission; repealing Chapters 04.37 and 04.38 of the Spokane Municipal Code; amending Sections 04.16.020 and 04.16.030 of the Spokane Municipal Code; amending Section 03.01A.365 of the Spokane Municipal Code; and adopting a new chapter 04.40 to Title 04 of the Spokane Municipal Code—to June 10, 2024; **carried 6-0**.

Later in the meeting, the City Council took the following additional action since the June 10, 2024, meeting is a Town Hall meeting:

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to defer** Final Reading Ordinance C36517—establishing the Transportation Commission; repealing Chapters 04.37 and 04.38 of the Spokane Municipal Code; amending Sections 04.16.020 and 04.16.030 of the Spokane Municipal Code; amending Section 03.01A.365 of the Spokane Municipal Code; and adopting a new chapter 04.40 to Title 04 of the Spokane Municipal Code—to June 24, 2024; **carried 7-0**.

Final Reading Ordinance C36516 (Council Sponsors: Council Members Cathcart and Bingle)

Upon review of Final Reading Ordinance C36516, the following actions were taken:

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to amend** Final Reading Ordinance C36516—establishing a definition of "emergency" for the purposes of governing legislation of the City Council and ensuring the appropriate use of emergency ordinances, and adding a new Section 01.01.080 to the Spokane Municipal Code—with Cathcart proposed amendment number 2 filed May 2, 2024; **carried 7-0**.

Motion by Council Member Cathcart, seconded by Council Member Klitzke, **to amend** Final Reading Ordinance C36516—establishing a definition of "emergency" for the purposes of governing legislation of the City Council and ensuring the appropriate use of emergency ordinances, and adding a new Section 01.01.080 to the Spokane Municipal Code—with a Cathcart proposed amendment number 1 filed May 2, 2024; **carried 5-2**.

Following the above actions, Council Member Dillon withdrew his proposed amendment that appeared on the May 6 agenda and in the agenda packet.

Advance Agenda Review

The City Council received an overview of the May 13, 2024, Advance Agenda items.

Low Bid for 2024 Paving Unpaved Streets project (OPR 2024-0351 / ENG 2024049 / ENG 2024050 / ENG 2024051) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to defer** the Low Bid for 2024 Paving Unpaved Streets project to June 3, 2024, agenda; **carried 7-0**.

Emergency Ordinance C36482 (Deferred from the March 4, 2024, Agenda during the February 26, 2024, 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

Motion by Council Member Cathcart, seconded by Council Member Klitzke and Dillon, **to amend** Emergency Ordinance C36482 concerning the Short-Term Rental License Fee with Wilkerson/Cathcart proposed amendment (changing the ordinance from an emergency ordinance to a non-emergency ordinance, and allowing for the first reading of the ordinance to happen tonight); **carried 7-0**.

Action to Cancel the May 13, 2024, 6:00 p.m. Legislative Meeting

Motion by Council Member Zappone, seconded by Council Member Cathcart, **to cancel** the May 13, 2024, 6:00 p.m. Legislative meeting and defer the legislative items to the following week (to May 20, 2024); **carried 5-2**.

Council Recess/Executive Session

The City Council recessed at 4:40 p.m. No executive session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Land Acknowledgement

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

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, Navarrete, and Zappone were present.

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

There were no **Proclamations or Salutations**.

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

BOARDS AND COMMISSION APPOINTMENTS

Spokane Employees' Retirement System Board (CPR 1981-0370)

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to defer** the appointment of Beau Madsen to the Spokane Employees' Retirement System Board for two weeks, to March 20, 2024; **carried 7-0**:

CONSENT AGENDA

After public testimony and Council commentary, the following actions were taken:

Upon 6-1 Voice Vote, the City Council **approved** the Master Contract Renewal with Copiers Northwest, Inc., (Seattle, WA) for purchasing, leasing, service, software maintenance and support for the City's copier and printer purchases from April 1, 2024, through March 31, 2025—\$300,000 (incl. tax). (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone) (This item taken separately.)

Upon 7-0 Voice Vote, the City Council **approved** Staff Recommendations for the remaining following items on the Consent Agenda; **carried 7-0**:

Acknowledgement of Award from the Traffic Safety Commission for DUI Court—\$200,000. (OPR 2024-0334) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon)

Contract Renewal 1 of 4 with Phoenix Counseling Services, LLC (Spokane) to continue to provide domestic violence intervention treatment effective May 1, 2024, through April 30, 2025—not to exceed \$90,000. (OPR 2023-0658) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon)

Low Bid of Inland Asphalt Company (Spokane) for 2024 Arterial Grind and Overlay project—\$1,292,929. An administrative reserve of \$129,292.90, which is 10% of the contract price, will be set aside. (Various Neighborhoods) (OPR 2024-0335 / ENG 2022089) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Contract Extension with Starplex Corporation (Spokane) for city-wide security services from March 1, 2024, through October 31, 2024—not to exceed \$500,000 (plus tax, if applicable). (OPR 2019-0961) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Contract Amendment and Extension with Pomp Tire Services (Spokane) for miscellaneous tire services from January 1, 2024, through June 30, 2024—not to exceed \$100,000 (plus tax, if applicable). (OPR 2022-0903) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Contract Renewal 3 of 4 with Mitchell Humphrey and Company (St. Louis, MO) for annual maintenance and support of the City's financial management system from July 1, 2024, through June 30, 2025—\$105,724.55 (inc. tax). (OPR 2021-0406) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through April 26, 2024, total \$9,408,297.16 (Check Nos.: 602562-602675; ACH Nos.: 128690-128909; Credit Card Nos.: 000045-000070), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,076,288.76. (CPR 2024-0002)
- b. Payroll claims of previously approved obligations through April 27, 2024: \$9,349,931.62 (Check Nos.: 572121-572268). (CPR 2024-0003)

