



Official Gazette

City of Spokane, Washington

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

Volume 114

APRIL 17, 2024

Issue 16



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, April 8, 2024

BRIEFING SESSION

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:33 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, Klitzke, Navarrete, and Zappone were present.

City Attorney Mike Piccolo (in absence of 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.

Candidate Interviews – CHHS Board and OPO Commission

The City Council interviewed the following individuals: James Randall and Christabel Agyei, candidates for appointment to the Community, Housing and Human Services (CHHS) Board, and Amy McColm, candidate for appointment to the Office of Police Ombudsman (OPO) Commission.

Action to Approve April 15, 2024, Advance Agenda

Following staff reports and Council inquiry and discussion regarding the April 15, 2024, Advance 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 Dillon, **to approve** the April 15, 2024, Advance Agenda; **carried 6-0.**

Current Agenda Review

The City Council reviewed the April 8, 2024, Current Agenda.

Final Reading Ordinance C36504 (Council Sponsors: Council Members Zappone, Dillon, and Klitzke)

Motion by Council Member Zappone, seconded by Council Member Dillon, **to defer Final Reading Ordinance C36504**—altering the Lodging Tax Advisory Committee, creating the Lodging Tax Advisory Program; amending sections 04.30.010 and 04.030.020 of the Spokane Municipal Code, and adding a new section to Chapter 04.30 of the Spokane Municipal Code—to April 22, 2024, agenda; **carried 7-0.**

Action to Approve April 8, 2024, Current Agenda

Following staff reports and Council inquiry and discussion regarding the April 8, 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 Cathcart, **to approve** the April 8, 2024, Current Agenda; **carried 7-0.**

Council Recess/Executive Session

The City Council recessed at 4:16 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.

COUNCIL SALUTATION

April 10, 2024 *Dolores Clara Huerta*

Council Member Navarrete read a Council Salutation in both Spanish and English saluting the public service of Dolores Huerta and Local Latine/Hispanic/Indigenous Community Groups. The Council Salutation was presented to the following four organizations: Nuestras Raices, Latinos en Spokane, Mujeres in Action, and Manzanita House. Representatives for each of the groups were invited to the podium to be recognized.

Copies of the Council Salutation for each group are attached to these minutes for reference.

DANCE PERFORMANCES

Dancers from Ballet Folklorico de Spokane performed for the City Council and the audience.

ACKNOWLEDGEMENT

Council President Wilkerson acknowledged representatives from World Relief in the audience and thanked them for joining the meeting today.

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

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

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to approve** (and thereby confirm) the appointment of Amy McColm to the Office of Police Ombudsman Commission for a three-year term from April 8, 2024, through April 8, 2027; **carried 6-1**.

CONSENT AGENDA

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

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

Two-year Value Blankets for the Waste to Energy Facility from April 1, 2024, through March 31, 2026, with:

- a. North Coast Electric Company (Spokane) for the purchase of 1200a switchboards—\$100,000 (plus tax). (OPR 2024-0240 / RFQ 6072-24)
- b. Dykman, Inc (Spokane Valley, WA) for the purchase of 1000kva transformers—\$120,000 (plus tax). (OPR 2024-0241 / RFQ 6072-24)

(Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Purchase from The Babcock & Wilcox Company (Napa, CA) of two gas burner boiler assemblies for use at the Waste to Energy Facility—\$92,869.70 (incl. tax and shipping). (OPR 2024-0242 / RFQ 6055-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Purchase from Midwest Electric Transformer Services, Inc. (Newton, KS) of a backup 750kva transformer for the Waste to Energy Facility—\$64,440.80 (incl. tax and shipping). (OPR 2024-0243 / RFQ 6078-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Contract Renewal 4 of 4 with United States Electric Corporation (Olympia, WA) for high voltage electrical maintenance and technical support services at the Waste to Energy Facility from May 1, 2024, through April 30, 2025—not to exceed \$500,000 (plus tax). (OPR 2020-0418 / PW ITB 5230-20) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Contract Renewal 1 of 3 with Nalco Company, LLC (Spokane) for chemical management services at the Waste to Energy Facility from April 1, 2024, through March 31, 2025—not to exceed \$49,000 (incl. tax). (OPR 2022-0257 / IRFP 5528-21) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Contract Renewal 3 of 3 with Helfrich Brothers Boiler Works, Inc. (Lawrence, MA) for boilermaker services at the Waste to Energy Facility from April 1, 2024, through March 31, 2025—not to exceed \$1,300,000 (incl. tax). (OPR 2020-0341 / PW ITB 5238-20) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Public Works Contract with Gerard Chimney Company (St. Louis, MO) for stack repairs and inspection at the Waste to Energy Facility from April 1, 2024, through December 31, 2024—not to exceed \$225,000 (plus tax). (OPR 2024-0244 / PW ITB 6028-23) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Multiple Family Housing Property Tax Exemption Conditional Agreements with:

