



# Official Gazette

## City of Spokane, Washington

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

Volume 114

SEPTEMBER 11, 2024

Issue 37



### 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

**NOTICE OF REPULICATION OF AUGUST 12, 2024, MINUTES**

This is notification that the Spokane City Council meeting minutes for August 12, 2024, are being republished in this issue of the Official Gazette as a clerical error was discovered in the previously published version of the minutes which appeared in the August 28, 2024, issue (Vol. 114, Issue 35), and the error has been corrected. It was incorrectly noted that Council President Wilkerson read the Land Acknowledgement, which was actually read by Council President Pro-Tem Zappone in her absence.

**CORRECTED MINUTES OF SPOKANE CITY COUNCIL****Monday, August 12, 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. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

**Roll Call**

On roll call, Council President Pro-Tem Zappone and Council Members Cathcart, Dillon, Klitzke, and Navarrete were present. Council President Wilkerson and Council Member Bingle were absent.

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 Interview – CHHS Board**

The City Council interviewed Anna Staa, candidate for appointment to the CHHS Board.

**Current Agenda Review**

The City Council reviewed the August 12, 2024, Current Agenda.

Resolution 2024-0074 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

**Motion** by Council Member Navarrete, seconded by Council Member Klitzke, **to suspend** Council Rules to adopt the Navarrete amendment; **rejected 4-1**. [Requires five affirmative votes (Council Rule 2.18)]

Final Reading Ordinance C36120 (First Reading held October 25, 2021) (Deferred from July 15, 2024, Agenda) (Council Sponsors: Council Members Zappone and Klitzke)

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to defer** Final Reading Ordinance C36120—vacating the east 55 feet of Adams Street from the south line of Third Avenue to the north line of I-90, together with the alley between Third Avenue and I-90, from the east line of Adams Street to the west line of Jefferson Street—to August 26, 2024, Agenda; **carried 5-0**.

First Reading Ordinance C36543 (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

**Motion** by Council Member Cathcart, seconded by Council Member Klitzke, **to defer** First Reading Ordinance C36543—designating the Lunar New Year, Martin Luther King Jr. Day and Juneteenth as official City of Spokane holidays—to September 16, 2024; **carried 5-0**.

**Action to Approve August 12, 2024, Current Agenda**

Following staff reports and Council inquiry and discussion regarding the August 12, 2024, Current Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to approve** the August 12, 2024, Current Agenda (as amended); **carried 5-0**.

**Advance Agenda Review**

The City Council received an overview of the August 19, 2024, Advance Agenda items.

Public Works Agreement with Spilker Contracting, LLC (OPR 2024-0633 / PW ITB 6142-24) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to defer** Public Works Agreement with Spilker Contracting, LLC for Hoffman Well Station roof removal and replacement to August 26, 2024; **carried 5-0**.

**Action to Approve August 19, 2024, Advance Agenda**

Following staff reports and Council inquiry and discussion regarding the August 19, 2024, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to approve** the August 19, 2024, Advance Agenda (as amended); **carried 5-0**.

**Council Recess/Executive Session**

The City Council recessed at 4:34 p.m. and immediately reconvened into an Executive Session to discuss pending litigation until 4:54 p.m. At 4:54 p.m., the meeting was extended for 2 minutes. The Executive Session ended at 4:56 p.m., at which time the 3:30 p.m. Briefing Session also ended. City Attorney Michael Piccolo was present for the Executive Session. The City Council reconvened at 6:03 p.m. for the Legislative Session.

**LEGISLATIVE SESSION****Land Acknowledgement**

Council President Pro-Tem Zappone 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 Pro-Tem Zappone and Council Members Cathcart, Dillon, Klitzke, and Navarrete were present. Council President Wilkerson and Council Member Bingle were absent.

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

There were no **Mayoral Proclamations**.

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

**BOARDS AND COMMISSIONS APPOINTMENTS****Community, Housing, and Human Services Board (CPR 1981-0043)**

**Upon 5-0 Voice Vote**, the City Council **approved** (and thereby confirmed) the appointment of Anna Staal to the Community, Housing, and Human Services board for a three-year term from July 15, 2024, to July 15, 2027.

**CONSENT AGENDA**

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

**Upon 5-0 Voice Vote**, the City Council **approved** Staff Recommendations for the following items; **carried 5-0**:

Two-year Value Blanket with Pomp Tire Services (Spokane) for purchase of tires and tire-related products for multiple departments—\$800,000 annually. (OPR 2024-0606) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Personal Service Agreement with Pomp Tire Services (Spokane) for miscellaneous tire services for multiple departments from July 1, 2024, through June 30, 2029—\$380,000 annually (plus tax, if applicable). (OPR 2024-0607) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Contract Amendment with Applied Industrial Technologies (Spokane) for conveyor belt services at the Waste to Energy Facility from July 1, 2023, to June 30, 2025—additional \$150,000 (plus tax) due to unplanned but necessary repairs to the ash system. Total contract amount: \$360,000 (plus tax). (OPR 2023-0686 / IPWQ 5891-23) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Master Personal Services Agreement with Absolute Drug Testing, LLC (Coeur d'Alene, ID) for drug and alcohol testing services for Municipal Court from July 1, 2024, through June 30, 2025, with options for up to four additional one-year renewals—\$250,000 (plus tax, if applicable). (OPR 2024-0608 / RFP 6102-24) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Joint application of Empire Health Foundation as the proposed operator and Revive Counseling as the housing navigator and primary service provider to support the continued decommissioning of the Trent Resource and Assistance Center from July 1, 2024, through June 30, 2025—\$3,850,000. (OPR 2024-0609) (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)