Minutes:

- a. City Council Meeting Minutes: April 22, 2024. (CPR 2024-0013)
- b. City Council Finance and Administration Standing Committee Meeting Minutes: February 26, 2024. (CPR 2024-0015)

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

There were no **Resolutions**.

FINAL READING ORDINANCES

For council action on Final Reading Ordinance C36517, see section of minutes under 3:30 p.m. Briefing Session. Final Reading Ordinance C36516 (as amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Cathcart and Bingle)

After public testimony and Council commentary, the following action was taken:

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to defer** Final Reading Ordinance C36516—establishing a definition of “emergency” for the purposes of governing legislation of the City Council and ensuring the appropriate use of emergency ordinances, and adding a new Section 01.01.080 to the Spokane Municipal Code—for two weeks, to May 20, 2024; **carried 5-2.**

FIRST READING ORDINANCES

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

- ORD C36518** Relating to the executive and administrative organization of the City, and amending SMC section 3.01A.350. (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)
- ORD C36519** Repealing inactive boards; repealing Chapters 04.06, 04.20, 04.24, 04.39 and Article IV of Chapter 10.27A of the Spokane Municipal Code. (Council Sponsors: Council Members Zappone, Klitzke, and Bingle)
- ORD C36482** Concerning the Short-Term Rental License Fee, and repealing section 8.02.090 of the Spokane Municipal Code. (As amended during the 3:30 p.m. Briefing Session, changing the ordinance from an emergency ordinance to a non-emergency ordinance, and allowing for the first reading to happen today.) (Was originally on the May 13, 2024, Advance Agenda, as it was deferred from the March 4, 2024, during the February 26, 2024, 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

There were no **Special Considerations.**

There were no **Hearings.**

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

OPEN FORUM

Council President Wilkerson reviewed the rules of decorum for open forum. The following individual(s) spoke during the Open Forum:

- Justin Haller
- Terry Hill
- Rick Bocook
- Earl Moore
- Lukas Yanni
- William Hulings
- War Bear
- Dennis Flynn
- Emilie Cameron
- Tonya Comstock
- Zachary McGuckin
- Cherrie Barnett
- Eugene Knowles
- Dave Bilsland
- David Brookbank
- Jack Talcott
- Dream

ADJOURNMENT

Motion by Council Member Bingle, seconded by Council Member Zappone, **to adjourn; carried 7-0.**

There being no further business to come before the City Council, the meeting adjourned at 7:17 p.m.

MINUTES OF SPOKANE CITY COUNCIL**Monday, April 29, 2024****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:31 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington.

Roll Call

On roll call, Council President Wilkerson and Council Members Bingle (appearing virtually), Cathcart, Dillon, Klitzke, Navarrete, and Zappone were present.

Interim City Administrator Garrett Jones; Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and City Clerk Terri Pfister were also present for the meeting.

Current Agenda Review

The City Council reviewed the April 29, 2024, Current Agenda.

Suspension of Council Rules

Motion by Council Member Zappone, seconded by Council Member Dillon, **to suspend** Council Rules for purposes of (amending) Resolution 2024-0041; **carried 5-2.**

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to suspend** Council Rules to consider amendments to Resolutions 2024-0041 through 2024-0044; **carried 5-2.**

Resolution 2024-0041 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend Resolution 2024-0041**—regarding the appointment of for and against committee members relating to Proposition No. 1 on the August 6, 2024, special election ballot regarding a measure proposing an increase in the regular property tax levy for public safety operations beginning in 2025—with a Wilkerson proposed amendment filed April 29, 2024; **carried 5-2.**

Resolution 2024-0042 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to amend Resolution 2024-0042**—updating the appointments of for and against committee members relating to Proposition No. 1 on the August 6, 2024, special election ballot regarding a proposed increase in the regular property tax levy for Citywide Park Improvements and Safety for a twenty-year period beginning in 2025—with a Wilkerson proposed amendment filed April 26, 2024; **carried 7-0.**

Resolution 2024-0043 (Council Sponsors: Council Members Zappone and Dillon)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend Resolution 2024-0043**—of the City of Spokane modifying a prior request of the city council to hold a special election on Proposition No. 1, and to request that the Spokane County Auditor instead hold the election for Proposition No. 1, relating to regular property tax levy to provide funding for Park Improvements and Safety citywide, on November 5, 2024—with a Zappone proposed amendment filed April 26, 2024 (moves election to February 11, 2025); **carried 5-2.**

Resolution 2024-0044 (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to suspend** the Council Rules to consider a Wilkerson amendment that was circulated this afternoon; **carried 6-1.**

