



# Official Gazette

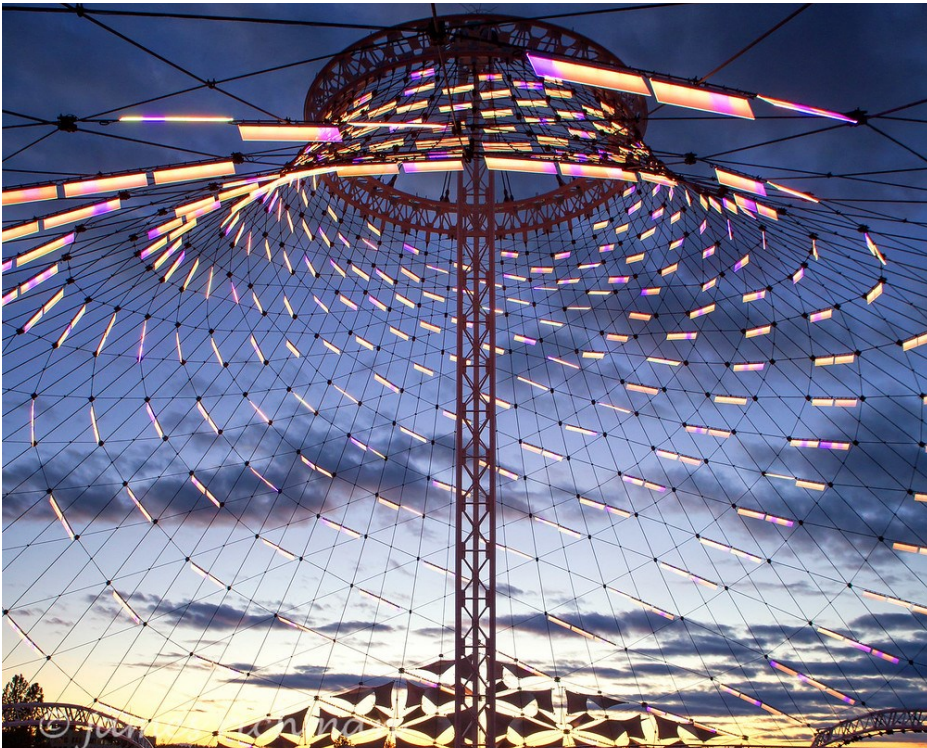
## City of Spokane, Washington

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

Volume 114

**MARCH 6, 2024**

Issue 10



### 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)

### The Official Gazette

(USPS 403-480)

Published by Authority of City Charter Section 39

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

Official Gazette Archive:

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

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

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

### INSIDE THIS ISSUE

MINUTES	250
ORDINANCES	261
POLICIES & PROCEDURES	264
JOB OPPORTUNITIES	267
NOTICES FOR BIDS	268

**The Official Gazette**

USPS 403-480

0% Advertising

Periodical postage paid at  
Spokane, WA**POSTMASTER:****Send address changes to:**Official Gazette  
Office of the Spokane City Clerk  
808 W. Spokane Falls Blvd.  
5th Floor Municipal Bldg.  
Spokane, WA 99201-3342**Subscription Rates:**

Within Spokane County:

\$4.75 per year

Outside Spokane County:

\$13.75 per year

**Subscription checks made  
payable to:**

City Treasurer

**Address Change:**Official Gazette  
Office of Spokane City Clerk  
808 W. Spokane Falls Blvd.  
5th Floor Municipal Bldg.  
Spokane, WA 99201-3342

# Minutes

**MINUTES OF SPOKANE CITY COUNCIL****Monday, February 26, 2024****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:30 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, Dillon, and Klitzke were present. Council Member Zappone arrived at 3:38 p.m. and Council Member Navarrete arrived at 3:56 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 received an overview of the February 26, 2024, Current Agenda items.

Service Level Agreement with Spokane Regional Emergency Communications (OPR 2023-0246) (Deferred from January 29, 2024, Agenda) (Council Sponsors: Council Members Cathcart and Bingle)

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, **to amend** Service Level Agreement with Spokane Regional Emergency Communications with Council President Wilkerson's updated amended version filed February 21, 2024 (includes amendment of monthly dollar amount from \$150,000 to \$201,276.95); **carried 6-0**.

CHHS Board Recommendations for Funding Allocations (OPR 2024-0068) (deferred from February 5, 2024, Agenda) (Council Sponsors Council Members Zappone, Klitzke, and Bingle)

**Motion** by Council Member Bingle, seconded by Council Member Klitzke, **to defer indefinitely** the CHHS Board Recommendations for Department of Commerce Homeless, Housing, Operations, and Services funding allocations for contract term of three years (July 1, 2024, through June 30, 2027) and approval to allow CHHS to enter into contract agreements with the subrecipients; **carried 5-1**.

Personal Services Agreements with Compassionate Addiction Treatment (OPR 2024-0165) and Jewels Helping Hands (OPR 2024-0166) (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)

**Motion** by Council Member Zappone, seconded by Council Member Klitzke, **to suspend** Council Rules for the purposes of adding items to the agenda; **carried 6-1**.

**Motion** by Council Member Zappone, seconded by Council Member Dillon **to add** items 23.a & b to the agenda: Personal Services Agreements for Temporary Warming Shelter Services with a) Compassionate Addiction Treatment (Spokane) (OPR 2024-0165) and b) Jewels Helping Hands (Spokane) (OPR 2024-0166); **carried 6-1**.

Special Budget Ordinance C36494 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

**Motion** by Council Member Zappone, seconded by Council Member Bingle, **to add proposed amendment** (Zappone Amendment) to Special Budget Ordinance C36494 (as filed on February 23, 2024, and included in agenda packet) (provides appropriation authority to fund police capital, Expo 74 +50, recruiting for public safety chiefs, and language access); **carried 7-0**.

Emergency Ordinance C36497 (Council Sponsors: Council Members Zappone and Dillon)

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, **to remit** Ordinance C36497 to the Parking Advisory Committee; **rejected 3-4.**

Final Reading Ordinance C36485 (as amended during the February 5, 2024, 3:30 p.m. Briefing Session) (Deferred from February 12, 2024, Agenda) (Council Sponsors: Council Members Zappone and Dillon)

**Motion** by Council Member Zappone, seconded by Council Member Klitzke, **to defer** Final Reading Ordinance C36485—relating to the regulation of special events and establishing a process allowing for expanded events, amending Sections 10.39.030, 10.39.040, and 10.39.050 of the Spokane Municipal Code—for one week, to March 4, 2024; **carried 7-0.**

### **Action to Approve February 26, 2024, Current Agenda**

Following staff reports and Council inquiry and discussion regarding the February 26, 2024, Current Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Bingle, seconded by Council Member Klitzke, **to approve** the February 26, 2024, Current Agenda, as amended; **carried 7-0.**

### **Advance Agenda Review**

The City Council received an overview of the March 4, 2024, Advance Agenda items.