Service Agreement with Gartner, Inc (Stamford, CT) for consulting, research, and related services for City of Spokane Finance leadership from August 1, 2024, through July 31, 2025—\$150,128. (OPR 2024-0610) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Five-year Contracts for the Mail Center from September 24, 2024, through September 23, 2029, with:

- a. Canon Solutions America, Inc. (Melville, NY) for lease of Riso Comcolor 9730 printer—\$147,720 (plus tax, if applicable). (OPR 2024-0611)
- b. Quadient Leasing USA, Inc. (Milford, CT) for lease of mail and inserter machines and associated software—\$236,987.40 (plus tax, if applicable.) (OPR 2024-0612)

(Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Contract Amendment and Extension with GSI Water Solutions, Inc. (Portland, OR) for Well Electric New Well Field Study from July 1, 2024, through December 31, 2025—\$132,900 (plus tax, if applicable). (OPR 2021-0713 / ENG 2018099) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Reimbursement Agreement with Spokane Transit Authority for the design phase of the Division Street Bus Rapid Transit Project Development—\$100,000. (OPR 2024-0613) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Preventative Maintenance Agreement with ACI Northwest, Inc. (Dalton Gardens, ID) for HVAC preventative maintenance and on-call repair services at the Riverside Park Water Reclamation Facility from August 1, 2024, through July 31, 2027—\$360,000 (plus tax). (OPR 2024-0614 / IPWQ 6154-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through July 19, 2024, total \$7,532,086.99 (Check Nos.: 604311-604449; Credit Card Nos.: 000403-000427; ACH Nos.: 131457-131660), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,815,535.78. (CPR 2024-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through July 26, 2024, total \$14,926,503.07 (Check Nos.: 604450-604614; Credit Card Nos.: 000428-000449; ACH Nos.: 131661-131866), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$14,575,604.61. (CPR 2024-0002)
- c. Claims and payments of previously approved obligations, including those of Parks and Library, through August 2, 2024, total \$9,499,707.31 (Check Nos.: 604615-604778; Credit Card Nos.: 000450-000482; ACH Nos.: 131867-132104), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$9,082,447.55. (CPR 2024-0002)
- d. Payroll claims of previously approved obligations through July 20, 2024: \$9,666,801.54 (Check Nos.: 573467-573735). (CPR 2024-0003)
- e. Payroll claims of previously approved obligations through August 3, 2024: \$9,978,036.23 (Check Nos.: 573736-573979). (CPR 2024-0003)

## Minutes:

- a. City Council Meeting Minutes: July 8, July 15, and July 22, 2024.
- b. City Council Finance and Administration Standing Committee Meeting Minutes: July 22, 2024.

**LEGISLATIVE AGENDA**

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

**RESOLUTIONS****Resolution 2024-0073 (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)**

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

**Upon 5-0 Roll Call Vote**, the City Council **adopted Resolution 2024-0073** relating to modification of the City of Spokane's Retail Water Service Area (RWSA) to amend the RWSA boundaries to include areas within the current Spokane County Urban Growth Area (UGA) boundaries and authorizing amendment of the City's RWSA map on file with the Washington State Department of Health.

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

**Resolution 2024-0074 (Council Sponsors: Council Members Navarrete, Dillon, and Klitzke)**

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

**Upon 4-1 Roll Call Vote**, the City Council **adopted Resolution 2024-0074** expressing support for the federal administration's new executive directive to keep immigrant and noncitizen families together, for local efforts to provide immigrant services, and for amending the City's federal legislative agenda to include support for federal relief of immigrant legal services.

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

**Resolution 2024-0075 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)**

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

**Upon 5-0 Roll Call Vote**, the City Council **adopted Resolution 2024-0075** approving the appointment of Christine Shisler as the Retirement Director for the City of Spokane.

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

**Resolution 2024-0076 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)**

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

**Upon 5-0 Roll Call Vote**, the City Council **adopted Resolution 2024-0076** approving the appointment of Laz Martinez as the Director of Information and Technology for the City of Spokane.

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

**Resolution 2024-0077 (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)**

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

**Upon 5-0 Roll Call Vote**, the City Council **adopted Resolution 2024-0077** acknowledging the recommendation of the Neighborhood Project Advisory Committee for the West Quadrant Tax Increment Financing district and accepting the use of \$190,000 in TIF funding for public improvements to be installed as part of the NATIVE Project Children and Youth Behavioral Health Project.