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to substitute** with version of Resolution 2024-0044 (Community Safety Levy) circulated this afternoon by Council Policy Advisor Chris Wright (Wilkerson proposed amendment); **carried 5-2.**

Resolution 2024-0037 (Council Sponsors: Council Members Klitzke, Bingle, and Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend Resolution 2024-0037**—establishing the Plan Commission Work Program for 2024/2025—with a Zappone proposed amendment filed April 19, 2024 (amends previous version of Attachment A to Resolution 2024-0037 with an updated amended version filed April 19, 2024); **carried 7-0.**

Resolution 2024-0047 (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Motion by Council Member Cathcart, seconded by Council Member Dillon, **to suspend** Council Rules for purposes of considering Resolution 2024-0047—approving the appointment of Julie O’Berg as the Fire Chief for the Spokane Fire Department—**carried 7-0.**

Motion by Council Member Zappone, seconded by Council Member Cathcart, **to add Resolution 2024-0047** to the April 29 Agenda; **carried 7-0.**

Final Reading Ordinance C36515 (Council Sponsors: Council Members Dillon, Zappone, and Navarrete)

Upon review of Final Reading Ordinance C36515, Council Member Bingle indicated he was withdrawing his proposed amendment that appeared on the April 29 Current Agenda.

First Reading Ordinance C36517 (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend First Reading Ordinance C36517**—establishing the Transportation Commission—with a Zappone proposed amendment filed April 26, 2024; **carried 7-0.**

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend First Reading Ordinance C36517**—establishing the Transportation Commission—with a Wilkerson proposed amendment filed April 26, 2024 (as amended with the Zappone amendment above); **carried 7-0.**

Final Reading Ordinance C36516 (Council Sponsors: Council Members Cathcart and Bingle)

Motion by Council Member Dillon, seconded by Council Member Cathcart, **to defer Final Reading Ordinance C36516**—establishing a definition of "emergency" for the purposes of governing legislation of the City Council and ensuring the appropriate use of emergency ordinances—for one week, to May 6, 2024; **carried 7-0.**

Resolution 2024-0041 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Council Policy Advisor Chris Wright commented that he doesn't think Resolution 2024-0041 was done correctly, and that the Council voted on the version included in the packet. He indicated he circulated an amendment with new names at 8:50 a.m. this morning. He suggested the Council correct this and formally approve the amendment from this morning. The following actions were taken:

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to suspend** the Council Rules to consider the Wilkerson proposed amendment; **carried 6-1.**

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to accept** the version of the Wilkerson proposed amendment circulated this morning; **carried 6-1.**

Advance Agenda Review

The City Council received an overview of the May 6, 2024, Advance Agenda items.

Action to Approve May 6, 2024, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the May 6, 2024, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Klitzke, seconded by Council Member Dillon, **to approve** the May 6, 2024, Advance Agenda (as amended); **carried 7-0.**

Council Recess/Executive Session

The City Council recessed at 4:26 p.m. and immediately reconvened into an Executive Session to discuss pending litigation for approximately 20 minutes. The Executive Session ended at 4:56 p.m., at which time the 3:30 p.m. Briefing Session also ended. City Attorney Michael Piccolo and Attorney Mick McFarland were present for the Executive Session. The City Council reconvened at 6:01 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Land Acknowledgement

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

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

On roll call, Council President Wilkerson and Council Members Bingle (appearing virtually), Cathcart, Dillon, Klitzke, Navarrete, and Zappone were present.

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

COUNCIL SALUTATION**Eastern Washington Women's Basketball Team**

Council President Wilkerson read a salutation saluting the Eastern Washington Women's Basketball Team for 2023-2024 Big Sky Championship. EWU President Shari McMahan and Coach Joddie Gleason, accompanied by the EWU Women's Basketball team, accepted the salutation and remarked on the event and the team.

OVERVIEW OF OPEN FORUM

Council Director Giacobbe Byrd provided an overview of the random selection process for tonight's open forum speakers.

RULES OF PROCEDURE

Council President Wilkerson provided an overview of the rules of decorum for the meeting.

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

There were no **Boards and Commissions Appointments**. (Clerical Note: There was an appointment to the Spokane Employees' Retirement System Board that appeared on the agenda; however, the appointment was overlooked and was not made.)

CONSENT AGENDA

Council Member Cathcart requested the following items be taken separately: Item 1—Pre-approval for Fleet Services to purchase 34 vehicles and Item 14—Contract Amendment C and Extension with The Salvation Army) separately. After public testimony and Council commentary was held, the actions noted below were taken.

Pre-approval for Fleet Services to Purchase 34 Vehicles (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Upon 5-2 Voice Vote, the City Council **approved** the pre-approval for Fleet Services to purchase 34 vehicles representing 2024 departmental needs in line with the City's Capital Improvement Program as cost and availability allows—not to exceed \$7,409,000.

Contract Amendment C and Extension with The Salvation Army (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)

Upon 6-1 Voice Vote, the City Council **approved** the Contract Amendment C and Extension with The Salvation Army (Spokane) for operation of the Trent Resource and Assistance Center from May 1, 2024, through May 31, 2024—\$700,000. New total contract amount: not to exceed \$13,570,586.