Special Budget Ordinance C36498 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon)

**Motion** by Council Member Zappone, seconded by Council Member Bingle, **to defer indefinitely** Special Budget Ordinance C36498 arising from council support to help aid in the 50<sup>th</sup> anniversary celebration of Expo 74 in Riverfront Park; **carried 7-0.**

Emergency Ordinance C36482 (deferred from February 12, 2024, Agenda) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to defer** Emergency Ordinance C36482—relating to Short-Term Rental Occupancy Fee—to May 13, 2024, Agenda; **carried 5-2.**

### **Action to Approve March 4, 2024, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the March 4, 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 Zappone, **to approve** the March 4, 2024, Advance Agenda, as amended; **carried 7-0.**

### **Council Recess/Executive Session**

The City Council recessed at 4:45 p.m. and immediately reconvened into an Executive Session to discuss labor negotiations, pending litigation, and potential litigation until 5:30 p.m., at which time the 3:30 p.m. Briefing Session also ended. City Attorney Michael Piccolo and Assistant City Attorney Lauren Beattie and Assistant City Attorney Mary Muramatsu (via telephone) were present for the Executive Session. The City Council reconvened at 6:02 p.m. for the Legislative Session.

## **LEGISLATIVE SESSION**

### **Roll Call**

On roll call, Council President Wilkerson and Council Members Bingle, Cathcart, Dillon, Klitzke, Navarette, 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.

### **Land Acknowledgement**

Council President Wilkerson read 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.

**MAYORAL PROCLAMATION**

February 29, 2024 *Rare Disease Day*

Council President Wilkerson read the proclamation. Mary McDirmid from the Special Abilities Network, along with her daughter, accepted the proclamation.

The proclamation is attached to these minutes for reference.

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

**BOARD AND COMMISSION APPOINTMENTS****Reappointment to Office of the Police Ombudsman Commission (CPR 2015-0034)**

**Upon 6-1 Voice Vote**, the City Council **approved** (and thereby confirmed) the reappointment of Jenny Rose to the Office of the Police Ombudsman Commission for a three-year term from September 15, 2023, through September 14, 2026.

**CONSENT AGENDA**

Upon consideration of the Consent Agenda, the following action was taken:

**Motion** by Council Member Zappone, seconded by Council Member Klitzke, **to defer indefinitely** the Multiple Family Housing Property Tax Exemption Conditional Agreement with Harlan Douglass for the future construction/renovation of approximately 192 units at Parcel Number 36204.0069, commonly known as 8625 N. Nevada Street (OPR 2024-0137) (Council Sponsors: Council Members Bingle and Cathcart); **carried 7-0**.

Public testimony was received on Consent Agenda items and Council commentary held, after which the following action was taken:

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

Purchase from Pape Machinery (Spokane) of two John Deere 724P wheel loaders for the Waste to Energy Facility—\$855,178 (incl. tax). (OPR 2024-0122) (Council Sponsor: Council President Wilkerson)

Purchase from Dobb's Peterbilt (Spokane) of a Peterbilt Model 567 heavy haul day cab tractor for the Waste to Energy Facility—not to exceed \$208,000 (incl. tax). (OPR 2024-0123) (Council Sponsor: Council President Wilkerson)

Amendment to Five-Year Value Blanket Order with LN Curtis & Sons (Kent, WA) for the purchase of structural protective gear for the Fire Department due to increases in costs and hiring of new members—additional \$1,200,000. (OPR 2021-0251 / RFP 5332-20) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Master Value Blanket Order with Camtek, Inc. (Spokane) for as-needed purchase of security camera systems and related items, and video management software for multiple City departments—\$500,000. (OPR 2024-0124 / PW ITB 5983-23) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

Public Works Agreement with Camtek, Inc. (Spokane) for installation, repair, and upgrades of security camera systems and video management software from January 1, 2024, through December 31, 2024—not to exceed \$300,000 (plus tax, if applicable). (OPR 2024-0125 / PW ITB 5983-23) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

Interlocal Agreement with Spokane Transit Authority for Spokane Police Department Plaza police services in and around 701 W. Riverside Avenue from January 1, 2024, through December 31, 2024. (Deferred from January 29, 2024, Agenda) (OPR 2024-0047) (Council Sponsors: Council Member Cathcart and Bingle)

Service Level Agreement with Spokane Regional Emergency Communications regarding emergency communications services for the dispatch of fire related emergency services beginning January 1, 2023—\$201,276.95 per month. (As amended during the 3:30 p.m. Briefing Session) (Deferred from January 29, 2024, Agenda) (OPR 2023-0246) (Council Sponsors: Council Members Cathcart and Bingle)

Personal Services Agreement with Gordon Truck Center, Inc. dba Freightliner Northwest (Pacific, WA) from October 1, 2023, through December 31, 2023, for transmission repair to Spokane Fire Department's Quint 11 fire truck—\$27,487.32 (plus tax, if applicable). Another transmission repair was required in 2023 at a cost of \$29,933.69. Total cost for both

repairs: \$57,421.01. (OPR 2024-0126) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon)

Personal Service Agreements for heavy duty equipment body repair services for the Fleet Services Department and the Fire Department from January 1, 2024, through December 31, 2028, with:

- a. Fleet Painting (Spokane)—\$300,000 (plus tax, if applicable). (OPR 2024-0127/ RFP 6015-23)
- b. Western Peterbilt, LLC dba Dobbs Peterbilt (Liberty Lake, WA)—\$200,000 (plus tax, if applicable). (OPR 2024-0128 / RFP 6015-23)  
(Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon)

Amendment to Continuum of Care Program Grant Agreement consolidating three of Volunteers of America's permanent supportive housing grants into one—\$706,550. (OPR 2023-1055) (Council Sponsors: Council Members Zappone, Klitzke, and Bingle)

Multiple Family Housing Property Tax Exemption Conditional Agreements with:

- a. Kandi Stickman & Leon Williams for the future construction/renovation of approximately 4 units at Parcel Number 25133.0222, commonly known as 2404 W. College Avenue. (OPR 2024-0129) (Council Sponsors: Council President Wilkerson and Council Member Zappone)
- b. Steve Schmautz for the future construction/renovation of approximately 42 units at Parcel Number 35192.2204, commonly known as 702 W. 2nd Avenue (also known as 204 S. Wall Street). (OPR 2024-0130) (Council Sponsors: Council Members Bingle and Cathcart)
- c. Bauer Properties, LLC, for the future construction/renovation of approximately 8 units at Parcel Number 35274.0717, commonly known as 4107 E. 28th Avenue. (OPR 2024-0131) (Council Sponsors: Council President Wilkerson and Council Member Dillon)
- d. Wharton Lofts, LLC, for the future construction/renovation of approximately 17 units at Parcel Number 35191.2305, commonly known as 411 W. 1st Avenue. (OPR 2024-0132) (Council Sponsors: Council Members Bingle and Cathcart)
- e. Excelsior Wellness for the future construction/renovation of approximately 36 units at Parcel Numbers 25122.2802, .1604, and .1702, commonly known as 2303 W. Northwest Boulevard. (OPR 2024-0133) (Council Sponsors: Council Members Klitzke and Zappone)
- f. Thrive International for the future construction/renovation of approximately 51 units at Parcel Number 36294.0063, commonly known as 6980 N. Nevada Street. (OPR 2024-0134) (Council Sponsors: Council Members Cathcart and Bingle)
- g. 49 GKIDS, LLC, for the future construction/renovation of approximately 5 units at Parcel Number 35204.2904, commonly known as 1135 S. Arthur Street. (OPR 2024-0135) (Council Sponsors: Council President Wilkerson and Council Member Dillon)
- h. Jason Paull & Aaron Fa for the future construction/renovation of approximately 7 units at Parcel Number 35171.0407, commonly known as 803 E. Sharp Avenue. (OPR 2024-0136) (Council Sponsors: Council Members Cathcart and Bingle)
- i. (Deferred indefinitely - for Council Action on OPR 2024-0137, see section of minutes under above.)
- j. Nikolay & Lyubov Gurdyumov for the future construction/renovation of approximately 4 units at Parcel Number 35091.3202, commonly known as 2501 E. Upriver Drive. (OPR 2024-0138) (Council Sponsors: Council Members Bingle and Cathcart)

The Conditional Agreements will ultimately result in the issuances of final certificates of tax exemption to be filed with the Spokane County Assessor's Office post construction.

Interdepartmental Agreement between the Community and Economic Development Division and the Public Works Division from January 1, 2024, through December 31, 2034, to facilitate the development of the land above CSO Tank 34-1 in the East Sprague Business Improvement District—\$300,000. (OPR 2024-0139) (Council Sponsors: Council Members Zappone, Klitzke, and Bingle)

Intergovernmental Agreement with Spokane County regarding the biannual renewal of the Commute Trip Reduction Program through June 30, 2025. (OPR 2024-0140) (Council Sponsors: Council Members Zappone and Klitzke)

Home Program Agreement with Proclaim Liberty West, LLC, awarding HOME Investment Partnership grant funds for the completion of the Liberty Park Terrace Expansion—\$1,100,000. (OPR 2024-0141) (Council Sponsors: Council Members Zappone, Klitzke, and Bingle)

Amendment to Promissory Note and Deed of Trust regarding Proclaim Liberty Affordable Housing Loan Agreement, increasing the percentage rate from 2% to 3% and extending the loan maturity from 2023 to 2044. (OPR 2020-0528) (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)

Contract Amendment with Family Promise of Spokane amending the scope of work to change the supported number of shelter beds from 60 to 17 to concur with the amount of the awarded funding. (OPR 2019-0723) (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)

Grant Acceptance from the Washington State Department of Commerce for Phase 1 climate planning pursuant to required GMA/comprehensive plan 2026 periodic updates—\$420,000 Revenue. (OPR 2024-0142) (Council Sponsors: Council Members Zappone, Klitzke, and Bingle)

Grant Agreements with the Washington State Department of Ecology for:

- a. Washington Basin Stormwater Project—\$262,500 Revenue. (OPR 2024-0143 / ENG 2017178)
- b. Francis/Assembly Stormwater Facility—\$127,500 Revenue. (OPR 2024-0144 / ENG 2024052)
- c. CSO Basin 34 (I-90) Stormwater Mitigation/Separation—\$5,015,000 Revenue. (OPR 2024-0145 / ENG 2018052) (Council Sponsor: Council President Wilkerson)

Community Wildfire Defense Grant Agreement with the Washington State Department of Natural Resources to be used on mitigation measures and other actions to reduce wildfire risk—\$1,503,000 Revenue. (Relates to Special Budget Ordinance C36493) (OPR 2024-0147) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through February 9, 2024, total \$10,728,548.35 (Check Nos.: 600835-600988; ACH Nos.: 125928-126147), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$10,349,215.75. (CPR 2024-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through February 16, 2024, total \$6,495,187.65 (Check Nos.: 600989-601132; ACH Nos.: 126148-126408), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,233,975.77. (CPR 2024-0002)
- c. Payroll claims of previously approved obligations through February 17, 2024: \$9,260,071.40. (CPR 2024-0003)

City Council Meeting Minutes: February 1, February 5, February 12, February 15, and February 22, 2024. (CPR 2024-0013)

Personal Services Agreements for Temporary Warming Shelter Services with:

- a. Compassionate Addiction Treatment (Spokane)—\$184,539.30 (plus tax). (OPR 2024-0165)
- b. Jewels Helping Hands (Spokane)—\$116,688 (plus tax). (OPR 2024-0166)  
(Added to Agenda during 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)

## LEGISLATIVE AGENDA

### SPECIAL BUDGET ORDINANCES

**Special Budget Ordinance C36493 (Relates to OPR 2024-0147) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)**

After an opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:



**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36493** amending Ordinance No. C36467 passed by the City Council November 27, 2023, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

Fire Grants Misc Fund

- 1) Increase revenue by \$1,503,000.
- A) Of the increased revenue, \$1,503,000 is provided solely for grant reimbursement revenue from the Department of Natural Resources.
- 2) Increase appropriation by \$1,503,000.
- A) Of the increased appropriation, \$1,500,000 is provided solely for contractual services.
- B) Of the increased appropriation, \$3,000 is provided solely for supplies/equipment.

and

Fire/EMS Fund

- 1) Increase revenue by \$75,000.
- A) Of the increased revenue, \$25,000 is provided solely for fire protection and EMS.
- B) Of the increased revenue, \$50,000 is provided solely as interfund other general government services.
- 2) Increase appropriation by \$75,000.
- A) Of the increased appropriation, \$75,000 is provided solely for contractual services.