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

**FINAL READING ORDINANCES**

**For Council action on Final Reading Ordinance C36120, see section of minutes under 3:30 p.m. Briefing Session.**

**For Council action on Final Reading Ordinance C36548, see section of minutes under “Hearings.”**

**For Council action on Final Reading Ordinance C36549, see section of minutes following “Hearings.”**

**Final Reading Ordinance C36550 (Council Sponsors: Council Members Zappone Klitzke)**

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

**Upon 5-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36550** amending Ordinance C26051 that vacated Thirteenth Avenue and Woodland Boulevard from the southeast right of way line of I-90 to the west line of “A” Street, Evergreen Drive from the southeast right of way line of I-90 to the north line of Fourteenth Avenue and the unnamed strip of land south of Lot 12 and north of Lots 17, 18, and 19, Block 16, Woodland Heights Addition, from the west line of Evergreen Drive to the extended west line of said Lots 12 and 17, and providing for an effective date.

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

**For Council action on Final Reading Ordinances C36552 through C36556, see section of minutes under “Hearings.”**

**FIRST READING ORDINANCES**

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

**For Council action on First Reading Ordinance C36543, see section of minutes under 3:30 p.m. Briefing Session. This ordinance is deferred to September 16, 2024, Agenda.**

**ORD C36544** Prohibiting illegal encampments near facilities offering comprehensive support services and amending Title 12, Chapter 12.02, of the Spokane Municipal Code. (Deferred from July 15, 2024, Agenda, during the July 8, 2024, 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Cathcart and Bingle)

**ORD C36557** Creating the Climate Resilience and Sustainability Board (CRSB); repealing Chapter 04.36 of Title 04 the Spokane Municipal Code; creating a new Chapter 04.41 to Title 04 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

**ORD C36558** Repealing inactive funds; amending Sections 07.08.100, 07.08.119, and 07.08.159; repealing Sections 07.08.105, 07.08.111, 07.08.118, 07.08.120, 07.08.126, 07.08.128, 07.08.142, 07.08.144, 07.08.200, 07.08.308, 07.08.309, and 07.08.410 of the Spokane Municipal Code. (Repeals municipal code sections related to inactive special revenue, debt service, capital projects, and enterprise funds.) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)



**ORD C36559** Relating to the membership of the Spokane Employees' Retirement System Board; amending SMC section 4.14.040. (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

**For Council action on First Reading Ordinance C36560, see section of minutes under "Hearings."**

There were no **Special Considerations**.

## HEARINGS

### **Hearing on Final Reading Ordinance C36548 (Council Sponsors: Council Members Zappone, Bingle, and Klitzke)**

The Spokane City Council held a hearing on Final Reading Ordinance C36548 relating to the establishment of a sales and use tax deferral program for affordable housing. After public testimony and Council commentary, the following action was taken:

**Upon 5-0 Roll Call Vote**, the City Council **passed Final Reading Ordinance C36548** relating to the establishment of a sales and use tax deferral program for affordable housing; retitling chapter 08.07D of the Spokane Municipal Code (SMC); and enacting a new chapter 08.07E to Title 08 of the SMC.

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

### **Hearing on Vacation of the alley between Lee Street and Stone Street, from the south line of Broadway Avenue to the north line of Springfield Avenue (as requested by Richard Clemson) and related First Reading Ordinance C36560 (Council Sponsors: Council Members Zappone and Klitzke)**

The Spokane City Council held a hearing on the vacation of the alley between Lee Street and Stone Street, from the south line of Broadway Avenue to the north line of Springfield Avenue, as requested by Richard Clemson. After receiving public testimony, Council and staff commentary was held. The following actions were taken:

**Upon 4-1 Roll Call Vote**, the City Council **approved, subject to conditions** (in the Street Vacation Report dated June 12, 2024), the vacation of the alley between Lee Street and Stone Street, from the south line of Broadway Avenue to the north line of Springfield Avenue.

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

In conjunction with the hearing, Ordinance C36560—vacating the alley between Lee Street and Stone Street, from the south line of Broadway Avenue to the north line of Springfield Avenue—was read for the first time, with further action deferred.

### **Hearing on Final Reading Ordinances C36552 through C36556 (By votes of 7 to 0, the Plan Commission recommends approval of all five ordinances.) (First Readings held July 22, 2024) (Council Sponsors: Council Members Zappone, Klitzke, and Bingle)**

The Spokane City Council held a hearing on Final Reading Ordinances C36552 through C36556 relating to Spokane Municipal Code updates associated with the South Logan Transit-Oriented Development (TOD) Plan. After receiving public testimony, Council commentary was held. The following actions were taken:

**Upon 5-0 Roll Call Vote**, the City Council **passed** the following Final Reading Ordinances relating to Spokane Municipal Code updates associated with the South Logan Transit-Oriented Development (TOD) Plan:

**ORD C36552** Relating to maximum residential heights and multi-unit open space standards amending Spokane Municipal Code (SMC) Sections 17C.111.205 and 17C.111.420.

**ORD C36553** Relating to the Hamilton Form-Based Code amending Spokane Municipal Code (SMC) Chapter 17C.123 Form Based Code Zones.

**ORD C36554** Relating to streamlining and expediting the land use review and approval process by relying on the Final Environmental Impact Statement (FEIS) for the South Logan Transit-Oriented Development (TOD) Plan by adopting a Planned Action; implementing the intent of the recently adopted by resolution South Logan TOD Plan; adopting Spokane Municipal Code (SMC) Chapter 17C.420; and amending Spokane Municipal Code (SMC) Chapter 17A.020.