- a. NARP LLC for the future construction of approximately 4 units at Parcel Number 35204.0211, commonly known as 1207 E. Newark Avenue. (OPR 2024-0214)
- b. Five Mile Spokane, LLC, for the future construction of approximately 48 units at Parcel Number 26252.0064, commonly known as 7650 N. A Street (also known as 7601 N. Five Mile Rd). (OPR 2024-0215)
- c. Cap 31st Avenue Residences, LLC, for the future construction of approximately 96 units at Parcel Number 35331.0017, commonly known as 2402 E. 31st Avenue. (OPR 2024-0216)
- d. Grove at Cannon, LLC, for the future construction/renovation of approximately 13 units at Parcel Number 25244.2705, commonly known as 621 S. Cannon Street. (OPR 2024-0217)
- e. Jay Higgins/Cheryl Ann Kordner for the future construction of approximately 20 units at Parcel Number 35091.2914, commonly known as 2517 E. Upriver Drive. (OPR 2024-0218)
- f. 5115 S. Freya St., LLC, for the future construction of approximately 30 units at Parcel Number 34031.9114, commonly known as 5115 S. Freya Street. (OPR 2024-0219)
- g. Garland Acquisitions, LLC, for the future construction of approximately 44 units at Parcel Number 35062.1409, commonly known as 924 W. Garland Avenue. (OPR 2024-0220)

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. (Deferred from March 25, 2024, Agenda) (Council Sponsors: Council Members Bingle, Zappone, and Klitzke)

Low Bid of Inland Infrastructure LLC (Spokane) for Cycle 10 Traffic Calming project—\$2,972,000. An administrative reserve of \$297,200, which is 10% of the contract price, will be set aside. (Various Neighborhoods) (Deferred from March 18, 2024, Agenda) (OPR 2024-0191 / ENG 2020046 / ENG 2020047 / ENG 2020048) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Low Bid of Cameron Reilly, LLC (Spokane Valley, WA) for 2024 Street Maintenance Curb Ramps project—\$908,687. An administrative reserve of \$98,868.70, which is 10% of the contract price, will be set aside. (Various Neighborhoods) (OPR 2024-0245 / ENG 2023042) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Local Agency A&E Professional Services Consultant Agreement with DOWL (Spokane) for Pacific Avenue Greenway – Howard to Sherman project—\$485,587.28 plus a 10% administrative reserve. (OPR 2024-0247 / ENG 2022069) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Consultant Agreement with Commonstreet Consulting, LLC (Seattle, WA) for Real Estate On-Call Services for 2024-2026 (Non-Federal)—not to exceed \$200,000. (Various Neighborhoods) (OPR 2024-0248 / ENG 2024058) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Consultant Agreements for General Civil On-Call Services for 2024-2026 (Non-Federal) with:

- a. Parametrix, Inc. (Spokane)—not to exceed \$1,000,000. (OPR 2024-0249 / ENG 2024059)
- b. TD&H Engineering (Spokane)—not to exceed \$750,000. (OPR 2024-0250 / ENG 2024059)

(Various Neighborhoods) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Contract with Incapsulate, LLC (Washington, DC) for Customer Relationship Management System (CRM) annual software, subscription, and support from May 1, 2024, through April 30, 2029—\$784,296.96 (plus tax). (OPR 2024-0251 / RFP 4481-18) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Contract Renewal with Carahsoft, Inc. (Reston, VA) for Salesforce licenses and support for the city's CRM system from May 1, 2024, through April 30, 2025—\$127,864.35 (plus tax). (OPR 2019-0293 / RFP 4481-18) (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 March 22, 2024, total \$9,405,529.75 (Check Nos.: 601795-601942; ACH Nos.: 127466-127662), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,203,888.91. (CPR 2024-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through March 29, 2024, total \$12,419,953.60 (Check Nos.: 601943-602093; ACH Nos.: 127663-127963), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$12,003,391.41. (CPR 2024-0002)
- c. Payroll claims of previously approved obligations through March 30, 2024: \$9,726,507.24 (Check Nos.: 571833-571972). (CPR 2024-0003)

City Council Meeting Minutes: March 18, March 21, and March 25, 2024. (CPR 2024-0013)

City Council Standing Committee Meeting Minutes:

- (1) Public Safety & Community Health: March 4, 2024. (CPR 2024-0018)
- (2) Urban Experience: January 8, February 12, and March 11, 2024. (CPR 2024-0017)

Public Works Agreement with Cameron Reilly, LLC (OPR 2024-0246 / ENG 2023102) (taken separately) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Motion by Council Member Zappone, seconded by Council Member Bingle **to defer** Public Works Agreement with Cameron Reilly, LLC (Spokane Valley, WA) for Howard Street Signing, Restriping, and Traffic Islands project—for one week to April 15, 2024; **carried 7-0**.

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2024-0033 (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

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

Upon 5-2 Roll Call Vote, the City Council **adopted Resolution 2024-0033** approving the appointment of Arielle Anderson as the Director of Community, Housing, and Human Services for the City of Spokane.

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

Resolution 2024-0034 (CR: OPR 2024-0252) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Motion by Council Member Bingle, seconded by Council Member Cathcart, to **defer Resolution 2024-0034**—declaring Huber Technology, Inc. (Denver, NC) a sole source provider and authorizing the purchase of parts, supplies and service for SE EscaMax Fine Screen and HydroPress Washer Compactor parts for the Riverside Park Water Reclamation Facility for a period of five (5) years for up to \$1,100,000 without public bidding—for one week to April 15, 2024; **carried 7-0**.

FINAL READING ORDINANCES

For council action on Final Reading Ordinance C36504, 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. There was an opportunity for public testimony with no individuals signed up to speak.

ORD C36505 Amending Ordinance C33671 that vacated the east 15 feet of Lacey Street from Gordon Avenue to 620 feet south. (Striking an easement.) (Council Sponsors: Council Members Klitzke, Bingle, and Zappone)

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting at 6:43 p.m., at the start of Open Forum (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:

- Karl Boettner
- War Bear
- Tony Edwards
- William Hulings
- Lukas Yann
- Justin Haller
- Debbie Novak
- Wyktoria Taschler
- Zach McGuckin
- Eugene Knowles
- Cherrie Barnett
- Monica Tittle-Mueller
- Andrew Cowley
- Megra Flatman
- Dream
- Tracy Blum

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 7:20 p.m.