(This action arises from the award and acceptance of the Dept. of Natural Resources' Community Wildfire Defense Grant.)

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

**Special Budget Ordinance C36494 (as amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36494**, as amended, amending Ordinance No. C36467 passed by the City Council November 27, 2023, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

American Rescue Plan Fund

- 1) Reallocate the appropriation of \$3,128,000 that was previously allocated for the purpose of the Municipal Court Justice Building.
- A) Of the reallocated appropriation, \$3,128,000 is provided solely for an operating transfer-out to the Property Acquisition Police Fund for police vehicle purchase.

and

Property Acquisition Police Fund

- 1) Increase revenue by \$ 3,128,000.
- A) Of increased revenue, \$3,128,000 is provided solely as an operating transfer-in from the American Rescue Plan Fund.
- 2) Increase appropriation by \$3,128,000.
- A) Of the increased appropriation, \$3,128,000 is provided solely for an operating transfer-out to the General Fund.

and

General Fund

- 1) Increase revenue by \$ 3,128,000.
- A) Of increased revenue, \$3,128,000 is provided solely for an operating transfer-in from the Property Acquisition Police Fund.

and

## American Rescue Plan Fund

- 1) Decrease appropriation by \$375,000.
- A) Of the decreased appropriation, \$375,000 is removed solely from other miscellaneous charges.
- 2) Increase appropriation by \$ 375,000.
- A) Of the increased appropriation, \$ 250,000 is provided solely for contractual services to support Expo 74 +50.
- B) Of the increased appropriation, \$125,000 is provided solely for contractual services for recruitment of Spokane Police Chief and Spokane Fire Chief.

and

## American Rescue Plan Fund

- 1) Reallocate the appropriation of \$259,553 that was previously allocated for the purpose of Equity Navigators.
- A) Of the reallocated appropriation, \$259,553 is provided solely for Language Access.

(This action provides appropriation authority to fund police capital, Expo 74 +50, recruiting for public safety chiefs, and language access.)

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

**Special Budget Ordinance C36495 (Council Sponsors: Council President Wilkerson and Council Member Zappone)**

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

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36495** amending Ordinance No. C36467 passed by the City Council November 27, 2023, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

## Miscellaneous Grants Fund

- 1) Increase revenue by \$20,000.
- A) Of the increased revenue, \$20,000 is provided solely for receipt of award from the Smith-Barbieri Progressive Fund on behalf of Municipal Court.
- 2) Increase appropriation by \$20,000.
- A) Of the increased appropriation, \$3,000 is provided solely for operating supplies.
- B) Of the increased appropriation, \$3,000 is provided solely for clothing.
- C) Of the increased appropriation, \$14,000 is provided solely for miscellaneous services.

(This action arises from the need to take receipt of the Smith-Barbieri Progressive Fund award and execute the award as intended.)

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

**Special Budget Ordinance C36496 (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)**

After an opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:

**Upon 7-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36496** amending Ordinance No. C36467 passed by the City Council November 27, 2023, and entitled, "An Ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency and appropriating funds in:

## Building Services (DSC) Fund

- 1) Add one classified Plan Examiner position (from 5 to 6).
- 2) Increase the appropriation for a Plan Examiner position by \$89,876. The appropriation provides budget authority for salary and benefits through the rest of the current fiscal year.



A) This is an increase to the overall appropriation level in the Building Services (DSC) Fund.

(This action arises from the need to add a new position in the DSC department to support plan review activities.)

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

## EMERGENCY ORDINANCES

### Emergency Ordinance C36497 (Council Sponsors: Council Members Zappone and Dillon)

Upon consideration of Emergency Ordinance C36497, the following actions were taken:

**Motion** by Council Member Bingle, seconded by Council Member Cathcart, **to suspend** Council Rules for the purpose of amending Emergency Ordinance C36497; **carried 7-0.**

**Motion** by Council Member Bingle, seconded by Council Member Dillon, **to amend** Emergency Ordinance C36497 by replacing with a version circulated by Policy Advisor Chris Wright at 5:57 p.m. (removes emergency clause); **carried 7-0.**

The City Council took a roll call vote to pass Ordinance C36497. The vote was 5-2. However, Ordinance C36497 requires a second reading since the emergency clause was removed. Ordinance C36497 will appear on the City Council's March 4, 2024, Agenda for final reading and action.

## RESOLUTIONS

### Resolution 2024-0022 (Council Sponsors: Council Members Bingle, Zappone, and Klitzke)

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2024-0022** expressing support for the operational actions to support the American Aerospace Materials Manufacturing Center (Spokane Tech Hub).

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

## FINAL READING ORDINANCES

**For action on Final Reading Ordinance C36485, see section of minutes under 3:30 p.m. Briefing Session.**

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

## Council Recess

The City Council recessed at 7:05 p.m. and reconvened at 7:10 p.m. 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

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

1. Wendy Fishburne
2. Juliet Barenti
3. Will Hulings
4. War Bear

5. Dennis Flynn
6. Justice Forral
7. Jay MacPherson
8. Angel Tomeo Sam
9. Sunshine Wigen
10. Lukas Yanni
11. Andrew Cowley
12. Tanya Comstock
13. Zachary McGuckin
14. Cherrie Barnett
15. Eugene Knowles
16. Linda
17. Monica Tittle
18. David Brookbank

## ADJOURNMENT

**Motion** by Council Member Bingle, seconded by Council Member Zappone, to adjourn; **carried 6-1 (Council Member Cathcart “no”).**

There being no further business to come before the City Council, the meeting adjourned at 7:52 p.m.

Referenced attachment (Mayoral Proclamation) on file in the Office of the City Clerk.

---

**MEETING MINUTES**  
**City of Spokane**  
**City Council - Community Assembly Joint Special Meeting**  
**Liberty Park Library**  
**February 29, 2024**

**Recording of meeting:** <https://vimeo.com/91850449>

**Call to Order:** 5:30 p.m.

### **Attendance:**

Council Members Present: Council President Wilkerson (arrived at 5:34 p.m.), Council Members Zappone, Cathcart, Dillon, Navarrete, Bingle, and Klitzke (arrived at 5:35 p.m.)