**ORD C36555** Relating to height and height transition standards amending Spokane Municipal Code (SMC) Sections 17C.111.230 and 17C.120.220.

**Ayes:** Cathcart, Dillon, Klitzke, Navarrete, and Zappone

**Nos:** None

**Abstain:** None

**Absent:** Bingle and Wilkerson

**Upon 4-1 Roll Call Vote**, the City Council **passed** the following Final Reading Ordinance relating to Spokane Municipal Code updates associated with the South Logan Transit-Oriented Development (TOD) Plan:

**ORD C36556** Relating to the Center and Corridor and parking development regulations amending Spokane Municipal Code (SMC) Sections 17C.122.070, 17C.122.090, 17C.230.120, 17C.230.130, and 17C.300.130, repealing Sections 17C.122.080, 17C.122.100, 17C.122.110, and 17C.122T, and adopting new Sections 17C.122.200, 17C.122.210, 17C.122.220, 17C.122.230, 17C.122.240, and 17C.122.250. (As amended on during the July 15, 2024, 3:30 p.m. Briefing Session.)

**Ayes:** Dillon, Klitzke, Navarrete, and Zappone

**Nos:** Cathcart

**Abstain:** None

**Absent:** Bingle and Wilkerson

#### **FINAL READING ORDINANCES (Continued)**

##### **Final Reading Ordinance C36549 (Council Sponsors: Council Members Navarrete and Klitzke)**

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

**Motion** by Council Member Klitzke, seconded by Council President Pro-Tem Zappone **to defer indefinitely** Final Reading Ordinance C36549 relating to the human rights and basic dignity of individuals experiencing homelessness; **rejected 3-2.**

**Ayes:** Klitzke, Navarrete, and Zappone

**Nos:** Cathcart and Dillon

**Abstain:** None

**Absent:** Bingle and Wilkerson

After further Council commentary, the following action was taken:

**Motion** by Council Member Dillon, seconded by Council Member Navarrete, **to defer** Final Reading Ordinance C36549—relating to the human rights and basic dignity of individuals experiencing homelessness; amending sections 9.02.050, 18.01.010, 18.01.020, and 18.01.030 of the Spokane Municipal Code; and enacting a new Section 18.05.040 of the Spokane Municipal Code—for two weeks, to August 26, 2024, Agenda; **carried 4-1.**

**Ayes:** Cathcart, Dillon, Klitzke, and Navarrete

**Nos:** Zappone

**Abstain:** None

**Absent:** Bingle and Wilkerson

#### **Council Recess**

The City Council took a five-minute recess at 9:14 p.m. The Council reconvened at 9:19 p.m.

[The City Clerk left the meeting at this time (9:14 p.m.) (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:

- Tiara Pschaida
- Christopher Savage
- Raul Penea
- Rick
- Terry Hill
- Justice Forral
- Steve Corker
- Sunshine
- Dennis Flynn
- Roger Barnes
- Andrew Northrop
- Lewis Arthur
- Antone Velone
- Cherre Barnett
- Justin Haller
- Megra Flatman

### ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 9:56 p.m.

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## MINUTES OF SPOKANE CITY COUNCIL Monday, August 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. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

### Roll Call

On roll call, Council President Wilkerson and Council Members Cathcart, Dillon, Klitzke, Navarrete, and Zappone were present. Council Member Bingle was absent. Council Member Zappone attended the meeting virtually for the first portion and attended the remaining portion in person, entering the Council Chambers at 3:42 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.

### Candidate Interviews – Transportation Commission

The City Council held interviews with Raychel Callary, Mike Bjordahl, and Karl Otterstrom, candidates for appointment to the Transportation Commission.

### Current Agenda Review

The City Council reviewed the August 26, 2024, Current Agenda.

### Appointments to the Transportation Commission (CPR 2024-0029)

**Motion** by Council Member Cathcart, seconded by Council Member Klitzke, **to defer** the Transportation Commission appointments to September 23, 2024; **carried 6-0.**

### Final Reading Ordinance C36120 (First Reading held October 25, 2021) (Deferred from August 12, 2024, Agenda) (Council Sponsors: Council Members Zappone and Klitzke)

**Motion** by Council Member Klitzke, seconded by Council Member Zappone, **to defer** Final Reading Ordinance C36120—vacating the east 55 feet of Adams Street from the south line of Third Avenue to the north line of I-90, together with the alley between Third Avenue and I-90, from the east line of Adams Street to the west line of Jefferson Street—to September 23, 2024, Agenda; **carried 6-0.**

Special Budget Ordinance C36564 (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart) **Motion** by Council Member Zappone, seconded by Council Members Klitzke and Dillon, **to adopt** the Wilkerson/Zappone Proposed Amendment to Special Budget Ordinance C36564—arising from the need to obtain WUI evacuation modeling data—filed August 22, 2024; **carried 6-0**.

### **Advance Agenda Review**

There was no Advance Agenda review, as the September 2, 2024, City Council Meeting was canceled.