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

STANDING COMMITTEE MINUTES
City of Spokane
Urban Experience Committee
Council Chambers
Monday, April 8, 2024

Call to Order: 1:15 PM

Recording of the meeting may be viewed her.

Attendance

Committee Members Present: Standing Committee Chair, Zack Zappone, Vice Chairs, Kitty Klitzke, Jonathan Bingle (Left at 2:29 PM and returned at 2:34 PM) Council President Betsy Wilkerson, Council Members, Michael Cathcart (Left at 2:29 PM and returned at 2:33 PM) Paul Dillon, Lily Navarrate (Left at 3:15 PM)

Staff/Others Present

Christopher Wright, Michael Piccolo, Giacobbe Byrd, Spencer Gardner, Jackie Churchill, Amanda Beck, Maren Murphey, Luis Garcia, Jason Ruffing, Dawn Kinder, Sarah Clement-Sampson, Ariel Anderson, Marley Hochendoner, Steve Corker

Agenda Items

1. 0650—Q1 PAPER CUTS CODE TEXT AMENDMENTS Jackie Curchhill (15 minutes) **Presentation and Discussion**
2. 0650—2024 MULTI-FAMILY TAX EXEMPTION UPDATE—AMANDA BECK (10 minutes) **Presentation and Discussion**
3. 0650—2024 PARKING 2 PEOPLE INCENTIVE UPDATE—AMANDA BECK (10 minutes) **Presentation and Discussion**
4. 0650—2024-2025 PLAN COMMISSION WORK PROGRAM—SPENCER GARDNER (5 minutes) **Discussion only**
5. 0650—RES. TO INITIATE CLIMATE PLANNING UNDER THE COMP PLAN PERIODIC UPDATE—MAREN MURPHY (15 minutes) **Presentation and Discussion**
6. 0650—SBO FOR CLIMATE PLANNING GRANT - MAREN MURPHY (5 minutes) **No Presentation or Discussion**
7. 0650—SBO FOR SMART GROWTH AMERICAN COMMUNITY CONNECTORS GRANT—MAREN MURPHY (5 minutes) **Presentation and Discussion**
8. RENTAL REGISTRY UPDATE—LUIS GARCIA, JASON RUFFING (5 minutes) **Presentation and Discussion**
9. 0320—UPDATE ON SHRC HOMELESSNESS RESOLUTION SENT TO COUNCIL IN 2023 - LILI NAVARRETE (5 minutes) **Discussion only**
10. 0320—ORDINANCE RELATING TO RESIDENTIAL RENTAL PROPERTIES—PAUL DILLON (5 minutes) **Discussion only**
11. 0320—A RESOLUTION APPOINTING MEMBERS TO THE HOUSING ACTION SUBCOMMITTEE—NICOLETTE OCHELTREE **No presentation or discussion occurred for this agenda item.**
12. STANDING COUNCIL BOARD AND COMMISSION UPDATES—(5 minutes) **No presentation or discussion occurred for this agenda item.**
12. SHELTER AUDIT Dawn Kinder, Sarah Clement-Sampson **This item was added to the agenda late at the discretion of the chair. Presentation and discussion**
13. FAIR HOUSING Dawn Kinder, Marley Hochendoner **This item was added to the agenda late at the discretion of the chair. Presentation and discussion**

Consent Items

1. 0650—GRANT ACCEPTANCE FOR SMART GROWTH AMERICAN COMMUNITY CONNECTORS FUNDS (PLANNING & ECONOMIC DEVELOPMENT)
2. 0650—MFTE CONDITIONAL AGREEMENT FOR 1234 N ATLANTIC ST (PLANNING & ECONOMIC DEVELOPMENT)
3. 0650—MFTE CONDITIONAL AGREEMENT FOR 2539 N NAPA ST (PLANNING & ECONOMIC DEVELOPMENT)
4. 0650 APPROVAL OF CONSULTANT CONTRACT FOR CLIMATE PLANNING—PHASE 1 (PLANNING & ECONOMIC DEVELOPMENT)
5. 0470—AMERICAN LEGION CENOTAPH NOMINATION TO THE SRHP (HISTORIC PRESERVATION)
6. 0650—MFTE CONDITIONAL AGREEMENT FOR 717 W SPOFFORD (PLANNING & ECONOMIC DEVELOPMENT)
7. 1680—BUDGET AMENDMENT TO THE HEN CONTRACT PY2024 WITH GOODWILL INDUSTRIES (HOUSING & HUMAN SERVICES)
8. 1680—2024 ANNUAL ACTION PLAN COMPONENT OF THE 2020-2024 CONSOLIDATED PLAN (HOUSING & HUMAN SERVICES)

Executive Session

None

Adjournment

The meeting adjourned at 3:16 PM

Hearing Notices

NOTICE OF PUBLIC HEARING PROPOSED AMENDMENT TO THE SPOKANE MUNICIPAL CODE: PAPER CUTS CODE AMENDMENTS Q1 2024 PROPOSED ORDINANCE C36514

The City of Spokane City Council will hold a Public Hearing in a hybrid format on Monday, April 29, 2024 beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding proposed amendments to 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 new section 17C.190.255 Public Parking Lot. Information about the City Council agenda and how to join the meeting and testify is available on the City's website:

<https://my.spokanecity.org/citycouncil/meetings/>.