Committee Members Absent: none

### **Agenda Items:**

1. Introductions
  - Presenters:  
Council Members, Community Assembly Members, and community members present
  - Action taken:  
No action taken. Presentation and discussion only.
2. Traffic Calming Updates
  - Presenter:  
Abbey Martin, Spokane City Council Manager of Neighborhood Connectivity Initiatives
  - Action taken:  
No action taken. Presentation and discussion only.
3. Response to Resolutions Submitted by the CA or Neighborhood Councils
  - Presenter:  
Chris Wright, Spokane City Council Policy Advisor
  - Action taken:  
No action taken. Presentation and discussion only.
4. Neighborhood Ordinance Disposition
  - Presenter:  
City Council President Betsy Wilkerson

- Action taken:  
No action taken. Presentation and discussion only.

5. Future 2024 CA/CC Meetings

- Presenter:  
None
- Action taken:  
Item was tabled

6. CA Placeholder Timeslot at City Council

- Presenter:  
Randy McGlenn, Community Assembly
- Action taken:  
No action taken. Presentation and discussion only.

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 6:58 p.m.

---

**MEETING MINUTES**  
**City of Spokane**  
**City Council Retreat**  
**Spokane Pavilion Expo Room – 574 West N. Howard Street**  
**(held in a study session format)**  
**February 23, 2024**

**Call to Order:** 11:02 a.m.

**Attendance:**

Council Members Present: Council President Wilkerson, Council Members Cathcart, Bingle, Dillon, Navarrete, Klitzke, and Zappone.

**Agenda Items:**

1. Welcome and Ice Breaker (favorite song)

- Presenter:  
Council President Wilkerson
- Action taken:  
No action taken. Presentation and discussion only.

2. Council Rules & Parliamentary Procedure Overview

- Presenter:  
Giacobbe Byrd & Chris Wright
- Action taken:  
No action taken. Presentation and discussion only.

3. Emergency Ordinance Definition Discussion

- Presenter:  
Chris Wright
- Action taken:  
No action taken. Presentation and discussion only.

Lunch Break

4. Initiative Manager Workplan Update

- Presenter:  
Erik Poulsen, Alex Gibilisco, Nicolette Ocheltree, and Abbey Martin
- Action taken:  
No action taken. Presentation and discussion only.

5. Legislative Assistant II Update

- Presenter:  
Giacobbe Byrd

- Action taken:  
No action taken. Presentation and discussion only.
6. Review of New Executive Committee Structure and Standing Committee Agendas
- Presenter:  
Council President Wilkerson & Council Member Zappone
  - Action taken:  
No action taken. Presentation and discussion only.
7. Board and Commission responsibilities and Attendance Discussion
- Presenter:  
Council President Wilkerson & Council Member Zappone
  - Action taken:  
No action taken. Presentation and discussion only.
8. External Communications Overview
- Presenter:  
Lisa Gardner
  - Action taken:  
No action taken. Presentation and discussion only.
9. Mayor Update
- Presenter:  
Mayor Lisa Brown
  - Action taken:  
No action taken. Presentation and discussion only.
10. Internal Communications Overview
- Presenter:  
Council President Wilkerson, Council Member Zappone, & Giacobbe Byrd
  - Action taken:  
No action taken. Presentation and discussion only.

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 3:58 p.m.

---

**MEETING MINUTES**  
**City of Spokane**  
**City Council Study Session**  
**Council Chambers, City Hall (808 W Spokane Falls Blvd)**  
**February 29, 2024**

**Meeting Recording:** <https://vimeo.com/91807063>

**Call to Order:** 11:04 a.m.

**Attendance:**

Committee Members Present: Council President Wilkerson (arrived at 11:17 a.m.), Council Members Zappone, Cathcart (arrived at 11:20 a.m. and left at 12:22 p.m.), Bingle, Klitzke (arrived at 11:19 a.m.), Dillon, and Navarrete (arrived at 11:08 a.m.).

Council Members Absent: None

**Agenda Items:**

1. Lands Council Update
- Presenter:  
Amanda Parrish and Naghmana Sherazi
  - Action taken:  
No action taken. Presentation and discussion only.

**2. 6-Year Street CIP**

- Presenter:  
Kevin Picanco
- Action taken:  
No action taken. Presentation and discussion only.

**3. Public Rule Discussion**

- Presenter:  
Elizabeth Schoedel and Chris Wright
- Action taken:  
No action taken. Presentation and discussion only.

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 12:28 p.m.

# Ordinances

**These ordinances are published in this issue of the *Official Gazette* pursuant to passage by the Spokane City Council. It should be noted that these ordinances may be subject to veto by the Mayor. If an ordinance is vetoed by the Mayor, the Mayoral veto will be published in a subsequent issue of the *Official Gazette*.**

**ORDINANCE NO. C36493**

An ordinance amending Ordinance No. C36467, passed by the City Council November 27, 2023, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2024 budget Ordinance No. C36467, as above entitled, and which passed the City Council November 27, 2023, it is necessary to make changes in the appropriations of the Fire Grants Misc Fund and the Fire/EMS Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Fire Grants Misc Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$1,503,000.
  - A) Of the increased revenue, \$1,503,000 is provided solely for grant reimbursement revenue from the Department of Natural Resources.
- 2) Increase appropriation by \$1,503,000.
  - A) Of the increased appropriation, \$1,500,000 is provided solely for contractual services.
  - B) Of the increased appropriation, \$3,000 is provided solely for supplies/equipment.

Section 2. That in the budget of the Fire/EMS Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$75,000.
  - A) Of the increased revenue, \$25,000 is provided solely for fire protection and ems.
  - B) Of the increased revenue, \$50,000 is provided solely as interfund other general government services.
- 2) Increase appropriation by \$75,000.
  - A) Of the increased appropriation, \$75,000 is provided solely for contractual services.