Remaining Consent Agenda Items

Upon 7-0 Voice Vote, the City Council **approved** Staff Recommendations for the following items; **carried 7-0**:

Purchase from Industrial Service Solutions (Seattle, WA) of steam traps for use at the Waste to Energy Facility—\$60,482.50 (incl. tax and shipping). (OPR 2024-0316 / RFQ 6076-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Sole-source Contract Renewal 4 of 4 with Siemens Energy (Seattle, WA) for turbine generator services at the Waste to Energy Facility from May 1, 2024, through April 30, 2025—estimated cost not to exceed \$350,000 (plus tax). (OPR 2020-0417) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Purchase from GMCO Corporation (Rifle, CO) of liquid deicer for the Streets Department—not to exceed \$1,500,000. (OPR 2024-0317 / ITB 6057-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Purchase from Salt Distributors (Spokane Valley, WA) of Ice Kicker for the Streets Department—not to exceed \$115,000. (OPR 2024-0318 / ITB 6057-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Purchase from Custom Salt Solutions (Spokane) of magnesium-infused road salt for the Streets Department—not to exceed \$100,000. (OPR 2024-0319 / ITB 6057-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Purchases of road salt for the Streets Department from:

- a. Salt Distributors (Spokane Valley, WA). (OPR 2024-0320 / ITB 6057-24)
- b. Custom Salt Solutions (Spokane). (OPR 2024-0321 / ITB 6057-24)

Total cost between both distributors not to exceed \$140,000. (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Contract Renewal 4 of 4 with Transmap Corporation (Columbus, OH) for automated pavement condition survey - arterial data collection from March 1, 2024, through February 28, 2025—\$144,295.70 (plus tax, if applicable.) (OPR 2020-0731 / RFP 5318-20) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Contract Amendment with LSB Consulting Engineers, PLLC (Spokane) to increase contract cost for structural engineering on-call services through December 31, 2024—additional \$500,000. Total contract cost \$1,000,000. (OPR 2022-0627 / ENG 2022086) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Consultant Agreement with Parametrix (Spokane) for the design of Fish Lake Trail Connection Phase 1 —\$353,358 plus a 10% administrative reserve. (OPR 2024-0322 / ENG 2023106) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Supplemental Agreement No. 1 with KPFF Consulting Engineers for the construction administration of the Washington/ Stevens Bridge Deck Rehabilitation—additional \$111,437.75. New total contract maximum: \$408,532.51. (OPR 2022-0762 / ENG 2021088) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Low Bid of Shamrock Paving, Inc. (Spokane) for 2024 Local Access Chip Seal project—\$1,188,188. An administrative reserve of \$118,818.80, which is 10% of the contract price, will be set aside. (Various Neighborhoods) (OPR 2024-0323 / ENG 2024043) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Memorandum of Agreement with the Rockwood Neighborhood Council regarding the collaboration of efforts to maintain a city-owned traffic island located at Rockwood Boulevard and 12th Avenue. (OPR 2024-0324) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through April 19, 2024, total \$10,901,134.23 (Check Nos.: 602387-602561; ACH Nos.: 128424-128689; Credit Card Nos.: 000022-000044), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$10,644,068.60. (CPR 2024-0002)

- a. City Council Meeting Minutes: April 15 and April 18, 2024. (CPR 2024-0013)
- b. City Council Public Safety and Community Health Committee Meeting Minutes: April 8, 2024. (CPR 2024-0018)
- c. City Council Public Infrastructure, Environment, and Sustainability Committee Meeting Minutes: April 15, 2024. (CPR 2024-0019)

LEGISLATIVE AGENDA

(Note: Resolutions were taken out of the order that they appeared on the agenda.)

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2024-0044 (as amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

After public testimony and Council commentary, the following action was taken:

Upon 5-2 Roll Call Vote, the City Council **adopted Resolution 2024-0044**, as amended, of the City of Spokane proposing an increase in the regular property tax levy beginning in 2025 in an amount exceeding the limitations of chapter 84.55 RCW to provide funding for community safety; providing for the submission of the proposition to the qualified electors of the city at a special election; requesting that the Spokane County Auditor hold a special election for the proposition on August 6, 2024; and providing for other matters properly related thereto.

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

Resolution 2024-0041 (as amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

After public testimony and Council and staff commentary, the following actions were taken:

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to suspend** the Council Rules to consider adding Council Member Bingle to the con statement of the public safety levy and add Council Member Zappone to the pro statement of the public safety levy; **rejected 2-5.**

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2024-0041**, as amended, regarding the appointment of for and against committee members relating to Proposition No. 1 on the August 6, 2024, special election ballot regarding a measure proposing an increase in the regular property tax levy for community safety beginning in 2025.

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

Resolution 2024-0043 (as amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Zappone and Dillon)

After public testimony and Council commentary, the following action was taken:

Upon 6-1 Roll Call Vote, the City Council **adopted Resolution 2024-0043**, as amended, of the City of Spokane modifying a prior request of the city council to hold a special election on Proposition No. 1, and to request that the Spokane County Auditor instead hold the election for Proposition No. 1, relating to regular property tax levy to provide funding for Park Improvements and Safety citywide, on February 11, 2025.