Public testimony on these amendments will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record.

Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision. Any person may submit written comments, appear at the public hearing, or request additional information by contacting: Planning and Development Services Dept., 808 W. Spokane Falls Blvd., Spokane, WA, 99201-3329. To submit comments or request more information contact: Jackie Churchill, jchurchill@spokanecity.org.

Any person may submit written comments on the proposed action or call for additional information:

City of Spokane, Planning Services and Economic Development
Jackie Churchill, Planner I, 808 W. Spokane Falls Blvd., Spokane, WA 99201
(509) 625-6500; jchurchill@spokanecity.org

Description of the proposal: This proposal will amend 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; to make minor changes that clarify government process and procedures, align with legislative requirements, and/or make clerical corrections in the Spokane Municipal Code. The proposal also adds a new section, 17C.190.255 Public Parking Lot, creating a new use category description.

Location: Citywide

SEPA: A Determination of Nonsignificance for the text amendments was issued on February 28, 2024, under WAC 197-11-340(2). The lead agency did not take action on this item for fourteen days following issuance of the DNS and the comment period ended on March 13, 2024.

To learn more: Contact Jackie Churchill, jchurchill@spokanecity.org

How to Attend the Meeting: The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online via Webex or call in by phone to hear and testify. Access the meeting link and call-in information at the agenda posted in advance on the City Council's webpage:

<https://my.spokanecity.org/citycouncil/meetings/>.

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 mowmaster@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

In the Superior Court of the State of Washington for the County of Spokane, No. 24201142-32

CITY OF SPOKANE, a municipal corporation, Plaintiff, v. RUSSELL GUTBROD, property owner of 628 S Hatch St., Spokane, Washington,

STATE OF WASHINGTON. DEPARTMENT OF SOCIAL AND HEALTH SERVICES, lienholder, Defendants.

The State of Washington to Russell Gutbrod, as the listed owner and with an interest in the real estate described in the complaint herein, Defendant:

You are hereby summoned to appear within sixty days after the date of the first publication of this summons, to wit, within sixty days after the 27th day of March, 2024, and defend the above entitled action in the above entitled court, and answer the complaint of the plaintiff City of Spokane, and serve a copy of your answer upon the undersigned attorney for plaintiff, at his office below stated; and in case of your failure so to do, judgment will be rendered against you according to the demand of the complaint, which has been filed with the clerk of said court. The object of the action is the abatement of substandard, unfit, abandoned building and nuisance property known as 628 South Hatch Street, Spokane, Washington, Spokane County Parcel Number 35202.4811, and the appointment of a receiver to the sell the property free and clear of liens and rights of redemption.

Plaintiff City of Spokane's Attorney:
Matthew M. Folsom
Office of the City Attorney
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3326

In the Superior Court of the State of Washington for the County of Spokane, No. 24201141-32

CITY OF SPOKANE, a municipal corporation, Plaintiff, v. MAUREEN ELIZABETH FILINA, property owner of 704 E Hartson Ave., Spokane, Washington,

WESTERN UNITED LIFE ASSURANCE CO., Beneficiary, METROPOLITAN MORTGAGE & SECURITIES CO., Beneficiary, Defendants.

The State of Washington to Maureen Elizabeth Filina, as the listed owner and with an interest in the real estate described in the complaint herein, Defendant:

You are hereby summoned to appear within sixty days after the date of the first publication of this summons, to wit, within sixty days after the 27th day of March, 2024, and defend the above entitled action in the above entitled court, and answer the complaint of the plaintiff City of Spokane, and serve a copy of your answer upon the undersigned attorney for plaintiff, at his office below stated; and in case of your failure so to do, judgment will be rendered against you according to the demand of the complaint, which has been filed with the clerk of said court. The object of the action is the abatement of substandard, unfit, abandoned building and nuisance property known as 704 East Hartson Avenue, Spokane, Washington, Spokane County Parcel Number 35204.0606, and the appointment of a receiver to the sell the property free and clear of liens and rights of redemption.

Plaintiff City of Spokane's Attorney:
Matthew M. Folsom
Office of the City Attorney
808 W. Spokane Falls Blvd.
Spokane, WA 99201-3326

Policies and Procedures

CITY OF SPOKANE
ADMINISTRATIVE POLICY AND PROCEDURE

ADMIN 0410-24-04
LGL 2018-0017

TITLE: **TRAVEL POLICY**

EFFECTIVE DATE: July 27, 2018

REVISED EFFECTIVE DATE: January 7, 2021; April 15, 2024

1.0 GENERAL

Purpose

Spokane Municipal Code (SMC) 3.07.040 Reimbursement of Expenses – In General provides that “The mayor is directed to adopt and promulgate from time-to-time policies and procedures whereby officers and employees of the City are reimbursed for travel and other expenses necessarily incurred in performance of City business.” This policy and procedure provides guidance concerning authorization for travel while conducting City business, allowable costs and rates, requirements for receipts, and guidelines for the responsibilities of travelers.

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2.0 DEPARTMENTS / DIVISIONS AFFECTED.

Except as otherwise provided, this policy and procedure shall apply to all City departments, except Library and Retirement. Provided the provisions of this policy and procedure do not supersede the provisions of any collective bargaining agreements, and when in conflict, the specific terms and conditions of the collective bargaining agreement will prevail.

Departments or Divisions with specific travel circumstances may develop additional more restrictive policies regarding travel which should be documented. It is the responsibility of the traveler to ensure compliance with all relevant travel policies.