Section 3. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the award and acceptance of the Dept. of Natural Resources' Community Wildfire Defense Grant, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 26, 2024  
Delivered to Mayor March 1, 2024**

---

**ORDINANCE NO. C36494**

An ordinance amending Ordinance No. C36467, passed by the City Council November 27, 2023, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2024 budget Ordinance No. C36467, as above entitled, and which passed the City Council November 27, 2023, it is necessary to make changes in the appropriations of the American Rescue Plan Fund, the Property Acquisition Police Fund and the General Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the American Rescue Plan Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Reallocate the appropriation of \$3,128,000 that was previously allocated for the purpose of the Municipal Court Justice Building.
- A) Of the reallocated appropriation, \$3,128,000 is provided solely for an operating transfer-out to the Property Acquisition Police Fund for police vehicle purchase.

Section 2. That in the budget of Property Acquisition Police Fund and the budget annexed there to with reference to the Fund, the following changes to be made:

- 1) Increase revenue by \$ 3,128,000.
- A) Of increased revenue, \$3,128,000 is provided solely as an operating transfer-in from the American Rescue Plan Fund.
- 2) Increase appropriation by \$3,128,000.
- A) Of the increased appropriation, \$ 3,128,000 is provided solely for an operating transfer-out to the General Fund.

Section 3. That in the budget of the General Fund and the budget annexed there to with reference to the Fund, the following changes to be made:

- 1) Increase revenue by \$ 3,128,000.
- A) Of increased revenue, \$3,128,000 is provided solely for an operating transfer-in from the Property Acquisition Police Fund.

Section 4. That in the budget of the American Rescue Plan Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Decrease appropriation by \$375,000.
- A) Of the decreased appropriation, \$375,000 is removed solely from other miscellaneous charges.
- 2) Increase appropriation by \$ 375,000.
- A) Of the increased appropriation, \$ 250,000 is provided solely for contractual services to support Expo 74 +50.
- B) Of the increased appropriation, \$125,000 is provided solely for contractual services for recruitment of Spokane Police Chief and Spokane Fire Chief.

Section 5. That in the budget of the American Rescue Plan Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Reallocate the appropriation of \$259,553 that was previously allocated for the purpose of Equity Navigators.

A) Of the reallocated appropriation, \$259,553 is provided solely for Language Access.

Section 6. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to provide appropriation authority to fund police capital, Expo 74 +50, recruiting for public safety chiefs, and language access, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 26, 2024**  
**Delivered to Mayor March 1, 2024**

---

#### **ORDINANCE NO. C36495**

An ordinance amending Ordinance No. C36467, passed by the City Council November 27, 2023, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2024 budget Ordinance No. C36467, as above entitled, and which passed the City Council November 27, 2023, it is necessary to make changes in the appropriations of the Miscellaneous Grants Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Miscellaneous Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$20,000.
  - A) Of the increased revenue, \$20,000 is provided solely for receipt of award from the Smith-Barbieri Progressive Fund on behalf of Municipal Court.
- 2) Increase appropriation by \$20,000.
  - A) Of the increased appropriation, \$3,000 is provided solely for operating supplies.
  - B) Of the increased appropriation, \$3,000 is provided solely for clothing.
  - C) Of the increased appropriation, \$14,000 is provided solely for miscellaneous services.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to take receipt of the Smith-Barbieri Progressive Fund award and execute the award as intended, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 26, 2024**  
**Delivered to Mayor March 1, 2024**

---

#### **ORDINANCE NO. C36496**

An ordinance amending Ordinance No. C36467, passed by the City Council November 27, 2023, and entitled, "An ordinance adopting the Annual Budget of the City of Spokane for 2024, making appropriations to the various funds of the City of Spokane government for the fiscal year ending December 31, 2024, and providing it shall take effect immediately upon passage," and declaring an emergency.

WHEREAS, subsequent to the adoption of the 2024 budget Ordinance No. C36467, as above entitled, and which passed the City Council November 27, 2023, it is necessary to make changes in the appropriations of the Building Services (Development Services Center) Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

WHEREAS, this ordinance has been on file in the City Clerk's Office for five days; - Now, Therefore,

The City of Spokane does ordain:

Section 1. That in the budget of the Building Services (DSC) Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:



- 1) Add one classified Plan Examiner position (from 5 to 6).
- 2) Increase the appropriation for a Plan Examiner position by \$89,876. The appropriation provides budget authority for salary and benefits through the rest of the current fiscal year.
- A) This is an increase to the overall appropriation level in the Building Services (DSC) Fund.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to add a new position in the DSC department to support plan review activities, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 26, 2024**  
**Delivered to Mayor March 1, 2024**

# Policies and Procedures

The following Public Rule was adopted in 2019 under RES 2019-0111. It was discovered that publication of the rule was missed. Therefore, the below public rule is being publish in this copy of the Official Gazette.

CITY OF SPOKANE WASTEWATER TREATMENT FACILITY PUBLIC RULE AND POLICY	DEPT 4320-19-01 LGL 2019-0020
TITLE : <b>RPWRF INDUSTRIAL PRETREATMENT PROGRAM – Administrative Fine Schedule</b> EFFECTIVE DATE: January 1, 2020 REVISION EFFECTIVE DATE: N/A	

## 1.0 GENERAL

- 1.1 The City of Spokane Wastewater Management Department Riverside Park Water Reclamation Facility (RPWRF) established the following public rule, policy, procedures and protocol regarding the Industrial Pretreatment Program.

An administrative fine structure was added to the existing Enforcement Response Plan. The new protocol ensures that all administrative fines relating to enforcement of Federal, State, and City Wastewater Pretreatment Standards are implemented in a fair, consistent manner.

The administrative fine structure worksheet can be found onsite at RPWRF located at 4401 North Aubrey L. White Parkway, Spokane, Washington 99205.

## 1.2 TABLE OF CONTENTS

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

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This public rule and policy shall apply to the City of Spokane Wastewater Management Department Riverside Park Water Reclamation Facility, and the City of Spokane Accounting Department.

## 3.0 REFERENCES

Chapter 13.03A SMC  
 Federal Water Pollution Control Act, as amended by the Clean Water Act of 1977 – 33 USC section 1251 et seq.  
 General Pretreatment Regulations – 40 CFR Chapter I, Sub Ch. N part 403

Chapter 90.48 RCW  
Chapter 173-216 WAC  
EPA Region 10 Model ordinance for pretreatment  
Enforcement Response Plan located at RPWRF  
Industrial Pretreatment Program Policy and Procedure (DEPT 4320-16-01)

#### 4.0 DEFINITIONS

See SMC 13.03A

#### 5.0 POLICY

5.1 The goal of the City's Industrial Pretreatment Program is to achieve continuing compliance with Industrial Pretreatment Program requirements in a fair and equitable manner. The City strives to educate Industrial Users of their requirements, and will make consistent and persistent efforts to obtain compliance. Three of the main tenets that guide implementation are:

- a. All instances of Non-Compliance are subject to formal enforcement action.
- b. Continuing or repeated instances of non-compliance or violations will result in escalation of enforcement responses.
- c. The violator is responsible for developing necessary compliance measures and implementing them.