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

The City Council recessed at 3:51 p.m. and immediately reconvened into an Executive Session to discuss pending litigation for 30 minutes. At 4:21 p.m., the meeting was extended for 5 minutes. The Executive Session ended at 4:26 p.m., at which time the 3:30 p.m. Briefing Session also ended. City Attorney Mike Piccolo, Assistant City Attorney Elizabeth Schoedel, and Special Counsel Megan Clark and Ron Van Wert were present for the Executive Session. The City Council reconvened at 6:02 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 Cathcart, Dillon, Klitzke, Navarrete, and Zappone were present. Council Member Bingle was absent.

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

There were no **Proclamations or Salutations**.

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

There were no **Boards and Commissions Appointments**.

## **CONSENT AGENDA**

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

**Upon 6-0 Roll Call Vote**, the City Council **approved** Staff Recommendations for the following items; **carried 6-0**:

Purchase of up to four used undercover vehicles for the Spokane Police Department—not to exceed \$100,000 (vehicle availability and trade-in value will determine final numbers of units). (OPR 2024-0673) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Contract Amendment with outside counsel, Summit Law Group, who represents the City in the action Michael Bacon, et. al. v. City of Spokane, et. al.—increase of \$80,000. Total contract amount: \$285,000. (OPR 2021-0722) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

Grant Agreement with the Department of Ecology for the Spokane Fire Department for hazardous material spill prevention, preparedness, and response equipment—\$140,000. (Relates to Special Budget Ordinance C36561) (OPR 2024-0674) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

Personal Service Agreements for general repairs and maintenance of medium and heavy-duty Spokane Fire Department trucks and equipment for 5 years from August 1, 2024, through July 31, 2029, with:

- a. Gordon Truck Centers, Inc. dba Freightliner Northwest (Spokane)—not to exceed \$500,000 (\$100,000 annually) (plus tax, if applicable). (OPR 2024-0675 / RFP 6037-24)
- b. Kenworth Sales Company (Spokane)—not to exceed \$125,000 (\$25,000 annually) (plus tax, if applicable). (OPR 2024-0676 / RFP 6037-24)

(Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

Five-Year Contract with Eceptionist, Inc. (Austin, TX) for Online Reporting Tool, Referral Management Software in support of the City and County Supervision Departments/Criminal Justice Services from August 1, 2024, through July 31, 2029—not to exceed \$524,500 (plus tax, if applicable). First year cost is \$144,500. (Relates to Consent Agenda Item No. 6) (OPR 2024-0677 / RFP 5924-23) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

Five-year Interlocal Agreement with Spokane County regarding cost sharing for and usage of an online referral tool through Eceptionist, Inc. (Austin, TX) in support of the City and County Supervision Departments/Criminal Justice Services. (The City will contract directly with Eceptionist, Inc. and the County will reimburse the City 50% of the annual costs.) (Relates to Consent Agenda Item No. 5) (OPR 2024-0678 / RFP 5924-23) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

Multiple Family Housing Property Tax Exemption Conditional Agreement with NARP, LLC, for the future construction of approximately 213 units at Parcel Numbers 35174.0612, 35174.0614, 35174.0615, and 35174.0613, commonly known as 915 East Martin Luther King Jr. Way. The Conditional Agreement will ultimately result in the issuance of a final certificate of tax exemption to be filed with the Spokane County Assessor's Office post construction. (OPR 2024-0679) (Council Sponsors: Council Members Zappone, and Klitzke)

Interagency Agreement with the Washington Traffic Safety Commission for dedicated Spokane Police Department DUI enforcement from September 1, 2024, through June 30, 2025—\$192,671. (OPR 2024-0680) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

Consent to amend grant contract WQC-2023-Spokane-00120 to increase the total eligible grant project costs by an additional \$42,156 of 100% reimbursable funds from the Washington State Technology Assessment Protocol - Ecology (TAPE) project. (Relates to Consent Agenda Item No. 10) (OPR 2023-1259) (Council Sponsors: Council Members Zappone and Klitzke)

Contract Amendment with NB Engineering dba Evergreen StormH2O for Non-Vegetated Bioretention TAPE Study Project—additional \$42,166 (100% reimbursable from WQC-2023-Spokane-00120 grant). (Relates to Consent Agenda Item No. 9) (OPR 2023-1125) (Council Sponsors: Council Members Zappone and Klitzke)

Public Works Agreement with Spilker Contracting, LLC (Mead, WA) for Hoffman Well Station roof removal and replacement from September 3, 2024, through August 31, 2025—\$283,220 (incl. tax and a 10% administrative reserve). (Deferred from August 19, 2024, Agenda, during the August 12, 2024, 3:30 p.m. Briefing Session) (OPR 2024-0633 / PW ITB 6142-24) (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 August 16, 2024, total \$8,093,853.97 (Check Nos.: 604907-605071; Credit Card Payment Nos.: 000513-000549; ACH Nos.: 132318-132561), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,738,845.09. (CPR 2024-0002)
- b. Payroll claims of previously approved obligations through August 17, 2024: \$9,745,817.42 (Check Nos.: 573980-574220). (CPR 2024-0003)

Minutes:

- a. City Council Meeting Minutes: August 12, August 15, and August 22, 2024. (CPR 2024-0013)
- b. City Council Urban Experience Standing Committee Meeting Minutes: August 12, 2024. (CPR 2024-0017)
- c. City Council Public Safety and Community Health Standing Committee Meeting Minutes: August 12, 2024. (CPR 2024-0018)
- d. City Council Public Infrastructure, Environment, and Sustainability Standing Committee Meeting Minutes: June 24 and July 15, 2024. (CPR 2024-0019)

**LEGISLATIVE AGENDA****SPECIAL BUDGET ORDINANCES****Special Budget Ordinance C36561 (Relates to OPR 2024-0674) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)**

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

**Upon 6-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36561** 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 \$140,000.