3.0 REFERENCES

SMC 3.07.010, .020, and .040 (Payments to Employees and Applicants)
U.S. General Services Administration Website (<https://www.gsa.gov/>)
Vehicle Usage and Accidents Policy and Procedure (ADMIN 0620-12-26)
Purchasing Card Policy (ADMIN 5600-16-01)

4.0 DEFINITIONS

Concur Solutions: Authorized platform used for Travel and Expense electronic approval and expense reporting.
www.concursolutions.com

Documented Travel: when an employee attends city business occurring 50 miles or more from duty location.

Local Travel: when an employee attends city business occurring within 50 miles or less from a duty location (see 5.2.7)

Travel Approver: Supervisor or Department Head authorized to approve travel requests through Concur.

Travel Delegate/Assistant: authorized person who may assist travelers with submitting travel requests through Concur, book and reserve, and submit travel expense reports through Concur. (Travelers are still responsible for maintaining compliance.)

5.0 POLICY

5.1 Policy Statement

The City of Spokane will pay reasonable and necessary expenses incurred by its employees while conducting City business. When incurring such expenses, City employees must be sensitive to the public's expectations of the use of public funds and the need to use good judgment. For combined business and personal trips, based on the business itinerary/period of travel, the City will pay allowable business expenses incurred during the business portion of the trip. No added costs will be incurred by the City as a result of extending the business trip for personal reasons. The City will not pay unallowable expenses nor will the city pay duplicative, excessive, extravagant, unnecessary or unreasonable expenses. Where payment of expenses is the subject of a collective bargaining agreement or grant agreement, the terms of that agreement will prevail.

5.2 Payment of Travel Expenses

5.2.1 Authorization for Travel

Authorization requirements are such that no employee may approve his/her own travel expenses. Travel authority is designated to each Director and/or Department Head. Directors and Department Heads may, at their discretion, delegate authority to approve travel, expense reimbursements, required pre-authorizations, and any travel exceptions to other management personnel. Approved Travel Requests are required prior to booking, incurring any expenses, and commencement of travel, by using Concur Solutions.

Any travel that is not pre-approved shall not be eligible for payment or reimbursement. In certain instances of travel related to grant funded activities, additional prior approval may be required by the Director Accounting and Grants.

In the event the City is in a Non-Essential Travel Freeze status, travel must receive approval through the Request for Essential Travel Authorization Form prior to submitting a Travel Request through Concur Solutions. The Essential Travel Authorization form must accompany the Concur Solutions Travel Request and Travel Expense Report. The form shall be available on the SharePoint Travel page.

5.2.2 Length of Travel Expense Payable

A conference agenda, program, training schedule or other which indicates the length of travel conducted for business purposes is required supporting documentation and must be included in the Concur Travel Expense Report. Reasonable allowance of time for travel to and from the destination is preferred at same day of business commencement and conclusion and may not exceed one day before and one day after business is conducted.

5.2.3 Travel Cards

A City travel card application is required for all travelers in order to set up a Concur profile. Travelers are encouraged to obtain a City-issued travel card to be used for travel purposes only. A City travel card is the preferred method of payment for travel expenses. The supervisor or manager must approve the application along with the Director of Accounting and Grants.

The City's Travel Cards may be used for reasonable and necessary travel purchases as listed below:

- Registrations involving travel
- Lodging
- Airfare or other large commercial transportation (including baggage fees)
- Parking
- Car rental
- Taxi fares or other transportation such as Uber or Lyft, and public transportation
- Fuel or electric vehicle charging for rental cars and city vehicles while in travel status
- Tolls and ferries
- Internet/data service fees

A Travel Card may be used for making or guaranteeing reservations (e.g. lodging, car rentals). As per City Policy ADMIN 5600-16-01, City Purchasing Cards, issued for the purpose of procuring low value goods and services, may not be used for travel related purchases, except for registrations as needed and the approved travel authorization must accompany the purchase card log.

All permissible travel-related purchases must be accompanied by detailed receipts. In those instances where it is not possible to obtain a detailed receipt or the receipt is lost, the employee shall submit a Missing Travel Receipt Certification Form. Depending on the circumstances, expenses without receipts may or may not be approved. All Travel Card purchases must be reconciled in an electronic expense report with all supporting detailed receipts attached. An itemized expense report must be created for each travel request initiated in Concur to account for all card transactions.

Employees must ensure all Travel Card purchases fully comply with this policy. In the event that a Travel Card purchase is unauthorized, the employee will have 30 days or one statement period from time of discovery to rectify by either:

Calling the vendor and have the purchase(s) transferred to his/her personal card, or
Submit a personal check or cash for the amount of the unauthorized cost to accounting. A receipt will be provided to the traveler. Accounting will process this reimbursement with a Treasurer's Receipt, which will then be attached to the travel report and/or card statement, or
If per diem was not issued in advance, the amount may be deducted from per diem due if any, or
If the purchase was meant for the purchase card, please provide the appropriate budget code to accounting for proper allocation along with receipt(s).

See 5.5 for unallowable expenses.

The Director of Accounting and Grants may revoke Travel Cards for any violation of this policy, see 5.6.

5.2.4 Airfare & Lodging

Airfare: Economy coach class airfare for most business travel is preferred. First class accommodations are not normally acceptable and require prior approval from the Chief Financial Officer or their designee. It is expected that the airline offering the cheapest fare be selected unless overriding considerations can be documented such as excessive layover. All major carriers including discount carriers shall be reviewed for flight prices.