5.2 Non-compliance and violations of Pretreatment Standards may result in administrative fines as provided in chapter 13.03A SMC, in accordance with the administrative fine structure located in the Enforcement Response Plan, and may also include any available Judicial and Supplemental Remedies under the law, without limitation and including a penalty of up to ten thousand dollars (\$10,000) plus the costs of prosecution, per violation, per day and/or be subject to imprisonment for up to three hundred sixty-four (364) days, or by both.

5.3 Enforcement actions, including fines, may be appealed using procedures provided in SMC 13.03A.0904 Administrative Appeals.

5.4 The City reserves the right to utilize any and all remedies available under state, federal or local law which could include civil and/or criminal penalties.

#### 6.0 PROCEDURES

6.1 In compliance with 40 CFR 403.8(f)(5), the City's Industrial Pretreatment Program has developed and implemented an Enforcement Response Plan (ERP). The Plan contains detailed procedures indicating how RPWRF will investigate and respond to instances of Industrial User Non-Compliance.

6.2 Wastewater Management has the authority to amend the Enforcement Response Plan at any time in order to more effectively implement the requirements of the Federal Pretreatment regulations or the City of Spokane Industrial Pretreatment Program.

6.3 The addition of an administrative fine structure to the Enforcement Response Plan provides a fair, consistent protocol for determining dollar amounts for administrative fines for instances of Industrial User Non-Compliance.

6.4 A mathematical method has been developed to calculate administrative fines to be administered for violations and non-compliance of Pretreatment Standards. The method is in the form of an Excel worksheet format for ease of use.

6.5 Information from the Industrial User's Non-Compliance is entered into the spreadsheet to calculate a total dollar amount to be assessed. The administrative fine structure reflects the significance of the violation, the Industrial User's compliance history, the economic benefit to the Industrial User resulting from the violation, efforts to return to compliance, costs resulting from the violation (such as sampling, analysis, investigation) and/or any damage to the environment or the City's Publicly Owned Treatment Works, and other relevant factors as outlined in the administrative fine structure worksheet.

#### 7.0 RESPONSIBILITIES

The Wastewater Management Department through its Industrial Pretreatment Program and Accounting Department shall administer this Public Rule and Policy. The Industrial Pretreatment Program will provide the calculated dollar amount to the Accounting Department. The Accounting Department will then invoice the Industrial User the total calculated amount from the fine worksheet. Unpaid charges, fines, and penalties shall, after thirty calendar days, be assessed an additional penalty of one percent (1%) of the unpaid balance per month.

## 8.0 APPENDICES

## 8.1 "A" - Fine Structure Worksheet

**City of Spokane**  
**Industrial Pretreatment Program**  
**Administrative Fine Worksheet**

Fine Matrix			
1.) Any violations prior to site in the previous 6 months? $Y/N = 1/0$	Factor	Value (\$)	Base Fee
2.) Total number of violations in previous 6 months, including this violation		300 50 Sum:	0 0 0

Factor	Value (\$)	Total (\$)
3.) Penalty factor	0	0
4.) Impact on the POTW	100	0
5.) Impact on human health or environment	1000	0
6.) Economic benefit or savings from the noncompliance	0	0
7.) Significance of violation (SNC)	500	0
8.) Late report fee	50	0
9.) Inspection fee	350	0
10.) Incomplete data pH or flow logger failure	90	0

Cost Recovery Matrix			
11.) RPWWF cost recovery, attributed to IU discharge	Factor	Value (\$)	Total (\$)
12.) RPWWF manpower per hour			0

13.) Total charges			0
--------------------	--	--	---

**Instructions:**

Use the worksheet to the right to fill in clear cells in the matrix above.  
 The sum in step #13 is the total fee to be assessed.  
 Total fees not to exceed \$10,000 per day per violation.

1.) Number of previous violations	Factor
Did prior violations in the previous 6 months occur? Yes = 1, No = 0	0 or 1

2.) Compliance history	Factor
Total number of violations in the previous 6 months, including this violation	# violations

3.) Penalty factor	Factor
Is a pretreatment system currently being designed or installed?	0
Cooperative effort to return to compliance by assigned deadline	1
Delay to return to compliance due to non-cooperation	3
Refusal to return to compliance or cooperate	6

4.) Impact on POTW (based on average gallons per day discharged)	Factor
< 4,000 gpd	1
5,001 - 10,000 gpd	1.5
10,001 - 25,000 gpd	2
25,001 - 50,000 gpd	3
50,001 - 100,000	4
> 100,000	5

5.) Impact on human health or environment	Factor
No obvious impact on human health	0
Indirect impact on or threat to human health (e.g., sewer overflow or backup)	1
Direct impact on human health (e.g., injury, illness effect on individual(s))	2

6.) Economic or savings benefited from the violation	Factor
No economic benefit derived	0
Economic benefit attributed	monetary value

7.) Significance of Violation (SNC)	Factor
Meets SNC criteria as defined in SMC 15.09A.0301	0 or 1

8.) Late report fee	Factor
For reports 15-44 days late: Yes = 1, No = 0	0 or 1

9.) Inspection fee	Factor
Extra inspection required due to violation	# of inspections

10.) Incomplete data pH or flow logger failure	Factor
Data gaps of 1 consecutive days or more	1

11.) RPWWF costs caused by IU and assessed by Control Authority	Factor
Cost recovery (RPWWF fees, maintenance fees, interdepartmental costs)	monetary value

12.) RPWWF costs caused by IU and assessed by Control Authority	Factor
RPWWF man hours assessed for investigation and enforcement	# of man hours

13.) Total fees	Sum
Sum the unit fees from steps #1 through step #11.	

# 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.**

## NEIGHBORHOOD AND HOUSING SPECIALIST SPN 301 OPEN ENTRY

**DATE OPEN:** Monday, March 4, 2024

**DATE CLOSED:** Monday, April 1, 2024

**SALARY:** \$70,971.12 annual salary, payable bi-weekly, to a maximum of \$100,725.12

### DESCRIPTION:

Performs professional administrative and field work enforcing legal codes, both proactively and in response to complex complaints and inquiries.