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

Resolution 2024-0042 (as amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to defer indefinitely Resolution 2024-0042** updating the appointments of for and against committee members relating to Proposition No. 1 on the August 6, 2024, special election ballot regarding a proposed increase in the regular property tax levy for Citywide Park Improvements and Safety for a twenty-year period beginning in 2025; **carried 7-0.**

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

Resolution 2024-0045 (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2024-0045** declaring Field Instruments & Controls, Inc. (Spokane) a sole-source provider and authorizing the City to enter into a value blanket order for Endress Hauser Instrumentation (universal controllers, probes, parts and supplies) for from June 1, 2024, through May 31, 2029, without public bidding—approximately \$400,000.

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

Resolution 2024-0046 (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2024-0046** declaring KGS Northwest, LLC, (Bellevue, WA) a sole-source provider and authorizing the City to enter into a value blanket order for Milliken valves and valve parts from June 1, 2024, through May 31, 2029, without public bidding—approximately \$500,000.

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

Resolution 2024-0037 (as amended during the 3:30 p.m. Briefing Session) (Deferred from April 22, 2024, Agenda) (Council Sponsors: Council Members Klitzke, Bingle, and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2024-0037**, as amended, establishing the Plan Commission Work Program for 2024/2025.

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

Resolution 2024-0047 (as added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President and Council Members Dillon and Cathcart)

After public testimony and Council commentary, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2024-0047** approving the appointment of Julie O’Berg as the Fire Chief for the Spokane Fire Department.

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

FINAL READING ORDINANCES

Final Reading Ordinance C36513 (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36513** relating to the fire code, amending section 17F.110.010 of the Spokane Municipal Code. (Adopts the 2021 Wildland Urban Interface Code.)

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

For Council action on Final Reading Ordinance C36514, see section of minutes under “Hearings.”

Final Reading Ordinance C36515 (as amended on April 22, 2024) (Council Sponsors: Council Members Dillon, Zappone, and Navarrete)

After public testimony and Council commentary, the following action was taken:

Upon 5-2 Roll Call Vote, the City Council **passed Final Reading Ordinance C36515** relating to residential rental properties and establishing minimum notice period for residential rent increases,

amending sections 10.57.130 and 10.57.140 of the Spokane Municipal Code, creating a new Section 10.57.160 of the Spokane Municipal Code, and establishing an effective date.

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

For Council action on Final Reading Ordinance C36516, see section of minutes under 3:30 p.m. Briefing Session.

FIRST READING ORDINANCES

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

ORD C36517 Establishing the Transportation Commission; repealing Chapters 04.37 and 04.38 of the Spokane Municipal Code; amending Sections 04.16.020 and 04.16.030 of the Spokane Municipal Code; amending Section 03.01A.365 of the Spokane Municipal Code; and adopting a new chapter 04.40 to Title 04 of the Spokane Municipal Code (as amended during the 3:30 p.m. Briefing Session). (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

There were no **Special Considerations**.

HEARINGS

Hearing on Interim Zoning Ordinance C36497, passed by City Council on March 4, 2024 (Council Sponsors: Council Members Zappone and Dillon)

The City Council held a hearing on Interim Zoning Ordinance C36497, passed by City Council on March 4, 2024. There was an opportunity for public testimony, with none provided. Council Policy Advisor Chris Wright requested a motion to ratify the findings in the ordinance (C36497) that Council passed earlier in the year and to continue the moratorium. After Council commentary was held, the following action was taken:

Motion by Council Member Zappone, seconded by Council Member Dillon, **to ratify** the findings in Ordinance C36497 that Council passed earlier in the year **and to continue** the moratorium; **carried 5-2**.

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

Hearing on Final Reading Ordinance C36514 (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)

The City Council held a hearing on Final Reading Ordinance C36514. After the opportunity for public testimony, with none provided, and Council commentary, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36514** relating to the paper cuts code amendments 2024 project making minor changes to the Unified Development Code that clarify government process and procedures, align with legislative requirements, and/or make clerical corrections in the Spokane Municipal Code, amending Spokane Municipal Code (SMC) sections 04.16.040 Membership, 17A.020.020 B Definitions, 17A.020.080 H Definitions, 17C.120.110 Limited Use Standards, 17C.122.070 Center and Corridor Allowed Uses, 17C.122T.001 Table 17C.122.070-1 Center and Corridor Allowed Uses, 17C.190.450 Medical Centers, 17C.200.050 Street Tree Requirements, 17D.010.020 Concurrency Test, 17D.010.030 Certificate of Capacity, 17D.075.180 Appendix A – Impact Fee Schedule, 17G.020.040 Amendment Frequency, 17G.061.010 Summary of Land Use Application Procedures, 17G.061.320 Notice of Decision, 17G.070.030 Development Standards, and 17H.010.120 Alleys; and adopting a new section, 17C.190.255 Public Parking Lot, creating a new use category description.

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

Council Recess

The City Council recessed at 9:43 p.m. The City Clerk left the meeting at this time (pursuant to Council Rule 2.2.A). The City Council reconvened at 9:48 p.m. Open Forum speaker information and motion of adjournment and adjournment time were provided by Council Director Giacobbe Byrd for the minutes.