Many airlines charge a fee for each piece of luggage that is checked in prior to boarding. The charge for one bag will be reimbursed by the City or may be paid using a Travel Card. A detailed payment receipt is required. Additional baggage charges and over-weight charges may be reimbursed if circumstances warrant (i.e.: conference presenters who must take additional materials or equipment, police officers traveling with K9).

If flight delays occur and cause late-night or after midnight arrival, the "additional" day of travel per diem will not be reimbursed.

If flights are canceled due to unforeseen circumstances and causes an additional overnight stay, lodging and per diem will be considered allowable.

Airfare paid for by personal air miles or non-City-incurred e-credits / gift-certificates are not reimbursable and are not allowable for business related travel.

Lodging: The City will pay actual costs for lodging when employees travel more than 50 miles from their duty station. With prior approval, overnight lodging within the 50-mile radius may be permitted when there are back-to-back evening/early morning business events, when the traffic commute is excessively burdensome, or when overnight lodging at conferences and training seminars is an integral part of the experience.

When traveling on City business, employees are expected to use standard lodging options with economical rates. When making reservations directly with a hotel, through the internet, or via a travel agent, the government (U.S. General Services Administration (GSA)) rate or lowest rate should be requested.

For conferences or training seminars, the standard room rate at the conference hotel or accommodations are allowed even if it's not the most economical option available.

Actual costs are limited to the room rate and applicable taxes. Employees are responsible for any additional charges or increased rates due to non-employees accompanying them while traveling, any ineligible room charges or incidental non-reimbursable expenses (i.e.: television channels, room service, etc.).

An itemized hotel receipt is required for reimbursement and Travel Card charges. Credit card receipts alone do not provide sufficient detail and will not be accepted for this purpose. Internet sites such as Expedia or Priceline may offer better values than those directly available from hotels and traditional travel agencies. However, be alert to any non-refundable reservations. These sites may also directly bill the customer's charge card and the hotel bill will not reflect the room charge billed by the travel site. When making these types of reservations, print out a copy of the confirmation provided at the time of the internet reservation and submit it along with the hotel receipt (confirming the overnight stay), as the source documents for reimbursement. (*Note: Internet sites that charge a membership fee are not authorized for use.*)

If the employee reserves and personally pays for hotel and/or airfare 30 days or more in advance of actual travel, reimbursements of airfare/hotel (prior to completion of travel) may be requested, by completing an expense report with supporting documentation of the confirmed reservation and payment, and once processed payment will be initiated through accounts payable.

Maximum of two expense reports can be produced for each travel request. When the trip is completed, the itemized expense worksheet must reference the earlier reimbursement, so all trip activity and expenses are reported and reconciled.

If the employee cancels the reservation after claiming or receiving such reimbursement and does not incur the costs after all, the employee must refund the City.

When business trips are extended for personal reasons (combined business/personal trip), any added costs for airfare/hotel or other commercial fares due to side trips, non-business routes or extended itineraries shall be paid by the employee. The employee shall segregate City business costs from any added costs due to personal travel and may charge only the business travel portion of the airfare or other commercial fares to a City Travel Card.

Failure to settle travel advances within ten (10) business days after return from travel may be considered a misuse of City funds.

5.2.5 Rail or other Commercial Transportation

Other commercial transportation such as rail or bus is permitted and may be reserved either through the internet, authorized travel agencies, or directly by the employee.

5.2.6 Meals and Personal Expenses

Daily per diem is to be used when travel requires over-night stay. Meals will be calculated using the GSA per diem rates for the city/county to which you are traveling. Thus, meals are not to be charged on the travel card.

Calculated per diem will be reduced for meals already paid by the City (e.g. meals included and paid as part of the conference or training registration fee, meal tickets, hotel continental breakfasts containing protein, etc.), unless extenuating circumstances warrant a separate meal such as special dietary needs as documented or reported.

If a city/county is not specifically listed on the GSA website, the lowest Meal and Incidental per diem rate in the state must be used as the allowed rate. The first/last day travel option is calculated at 75% of GSA per diem daily rates. Meals provided on the first and last day of travel will be deducted at the full allocated amount from the already reduced rate per GSA Federal Travel Regulation section 301-11.18. Included in the GSA rate is an incidental amount of \$5 per day that will be paid even if all meals were provided for the day.

Employees may request per diem reimbursement upon return from travel or a cash advance may be requested with a minimum of two weeks' notice before traveling. In the event of a cash advance, and at a later date a meal was provided, this must be accounted for in the final expense report and refunded to the City in a manner chosen in section 5.2.3 within 30 days.

Concur Solutions will automatically calculate these rates.

For non-overnight single-day travel assignments, per diem (including incidentals) are subject to federal withholding and payroll taxes, per IRS regulations, and are not available for a cash advance. These taxes are mandatory, and reimbursements will be processed through payroll. This per diem will still be recorded in an expense report through Concur and accounts payable will notify and provide payroll the information.

For non-overnight multiple-day travel assignments, per diem will not be subject to federal withholding and payroll taxes and will not be issued through payroll.

5.2.7 Use of Privately Owned Vehicles and Parking

When City employees are authorized to use a privately owned vehicle to travel on City business, the employee will be reimbursed for the actual number of miles traveled at the IRS business mileage rate in effect at the time of travel. Current rates will be automatically calculated in Concur Solutions from the employee's home or normal duty location, whichever is closest, to the airport or business destination.

Airport shuttles are permissible if cost-effective to the City when compared to airport parking and mileage.

Wherever practicable, employees should ride together to minimize costs. Only one employee will be reimbursed for mileage when two or more are riding together.