### DUTIES:

- Manages referred and complex cases; conducts site visit; studies and interprets codes; issues notices, penalties, and civil citations.
- Conducts inspections in the field, both proactively and in response to complaints, to investigate all property and occupancy types for code compliance. Inspections may be conducted from the exterior of properties, as well as from the interior of structures.
- Prepares written and oral reports for hearing officials and courts; prepares correspondence and orders related to hearings; researches codes, property records, utility accounts, and other sources.
- Assists in research, development and modification of new or existing regulations and department operating procedures.
- Assists in contract administration, lien management, and records management including handling public records requests.
- Assists in public education and outreach about department services through public meetings, media contacts, and direct advertising.
- Attends neighborhood meetings and neighborhood sub-committee meetings.
- Performs related work as required.

### MINIMUM QUALIFICATIONS:

#### Open Entry Requirements:

#### Bachelor's Degree Path

- *Education:* Graduation from an accredited four-year college or university with a degree in public administration, social science, law enforcement, planning, engineering, architecture, construction management, or a closely related field.
- *Experience:* One year of experience enforcing codes.
- *Licenses and Certifications:* Valid driver's license is required.
- *Substitution:* American Association of Code Enforcement (AACE) certification or certification from the International Code Council (ICC) as a Zoning, Building, or Property Maintenance and Housing Inspector will substitute for the enforcement experience requirement.

#### Equivalent Combination Path

- *Education:* Two years of college education in a relevant field (60 semester credit hours or 90 quarter credit hours).
- *Experience:* Two years of experience enforcing codes.
- *Licenses and Certifications:*
  1. Two ICC certifications as a Zoning, Building, or Property Maintenance and Housing Inspector.
  2. Valid driver's license is required.

### EXAMINATION DETAILS:

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

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

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

The examination will consist of a Training and Experience Evaluation (T&E), with scoring weight assigned as follows:

- T&E 100%

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

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

**EXAMINATION DETAILS:**

You will receive a link to the Neighborhood and Housing Specialist T&E via email, prior to 12:00 a.m. Pacific Time on the start date and will expire at 11:59 p.m. on the due date as listed below. Please note that this email will be sent from City of Spokane ([info@governmentjobs.com](mailto:info@governmentjobs.com)).

- Applicants who apply and meet the minimum qualifications between Monday, March 04, 2024 and Monday, March 18, 2024 will test Thursday, March 21, 2024 through Tuesday, March 26, 2024
- Applicants who apply and meet the minimum qualifications between Tuesday, March 19, 2024 and Monday, April 1, 2024 will test Thursday, April 4, 2024 through Tuesday, April 9, 2024.

**TO APPLY:**

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

- Email: [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4<sup>th</sup> Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201
- 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 29th day of February 2024.

MARK LINDSEY  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

**ABBREVIATED REQUEST FOR QUALIFICATIONS  
2024-2026 REAL ESTATE CONSULTANT FOR NON-FEDERAL AID PROJECTS  
CITY OF SPOKANE, WA**

**DESCRIPTION**

Real Estate Consultant Services for Non-Federal Aid Projects 2024-2026

**DUE DATE**

Monday, March 11, 2024, no later than 1:00 p.m.

**SCOPE OF SERVICES**

The scope of services may include tasks associated with real estate acquisition both during design and construction. Sample types of tasks/project components include:

- Appraisals & review appraisals
- Negotiations with property owners
- Property acquisition & associated paperwork

Individual project fees will be negotiated for each project.

**EVALUATION CRITERIA**

The following weighting will be assigned to the Proposal for evaluation purposes:

Qualifications of key personnel	33%
Expertise and approach to various tasks described in Scope of Services	33%
Past performance/references relevant to areas itemized above on similar projects	34%

**SUBMITTAL REQUIREMENTS**

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

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

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

**ADA INFORMATION**

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

**TITLE VI STATEMENT**

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

Publish: February 21, 28, & March 6, 2024

---

**ABBREVIATED REQUEST FOR QUALIFICATIONS  
2024-2026 GENERAL CIVIL ENGINEERING DESIGN FOR NON-FEDERAL AID PROJECTS  
CITY OF SPOKANE, WA**

**DESCRIPTION**

General Civil Engineering Design for Non-Federal Aid Projects

**DUE DATE**

Monday, March 11, 2024 no later than 1:00 p.m.

**SCOPE OF SERVICES**

The scope of services will include civil design and associated activities (potentially including construction administration) of City of Spokane public works projects. Typical tasks/project components could include:

- Civil engineering design
- Surveying associated with the project design
- Hiring/managing subconsultants for the project design
- Environmental review
- Bid phase assistance associated with the project design
- Construction staking associated with the project design
- Construction administration associated with the project design



The City expects to assign a particular public works project design to the consultant and the consultant would complete some or all of the above (or related) tasks. If, in the City's judgement, it would be more efficient or cost effective, the City may perform some of the above tasks on a given project. For example, the City may elect to do the surveying and/or environmental review on a given project. The type of projects the City envisions assigning under this agreement are water (water main, pump station, etc.), sewer (sewer main, lift station, etc.) and/or street projects with a construction value in the range of \$1M - \$5M.

Individual project fees will be negotiated for each project.

#### EVALUATION CRITERIA

The following weighting will be assigned to the Proposal for evaluation purposes:

Qualifications of key personnel	33%
Expertise and approach to various tasks described in Scope of Services	33%
Past performance/references relevant to areas itemized above on similar projects	34%

#### SUBMITTAL REQUIREMENTS

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

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

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

#### ADA INFORMATION

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

#### TITLE VI STATEMENT

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

Publish: February 21, 28, & March 6, 2024

---

#### **2024 Street Maintenance Curb Ramps Engineering Services File No. 2023042**

This project consists of the construction of approximately 100 ADA accessible wheelchair ramps, including 2,600 linear feet curb removal and replacement, and 2,000 square yards of sidewalk, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 25, 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 the specifications:** The City of Spokane is using WSDOT's 2023 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: March 6, 13, & 20, 2024

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### REQUEST FOR PROPOSALS #5987-24 Spokane WheelShare (Shared Mobility) Operator(s) Services City of Spokane Planning & Economic Development

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, MARCH 18, 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, MARCH 18, 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](mailto: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: February 21, 28, & March 6, 2024