A) Of the increased revenue, \$140,000 is provided by the Washington Department of Ecology through the Spill Prevention, Preparedness, and Response Equipment Grant program.

2) Increase appropriation by \$140,000.

A) Of the increased appropriation, \$110,000 is to be provided solely for equipment.

B) Of the increased appropriation, \$30,000 is to be provided solely for registration/schooling.

(This action arises from the need to accept grant funding from Dept. of Ecology for hazmat response equipment and training.)

**Ayes:** Cathcart, Dillon, Klitzke, Navarrete, Wilkerson, and Zappone

**Nos:** None

**Abstain:** None

**Absent:** Bingle

**Special Budget Ordinance C36562 (Relates to Resolution 2024-0079) (Council Sponsors: Council Members Zappone and Klitzke)**

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

**Upon 6-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36562** 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 Community Development Grants Fund

1) Increase revenue by \$1,000,000.

A) Of the increased revenue, \$1,000,000 is provided solely for grant revenue from the Washington State Health Care Authority (HCA).

2) Increase appropriation by \$1,000,000.

A) Of the increased appropriation, \$900,000 is provided solely for contractual services.

B) Of the increased appropriation, \$100,000 is provided solely for the City's administrative costs, including salaries, benefits, supplies, and equipment.

(This action arises from the award and acceptance of the Washington State HCA Street Medicine grant funds.)

**Ayes:** Cathcart, Dillon, Klitzke, Navarrete, Wilkerson, and Zappone

**Nos:** None

**Abstain:** None

**Absent:** Bingle

**Special Budget Ordinance C36563 (Council Sponsors: Council Members Zappone and Klitzke)**

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

**Upon 6-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36563** 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:

Human Services Grants Fund

1) Increase revenue by \$1,671,523.

- A) Of the increased revenue, \$1,671,523 is provided solely for grant revenue from the Washington State Department of Commerce (DOC) as part of the Right of Way (ROW) initiative.
- 2) Increase appropriation by \$1,671,523.
- A) Of the increased appropriation, \$1,509,871 is provided solely for contractual services.
- B) Of the increased appropriation, \$161,652 is provided solely for the City's administrative costs, including salaries, benefits, supplies, and equipment.

and

Miscellaneous Community Development Grants Fund

- 1) Increase revenue by \$200,000.
- A) Of the increased revenue, \$200,000 is provided solely for grant revenue from the Washington State Department of Commerce (DOC) as part of the Right of Way (ROW) initiative.
- 2) Increase appropriation by \$200,000.
- A) Of the increased appropriation, \$200,000 is provided solely for the City's administrative costs, including salaries, benefits, supplies, services, and equipment.

(This action arises from the contract amendment that awards additional grant funding for the DOC ROW initiative.)

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

**Special Budget Ordinance C36564 (As amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)**

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

**Upon 6-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36564**, 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 part of the appropriation by \$68,200 that was previously allocated for the purpose of support for multicultural centers.
- A) Of the reallocated appropriation, \$68,200 is provided solely for the purpose of WUI evacuation modeling.

(This action arises from the need to obtain WUI evacuation modeling data.)

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

**Special Budget Ordinance C36565 (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)**

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

**Upon 6-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36565** 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 \$712,800.
- A) Of the increased revenue, \$282,500 is provided by the Administrative Office of the Courts for the Community Court in the Municipal Court department.
- B) Of the increased revenue, \$251,550 is provided by the Administrative Office of the Courts for the Domestic Violence Intervention Treatment Court in the Municipal Court department.
- C) Of the increased revenue, \$86,000 is provided by the Administrative Office of the Courts for the Drug Court in the Municipal Court department.
- D) Of the increased revenue, \$76,350 is provided by the Administrative Office of the Courts for the DUI Court in the Municipal Court department.

- E) Of the increased revenue, \$16,400 is provided by the Administrative Office of the Courts for the Veterans Treatment Court in the Municipal Court department.
- 2) Increase appropriation by \$712,800.
- A) Of the increased appropriation, \$621,950 is provided solely for base wages and benefits.
- B) Of the increased appropriation, \$5,400 is provided solely for minor equipment.
- C) Of the increased appropriation, \$47,950 is provided solely for travel.
- D) Of the increased appropriation, \$37,500 is provided solely for professional services.

(This action arises from the need to accept the Administrative Office of the Courts therapeutic court grants.)