For trips beyond a 350-mile radius from the employee's duty station, mileage reimbursement is limited to the cost of the lowest available alternative as indicated on the Lowest Cost Alternative worksheet, which must be included in the Concur Travel Expense Report. This worksheet shall be available on the SharePoint Travel page.

When parking is necessary, it will be reimbursed on an actual cost basis.

A City Travel Card may be used to pay for travel-related parking. At minimum, the credit card slip must be provided to support the parking costs paid with a Travel Card. Receipts are required, however, if the parking lot does not provide receipts, a missing receipt certification form may be provided. Valet parking is not acceptable unless the option to self-park is not available or there is no additional cost for the service.

When City employees are authorized to travel locally, within 50 miles of the city with a personal vehicle, mileage may be reimbursed using the local travel mileage reimbursement form.

5.2.8 Use of City-Owned Vehicles for Travel Purposes

When appropriate, City-owned vehicles may be used for travel. If City owned vehicles are used, no family members or guests may accompany the traveler and only City employee passengers may be transported in the City-owned vehicle.

For accidents involving a City-owned vehicle, see the City's Vehicle Usage and Accidents (ADMIN 0620-12-26).

The travel card may be used for fueling or electric vehicle charging of City-owned vehicles while in travel status.

5.2.9 Rental Cars, Taxis and Other Hired Vehicles

When it is necessary to travel by hired vehicle, employees are expected to choose a rental car company and vehicle which is appropriate for the circumstances, and which minimizes overall costs to the City. It is preferred the traveler uses the City account with Enterprise Rent-A-Car and their partner, National Car Rental, which provides discounted rental rates and other benefits. This account is available to all city employees while traveling in business status. The account number may be found on the Travel SharePoint page and by reaching out to accounting or purchasing. In the event that either service provider is not an option, government rates should be requested when seeking rental services with another provider.

When using the City Travel Card, employees must not waive the rental car company's liability insurance for bodily injury and property damage provided at no extra cost and must decline the Collision Damage Waiver (CDW/LDW) or similar coverages offered at an extra cost as coverage is provided through the Visa Travel Card.

If an employee's personal credit card is used, the same coverage rules apply as when using the City Travel Card.

In the event of an accident, the employee's automobile insurance coverage will be primary (check with your insurance agent for appropriate coverage before renting a vehicle) and the employee may be required to pay a deductible. The City will reimburse the employee for the deductible amount up to five hundred dollars (\$500) and the employee's insurer can seek subrogation.

As authorized in 5.2.3, the City's Travel Card can be used for paying for rental car expenses, fuel, and electric vehicle charging for the rental car.

Unless there are unusual circumstances, the traveler is expected to fill or re-charge the vehicle before return. If the rental agency adds a fuel or electric vehicle charging cost upon return of the vehicle, it is the traveler's responsibility to verify that fuel charges are itemized on the car rental receipt or invoice. Whenever there is partial, personal use of such vehicles, only the pro-rata portion of the rental vehicle expenses, including fuel or electric vehicle charging, applicable to City business can be charged to the City.

Employees may be reimbursed for business use of taxis or other commercial transportation by submitting receipts for taxis, and other commercial vehicles. A Travel Card may be used to pay for taxis, shuttles, buses, and other hired vehicles including app-based ride share options such as Uber or Lyft.

5.2.10 Other Travel-Related Incidentals

Bridge or road toll fees and car/passenger ferry fares are permissible and reimbursed at actual costs. The Travel Card may be used for payment of these fees if accepted by the merchants and must be accompanied by receipts.

5.2.11 Other Business Expenses While Traveling on City Business

The City will pay for other necessary business expenses incurred while traveling. Examples of such expenses include business telephone calls and/or facsimiles, rental of equipment or facilities necessary to conduct City business, or similar business-related expenses, and other unforeseen travel needs (e.g., SPD K-9 transportation and supplies needed during transport, purchases necessary during prisoner transport). Receipts are required for such expenses. The City's Travel Card may be used for such expenses if the purchase is otherwise permissible. Please provide Accounting with the appropriate budget codes to which these purchases should be allocated.

5.3 Out of Country Travel

Prior permission is required for insurance purposes to travel out of the country. Notice regarding planned business-related out of country travel for the City of Spokane shall be given to the Director of Risk Management. The Out of Country Travel Form required for permission to travel out of country is located on the SharePoint site. The officer or employee shall fully and accurately complete the Out of Country Travel Form and send it to the Director of Risk Management or their designee a minimum of two (2) weeks prior to the planned travel. The Director of Risk Management/designee shall review the proposed travel for possible hazards to be mitigated. The form will be counter-signed by the Director of Risk Management/designee and returned to the appropriate Director or Department Head before travel can be initiated. The approved Out of Country Travel Form shall then be attached to the travel authorization in Concur.

5.4 Authorization for Exceptions

No policy can anticipate and provide for all possible circumstances. Consistent with the Policy Statement, the Chief Financial Officer and his or her designee, may authorize exceptions to any rates or restrictions imposed by this policy. Such authorization shall be by memo addressed to the requesting Director or Department Head in advance of the travel, describing the circumstances justifying an exception to the policy and specifically identifying the exception to be authorized. This memo must be attached to the Travel Authorization in Concur. Receipts and itemization are required when requesting reimbursement for amounts that are authorized as exceptions to the standard rates.