OPEN FORUM

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

- Mackenzie Draper
- Candice Correia
- Will Hulings
- Lukas Gianni
- Dennis Flynn
- Dream
- Eugene Knowles
- Marianne Borhnoff
- Cherrie Barnett
- Andrew Cowley
- David Brookbank

ADJOURNMENT

Motion by Council Member Cathcart, seconded by Council Member Klitzke, to adjourn; **carried 7-0.**

There being no further business to come before the City Council, the meeting adjourned at 10:16 p.m.

Referenced attachment (Council Salutation) on file in the Office of the City Clerk.

MEETING MINUTES
City of Spokane
Affordable Housing Program Funding Priorities
(held in a study session format)
City Hall, Tribal Conference Room & Online
May 7, 2024

Meeting Recording: Public Meeting Affordable Housing Program Funding Priorities-20240507_105947-Meeting Recording.mp

Call to Order: 11:00 a.m.

Attendance:

Council Members Present: Council President Wilkerson (arrived at 11:14 a.m.), Council Members Klitzke (left at 11:16 and rejoined at 11:18 a.m.), and Navarrete (arrived at 11:02 a.m. and left at 11:18 a.m.).

Council Members Absent: Council Members Zappone, Cathcart, Bingle, and Dillon.

Agenda Items:

1. Affordable Housing Program Funding Priorities Discussion Led by Community, Housing, and Human Services Department Staff:
 - Discussion on funding priorities for HOME Investment Partnership funds, and 1590 Affordable Housing Development funds dedicated to the preservation and creation of affordable housing in the City of Spokane.
 - Presenter:
Heather Page, City of Spokane
Dawn Kinder, City of Spokane
 - Action taken:
No action taken. Presentation and discussion only.

Executive Session:

None

Adjournment:

The meeting adjourned at 11:40 a.m.

STANDING COMMITTEE MINUTES
City of Spokane
Public Infrastructure, Environment, and Sustainability Committee
April 15, 2024

Called to Order: 1:17 PM PST

Recording of the meeting may be viewed by at <https://vimeo.com/93513627>

Attendance

Committee Members Present:

Council President Wilkerson, Council Member Zappone, Council Member Bingle, Council Member Cathcart, Council Member Navarrete, Council Member Klitzke (arrived at 1:24), Council Member Dillon (arrived at 1:24)

Staff/Others Present:

Marlene Feist, Doug Greenlund, Dan Buller, Raylene Gennett, Colin Quinn-Hurst, Kevin Picanco, Libby Schoedel, Mike Piccolo, Chris Wright, Nicolette Ocheltree, Giacobbe Byrd, Mark Carlos

Discussion Items

1. Ordinance Establishing a Transportation Commission – Spencer Gardner, Colin Quinn-Hurst (10 mins)
 - No Action Taken, Presentation Only
2. 0370 – Low BID Award – 2024 Local Access Grind & Overlay (To Be Determined) – Dan Buller (5 mins)
 - No Action Taken, Presentation Only
3. 0370 – Fish Lake Trail Phase 1 Design -- Parametrix – Inga Note (10 minutes)
 - No Action Taken, Presentation Only
4. 0370 – Chestnut Bridge Scour Mitigation Design – DEA, INC. – Dan Buller (5 minutes)
 - No Action Taken, Presentation Only
5. 1100 – Automated Pavement Assessment and Sidewalk Infill – Clint Harris (5 mins)
 - No Action Taken, presentation only

Consent Items

1. 0320—CTAB ANNUAL REPORT 2023 (CITY COUNCIL)
2. 0370—LOW BID AWARD – WASHINGTON/STEVENS GRIND AND OVERLAY (2023118) (ENGINEERING SERVICES)
3. 0370—WASHINGTON/STEVENS BRIDGE CONSTRUCTION ADMINISTRATION (2021088) (ENGINEERING SERVICES)
4. 0370—LOW BID AWARD—2024 PAVING UNPAVED STREETS (2024049) TO BE DETERMINED (ENGINEERING SERVICES)
5. 0370—LOW BID AWARD-2024 ARTERIAL GRIND & OVERLAY (2022089)TO BE DETERMINED (ENGINEERING SERVICES)
6. 0370—LOW BID AWARD-2024 LOCAL ACCESS CHIP SEAL(2024043)TO BE DETERMINED (ENGINEERING SERVICES)
7. 4320 RESOLUTION AND PURCHASE WITH FIELD INSTRUMENTS & CONTROLS, INC. (WASTEWATER MANAGEMENT)
8. ROCKWOOD NEIGHBORHOOD MOU (WATER & HYDROELECTRIC SERVICES)
9. 0370—LOW BID AWARD – 9TH AND PINE BOOSTER STATION (2022077) (ENGINEERING SERVICES)
10. 0370—LOW BID AWARD – TRAFFIC CALMING PROJECTS CYCLE 11 (2021046) (ENGINEERING SERVICES)
11. 4320 RESOLUTION WITH KGS NORTHWEST, LLC. (WASTEWATER MANAGEMENT)