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

**Special Budget Ordinance C36566 (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)**

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

**Upon 6-0 Roll Call Vote**, the City Council **passed Special Budget Ordinance C36566** 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:

General Fund

- 1) Remove one classified Community Justice Counselor (from 21 to 20) from the Community Justice Services department.
- 2) Remove two classified Community Justice Specialist (from 7 to 5) from the Community Justice Services department.
- 3) Decrease appropriation by \$66,700.
  - A) Of the decreased appropriation, \$43,600 is removed from base wages.
  - B) Of the decreased appropriation, \$23,100 is removed from employee benefits.
- 4) Add one classified Community Justice Counselor (from 0 to 1) in the Municipal Court department.
- 5) Add three classified Community Justice Specialists (from 0 to 3) in the Municipal Court department.
- 6) Add one classified Accounting Clerk (from 0 to 1) in the Municipal Court department.
- 7) Increase appropriation by \$103,700.
  - A) Of the increased appropriation, \$67,100 is provided solely for base wages.
  - B) Of the increased appropriation, \$36,600 is provided solely for employee benefits.

(This action arises from staffing changes within the court system.)

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

There were no **Emergency Ordinances**.

**RESOLUTIONS**

**Resolution 2024-0078 (and accompanying Value Blanket Order OPR 2024-0681) (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)**

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

**Upon 5-1 Roll Call Vote**, the City Council **adopted Resolution 2024-0078** declaring Gordon Truck Center dba Freightliner Northwest (Spokane) a sole-source provider and authorizing the City to enter into a five-year Value Blanket Order for the purchase of Detroit Diesel Engine Parts/Components on an as needed basis—approximately \$100,000 annually without public bidding.

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

**Resolution 2024-0079 (Relates to Special Budget Ordinance C36562) (Council Sponsors: Council Members Zappone and Klitzke)**

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

**Upon 5-1 Roll Call Vote**, the City Council **adopted Resolution 2024-0079** declaring Community Health Association of Spokane (CHAS) the sole source provider for provision of street medicine programs in Spokane, to be funded with a grant from the Washington Health Care Authority.

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

**Resolution 2024-0080 (Council Sponsors: Council Members Zappone and Klitzke)**

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

**Upon 6-0 Roll Call Vote**, the City Council **adopted Resolution 2024-0080** in support of the City of Spokane's 2024 Fair Housing Plan and affirmatively furthering fair housing.

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

**Resolution 2024-0081 (Council Sponsors: Council Members Zappone and Klitzke)**

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

**Upon 5-1 Roll Call Vote**, the City Council **adopted Resolution 2024-0081** setting forth the City Council's approval and endorsement of funding for contracts for CHHS arising from the HOME Investment Partnership program allocation, and from the 1590 Sales and Uses Tax Revenue allocation, and authorizing the execution of the applicable and appropriate contracts once formalized without further City Council action—\$9,067,404.

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

**FINAL READING ORDINANCE**

For Council action on Final Reading Ordinance C36120, see section of minutes under 3:30 p.m. Briefing Session.

**FIRST READING ORDINANCE**

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

**ORD C36567** Renaming the Office of Police Ombudsman and the Office of Police Ombudsman Commission, and amending Sections 04.32.010 through 04.32.040, Sections 04.32.060 through 04.32.110, Section 04.32.130, and Sections 04.32.150 through 04.32.160 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon, Cathcart, and Navarrete)

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting at 6:37 p.m. (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:

- Will Hulings
- Suzanne Stewart
- Chesed Johnson
- Larry Andrews
- Antone Velone
- Andrew Northrop

**ADJOURNMENT**

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to adjourn; carried 6-0.**

There being no further business to come before the City Council, the meeting adjourned at 6:51 p.m.

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**City Council Study Session**  
**Council Chambers, City Hall (808 W Spokane Falls Blvd)**  
**August 29, 2024**

**Meeting Recording:** <https://vimeo.com/100421077>

**Call to Order:** 11:01 a.m.

**Attendance:**

Committee Members Present: Council President Wilkerson, Council Members Zappone (arrived at 11:04 a.m.), Cathcart, Dillon, Navarrete (arrived at 11:04 a.m.), and Klitzke (arrived at 11:10 a.m.).

Council Members Absent: Council Member Bingle

**Agenda Items:**

- Climate Planning Update
- Housing Community Development 2025-2029 Consolidated Plan Update

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 12:12 p.m.

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**City Council Study Session**  
**Council Briefing Center, City Hall (808 W Spokane Falls Blvd)**  
**September 5, 2024**

**Meeting Recording:** <https://vimeo.com/100671549>

**Call to Order:** 11:08 a.m.

**Attendance:**

Committee Members Present: Council President Wilkerson (arrived at 11:21 a.m.), Council Members Zappone, Cathcart, Dillon, Klitzke, and Navarrete (arrived at 11:30 a.m.).

Council Members Absent: Council Member Bingle

**Agenda Items:**

- Quarterly Economic Update - Dr. Patrick Jones & Dr. Kelley Cullen

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 12:08 p.m.

# General Notices

## Regular Meeting of the Civil Service Commission 9:30 AM – September 17, 2024

NOTICE IS HEREBY GIVEN by the City of Spokane Civil Service Commission, that a regularly scheduled meeting of the Civil Service Commission will be held on September 17, 2024, commencing at 9:30 A.M. in the City Council Chambers – Lower Level of City Hall (808 W. Spokane Falls Blvd., Spokane WA, 99201). The purpose of the meeting is to conduct the monthly commission meeting and to discuss other matters as reflected on the attached agenda.