5.5 Unallowable Expenses

Regardless of any other provisions of this policy, the following cannot be paid or reimbursed using City moneys, including payment using the Travel Card:

Alcoholic drinks

Meals including Room Service (see 5.2.6 Meals and Personal Expenses)
Entertainment except as part of a conference or training program that is included in the overall registration fee for all participants
Airline or other trip/travel insurance
Any other expenses unrelated to City business
Duplicate payments
Costs associated with the personal portion of a combined business/personal trip or extension of the business trip for personal reasons
Dry cleaning or other laundry services
Valet parking unless self-parking is not available

5.6 Penalties for Fraud, Abuse, and Policy Violations

Any City employee found in violation of this policy is subject to disciplinary actions which may include revoking the city travel card, loss of travel privileges, and other disciplinary actions including termination. Violations include but are not limited to: not seeking proper approval to travel as outlined in this policy before incurring travel expenses, falsely claiming expenses, failure to reimburse the city for unauthorized expenses, fraud, and/or abuse.

In addition to these penalties, state law provides that any person intentionally submitting a false claim is guilty of perjury in the second degree. State and City laws may also provide for additional penalties for theft.

Any City employee who becomes aware of any fraudulent or abusive claims should inform their supervisor or contact the Internal Auditor, Risk Manager, and Chief Financial Officer.

5.7 Travel for Prospective Employees and other Non-Employees

On a limited basis and in compliance with SMC 3.07.010 and .020, travel costs incurred by candidates who interview for City employment may be reimbursed. All travel for candidates and other non-employees traveling on City-sponsored business may be reimbursed, if pre-approved by the Mayor or the Mayor's designee (Chief Financial Officer) and in coordination with the Director of Human Resources and, when necessary, the City's Civil Service Commission. Only costs normally allowable to an employee are permitted for non-employee travelers, subject to the same rates and requirements for receipts, unless an exception has been approved. It is permissible for City staff to make airline, lodging and/or rental car arrangements for these travelers to access Government or contract rates. A City Travel Card may be used to purchase and pay for travel-related expenses, provided the expense is of the nature permitted per the Travel Policy. Employees who use their city travel card in this instance must reconcile through Concur Solutions. Non-employee travel authorization forms must be attached.

6.0 PROCEDURE

All procedures, forms, and user guides related to this policy shall be available to staff on the SharePoint Travel page.

7.0 RESPONSIBILITIES

The Director of Accounting and Grants administers the City's Travel Policy. Directors, Department Heads, and other personnel who have travel approval and administration responsibilities are accountable for policy compliance, travel management, and oversight. This includes appropriate supervisory review of travel requests, relevant travel card transactions and expense reimbursement claims.

Employees who travel are accountable for compliance with the City's Travel policies and procedures.

8.0 APPENDICES

None.

Notice for Bids

Paving, Sidewalks, Sewer, etc.

2023 Arterial Grind and Overlay Engineering Services File No. 2022089

This project consists of the construction of approximately 380 square yards of concrete sidewalk and driveway, 26,000 square yards of 2-inch thick HMA pavement, traffic signal system modifications and sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. April 29, 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 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: April 10, 17, & 24, 2024

**2024 Local Access Chip Seal
Engineering Services File No. 2024043**

This project consists of the construction of approximately 86,00 square yards of chip seal, pavement repair, pre-level, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. Monday, April 22, 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 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: April 3, 10, & 17, 2024

**2024 Paving Unpaved Residential Streets
2024049, 2024050, 2024051**

This project consists of the construction of approximately 1,800 linear foot inch of sawcutting flexible pavement, 410 linear foot inch of sawcutting rigid pavement, 1,300 cubic yards of excavation and embankment, 9,100 square yards of preparation of untreated roadway, 21 each tree removals, 7,250 square yards of HMA CL ½ in. medium traffic 3 in. thick, 7,250 square yards of soil residual herbicide, 430 square yards of topsoil, 375 square yards of sod installation, 155 linear feet of curb, 135 square feet of sidewalk, project traffic control, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. May 6, 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 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: April 17, 24, & May 1, 2024

Notice for Bids

Supplies, Equipment, Maintenance, etc.

Waterworks Butterfly Valves
City of Spokane

CITY ITB #6095-24

Description: The City of Spokane is seeking quotes for Waterworks Butterfly Valves to be used by the Water & Hydroelectric Services department.

Bid Opening: Sealed electronic bids will be accepted until **Monday, April 29th, 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.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

Tanya Lester
City of Spokane Purchasing

Publish: April 10 & 17, 2024

Fleet Telematics Equipment and Data Hosted Subscription Service Pertaining To Its Snow Plowing Operations
Spokane Streets Department
RFP 6110-24

Description: The City of Spokane, through its Streets Department is soliciting electronic bids for Fleet Telematics Equipment and Data Hosted Subscription Service Pertaining To Its Snow Plowing Operations.

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, MAY, 27, 2024**, for Fleet Telematics Equipment and Data Hosted Subscription Service Pertaining To Its Snow Plowing Operations. To watch the City of Spokane Bid Opening Meeting, 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.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 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 MONDAY, MAY 27, 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.

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

Rick Rinderle
City of Spokane Purchasing

Publish: April 10 & 17, 2024

City Administrator and HR Director Recruitment
Mayor's Office

RFP #6115-24

Description: *The City of Spokane, through the Office of the Mayor, is initiating this Request for Proposal (RFP) to solicit proposals from firms interested in assisting the City of Spokane's efforts to hire a qualified City Administrator and HR Director.*

Bid Opening: Sealed electronic bids will be accepted until **Monday, May 6th, 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.

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

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

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

Tanya Lester
Purchasing Department

Publish: April 17 & 25, 2024