12. 0370—STRUCTURAL ENGINEERING ON-CALL CONTRACT INCREASE - LSB CONSULTING (ENGINEERING SERVICES)
13. 0370—LOW BID AWARD - MAPLE STREET BRIDGE EROSION MITIGATION (2022079) - T (ENGINEERING SERVICES)
14. 1100—STREET DEPARTMENT MAGNESIUM INFUSED SALT (STREETS)
15. 1100—STREET DEPARTMENT ROAD SALT (STREETS)
16. 1100—STREET DEPARTMENT LIQUID DEICER (STREETS)
17. 1100—STREET DEPARTMENT ICE KICKER (STREETS)
18. 4490 PURCHASE OF STEAM TRAPS FOR THE WASTE TO ENERGY FACILITY (SOLID WASTE DISPOSAL)
19. 4490 CONTRACT RENEWAL FOR TURBINE GENERATOR SERVICES (SOLID WASTE DISPOSAL)
20. 2024 PUBLIC WORKS VEHICLE PRE-PURCHASE APPROVAL (FLEET SERVICES)

Executive session None.

Adjournment The meeting adjourned at 1:51 PM PST, next meeting will be on the 20th of May, 2024 at 1:15 PM PST

Hearing Notices

BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 4608 N WHITEHOUSE, SPOKANE, WASHINGTON, 99205, PARCEL NUMBER: 35061.0103, LEGAL DESCRIPTION: KOPET ADD L3 B1, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on June 4, 2024, at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the city website as well on each agenda, which can be found under the substandard building topic here:

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

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

Francisca Rapier
Code Enforcement, City of Spokane
808 West Spokane Falls Blvd.
Spokane, WA 99201-3333
509-625-6300
frapier@spokanecity.org

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or milowmaster@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.

BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 4915 N DAISY PLACE, SPOKANE, WASHINGTON, 99205, PARCEL NUMBER: 26354.1607, LEGAL DESCRIPTION: BLVD PK ADD SLY 75FT OF L6 B11, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on June 4, 2024, at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the city website as well on each agenda, which can be found under the substandard building topic here:

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BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 8122 N COLTON STREET, WASHINGTON, 99208, PARCEL NUMBER: 36203.3104, LEGAL DESCRIPTION: SHILOH HILLS THIRD ADD L4 B3, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on June 4, 2024, at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane. WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the city website as well on each agenda, which can be found under the substandard building topic here:

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Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or m_lowmaster@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.

General Notices

Regular Meeting Notice/Agenda The Civil Service Commission

9:30 AM – May 21, 2024

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 May 21, 2024, 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. All meetings will be streamed live on Channel 5.

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, May 20, 2024) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 9th day of May 2024.

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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or m_lowmaster@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 – May 21, 2024
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 19, 2024, Minutes
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
 - a. Resolution 2024-05: Classification Actions
 - b. 2023 Annual Report Presentation
5. **OTHER BUSINESS**
6. **ADJOURN**

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

Job Opportunities

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

LEAD COURT CLERK SPN 011

Promotional

DATE OPEN: Monday, May 13, 2024

DATE CLOSED: Monday, May 27, 2024

SALARY: \$51,636.24 annual salary, payable bi-weekly, to a maximum of \$80,638.56

DESCRIPTION:

Performs regularly assigned lead work and specialized clerical and cash handling tasks to support the operations of the Spokane Municipal Court.

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.

- Trains and mentors new and established court employees. Maintains current knowledge and answers questions of other employees on procedures, policies, and directives. Obtains information or decisions from supervisor for areas of uncertainty.
- Trains with the Supervisory Court Clerks and assumes supervisory duties during absences.
- Assists the supervisor in developing or modifying work schedules, methods, and procedures, determining work priorities, and ensuring adequate staff coverage.
- Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information for the formal performance evaluation.
- Monitors status and progress of work, and makes adjustments in accordance with established priorities.
- Reviews completed work for accuracy and conformance to work goals, conducts quality assurance sessions with staff, and works to correct deficiencies.
- Recommends appropriate solutions to problems encountered during daily operations, and assists staff with difficult or unusual assignments.
- Follows up on escalated customer requests or complaints, and solves problems related to customer service issues.
- Resolves simple, informal complaints of employees and refers others to supervisor.
- Documents situations that may be cause for disciplinary action and provides this information to supervisor.
- Performs clerical and cash accounting duties and responsibilities within the Municipal Court.
- Performs court clerk functions and provides courtroom support for hearings in the Municipal Court.
- Prepares and maintains records and provides information relation to the production of operational reports.
- Orders supplies and approves billing invoices.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

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

Promotional Requirements

- *Experience:*
 - For the cashiering lead, two years with the City in the classification of Court Clerk I (SPN 012) working in both the cashiering and accounting groups assigned to the Spokane Municipal Court.
 - For the clerical/courtroom lead, one year with the City in the classification of Court Clerk II (SPN 013).

EXAMINATION DETAILS:

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

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

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

The examination will consist of a written test and a performance evaluation, with weights assigned as follows:

- Oral Board 100%

ORAL BOARD DETAILS:

The oral board will be conducted Wednesday, June 5, 2024. Qualified candidates will be notified when to appear for the oral board. *Additional sessions may be made available depending upon number of applicants and testing space available.*

Note: There will be an optional oral board orientation on May 29th, 2024, at 3pm in the Municipal Court Conference Room.

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 8th day of May 2024.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

**2024 Local Grind & Overlay
Engineering Services File No. 2024044**

This project consists of the construction of approximately 25,500 square yards of 2-inch thick pavement, 1500 square yards of pavement repair, 500 square yards of cement concrete sidewalk, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. Monday, May 20, 2024, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to City Hall, 808 W. Spokane Falls Blvd. Spokane, WA 99201. Hand delivered bids shall be delivered to the first floor of City Hall between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

The bids will be publicly opened and read at 1:15 p.m. online using Microsoft Teams. If you would like to view the bid opening, please utilize one of the following options: to watch, go to our website: <https://my.spokanecity.org/business/bid-and-design/current-projects/> click on the link to the Microsoft Teams meeting on the right-hand side of the page. Alternatively, it may be simpler to listen by phone, which can be done as follows: call (323) 618-1887, then enter the access code 533 854 149 followed by #.

The City of Spokane, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to

submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Bids shall be submitted on the forms provided in accordance with the provisions of the Specifications. Irregular bid proposals will be rejected in accordance with the specifications.

Cashier's check, a certified check or surety bond in the sum of five percent (5%) of the Total Project Bid must accompany the copy of the bid filed with the City Clerk. Successful bidder shall execute the Contract within TEN (10) calendar days after receiving the Contract. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated herein, the bid proposal deposit shall be forfeited to the City of Spokane.

The City of Spokane will normally award this Contract or reject bids within FORTY-FIVE (45) calendar days after the time set for the bid opening. If the lowest responsible Bidder and the City of Spokane agree, this deadline may be extended. If they cannot agree on an extension by the 45-calendar day deadline, the City of Spokane reserves the right to Award the Contract to the next lowest responsible Bidder or reject all Bids.

Note regarding new specifications: The City of Spokane is using WSDOT's 2024 Standard Specifications.

Note regarding new apprentice program requirements: Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

In accordance with SMC 7.06.500 and RCW 39.04.350(1), the low bidder shall complete the Supplemental Bidder Responsibility Criteria form located in Appendix B. Failure to promptly submit the form including supporting documentation if required may delay award of the Contract.

Publish: May 1, 8, & 15, 2024

Notice for Bids

Supplies, Equipment, Maintenance, etc.

NELSON FACILITY CNG FUEL SYSTEM EXPANSION PROJECT, PHASES 2, 3 & 4
City of Spokane

PW ITB #6108-24

Description: The City of Spokane is soliciting electronic bids for the Nelson Facility CNG Fuel System Expansion Project, Phases 2, 3 & 4

Pre-Bid Conference: Thursday, May 16 at 9:00 am in the Lobby at the Nelson Facility, 915 N Nelson Street, Spokane WA 99202

Bid Opening: Sealed electronic bids will be accepted until **Monday, June 3, 2024 at 1:00pm**. Bids will be publicly opened at 1:15pm. 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.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

The Public Work Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procurement.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person.

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

Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, June 3, 2024**. Hard copy and/or late submittals will not be accepted. Proposals must

be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Thea Prince
City of Spokane Purchasing

Publish: May 8 & 15, 2024

BURNER AND BOILER CONTROLS UPGRADE – RIVERSIDE PARK WATER RECLAMATION FACILITY – PUBLIC WORKS

Riverside Park Water Reclamation Facility (RPWRF)

PW ITB 6128-24

Description: The City of Spokane, through its Riverside Park Water Reclamation Facility (RPWRF) is soliciting electronic bids to Upgrade Burner and Boiler Controls – Riverside Park Water Reclamation Facility - Public Works.

Pre Bid Site Visit: pre-bid conference and walk through will be held on TUESDAY, May 14th, 2024, at 10:00 AM. The location will be the Lobby Area of the Riverside Park Water Reclamation Facility, 4401 N Aubrey L. White Pkwy, Spokane, WA 99205.

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **Tuesday MAY 28th, 2024**, to Upgrade Burner and Boiler Controls – Riverside Park Water Reclamation Facility - Public Works, go to our website: <https://my.spokanecity.org/administrative/purchasing> and then click on the “join meeting” link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Invitation to Bid document is available for download through the City of Spokane’s online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person. It is the responsibility of Proposers to check the City of Spokane’s online procurement system identified above for Addenda or other additional information that may be posted regarding this Invitation for Bids. Questions from potential Proposers will be accepted through the “Clarifications” tab under the associated project number in the online procurement system.

All Bid documents shall be submitted electronically through the City of Spokane’s online procurement system no later than **1:00 p.m. on Tuesday, May 28th, 2024**. Hard copy and/or late submittals will not be accepted. Bids must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late. **Contractor shall/must be a Washington State registered “and” licensed Contractor, and have fulfilled the Department of Labor and Industries’ Public Works and Prevailing Wage Training Requirement at the time of bid submittal to be considered a responsive bidder.**

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

Tanya Lester
City of Spokane Purchasing

Publish: May 8 & 15, 2024

REQUEST FOR PROPOSALS #6042-24

Commercial Driver’s License (CDL) Training Services

City of Spokane Risk Management department

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

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane’s online procurement system portal until **1:00 p.m. on MONDAY, JUNE 3, 2024**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City’s online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or

provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

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

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

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

Public Bid Opening: Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, JUNE 3, 2024**. 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 Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

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

Publish: May 15 & 22, 2024