The meeting will be conducted in-person and open to the public with commission members, staff and presenters attending in-person. All meetings will be streamed live on Channel 5.

Oral public comment will be accepted at the meeting for agenda items to be decided by the Commission, excluding hearing items. Individuals who want to provide oral comment at this time but are unable to physically attend the meeting shall contact the Commission at [civilservice@spokanecity.org](mailto:civilservice@spokanecity.org) or request by 5:00 P.M. the day before the meeting, (Monday, September 16, 2024) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 4<sup>th</sup> DAY OF SEPTEMBER 2024.

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

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### AGENDA

#### Regular Meeting of the Civil Service Commission

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
  - a. August 20, 2024, Minutes
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
  - a. Mayor Brown: Introduction and Proclamation
  - b. Resolution 2024-10: Classification Actions
  - c. 2024 Marketing Update
  - d. 2025-2026 Budget Discussion and Presentation
5. **OTHER BUSINESS**
6. **ADJOURN**

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

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# You're invited to attend the next Police Advisory Committee (PAC) Quarterly Public Meeting



**Thursday, September 19, 2024 at 5:30 pm**

**MLK Jr. Center, East Central Community Center - 500 S. Stone St.**

**Police Chief Kevin Hall and/or other members of the Spokane Police Department will be present to deliver updates and to answer questions from the community.**

**Help make a difference in your community!**

## **PAC Serves as a Bridge from the Chief to the Community...**

PAC is a collection of community group representatives who serve as an advisory group to the Office of the Chief of Police regarding community needs and concerns, as well as community responses to proposed police programs and priorities. PAC is looking for additional community group leaders to join this committee. If you are interested, please send a request for an application to [anapolitano@spokanepolice.org](mailto:anapolitano@spokanepolice.org) or call (509) 625-4063.

**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 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.

# Policies & Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5100-24-02 LGL 2011-0014
TITLE: <b>CENTRALIZED FLEET MANAGEMENT</b> EFFECTIVE DATE March 11, 2011 REVISION EFFECTIVE DATE: August 23, 2024	

**1.0 GENERAL**

1.1 The process of acquiring, operating, maintaining, and disposing of a fleet of cars, trucks and specialized motor and communications equipment impacts nearly every service provided to the public, affects the productivity of numerous City employees and determines the level of support for emergency services and infrastructure maintenance. Simply stated, without effective equipment management services, the work of public agencies could not be done. This policy defines the standard for fleet management in terms of mission and function and establishes an effective policy that defines authority and accountability throughout City government and the roles and responsibilities of all involved including policy makers, department or agency heads, fleet management and vehicle operators.

1.2 TABLE OF CONTENTS

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

**2.0 DEPARTMENTS/DIVISIONS AFFECTED**

This policy applies to all full and part time City of Spokane employees who operate or are responsible for Fleet Assets. Exceptions must be approved by the Chief Financial Officer or City Administrator.

**Current exceptions:**

**Fire Department and Library** are responsible for obtaining required legislative approvals and the purchase, maintenance, disposal, data collection, and reporting for all departmental vehicles.

**Parks and Recreation Department** is responsible for obtaining required legislative approvals for the purchase of departmental Fleet Assets, and the purchase, maintenance, and disposal of departmental grounds maintenance equipment only.

**3.0 REFERENCES**

- Revised Code of Washington (RCW)
- Spokane Municipal Code (SMC)
- Spokane Administrative Policy and Procedure (ADMIN)
- DOT 49 CFR

**4.0 DEFINITIONS**

4.1 **Fleet Assets** means vehicles, motorized equipment, trailers, and related equipment under the authority of and maintained by the Fleet Services Department.

4.2 **Rental Agreement** – a Rental agreement is a short-term agreement with a provider for a piece of equipment that the City will use for 6 months or less.

4.3 **Lease Agreement** – a Lease agreement is either a form of purchase agreement (alternative financing) commonly known as “lease to own”, or a long-term agreement for a piece of equipment that the City will use for an excess of 6 months.

## 5.0 POLICY

5.1 It is the policy of the City of Spokane to establish efficient and effective delivery of City services by providing customer departments with safe, reliable, economical, and environmentally sound Fleet Assets and related support services that are responsive to the needs of the department.

5.2 All elements of the City's Fleet Management Program will be administered in accordance with the provisions set forth in this document and under the general authority of the Fleet Services Director as empowered by the Mayor and City Administrator.

## 6.0 PROCEDURES

### 6.1 General Responsibilities of the Fleet Services Department

- a. Understand and meet the needs of City departments while operating in accordance with all applicable Federal, State and Local Laws, Codes, and Ordinances.
- b. Review requisitions for the purchase of new fleet assets, inspect and commission new equipment upon its arrival, and secure titles and licensing for new assets.
- c. Work with departments to develop specifications for Fleet Assets which meet all departmental needs and City policy requirements.
- d. Maintain equipment replacement plans in cooperation with departments based on equipment replacement guidelines and industry best practices.

(Attachment A)

- e. Manage the preventative maintenance, repair, and parts functions for all fleet assets including in-house and vendor contracted repairs.
- f. Manage the City's liquid, compressed gas, and electric fuel sites and fueling operations used for refueling fleet assets.
- g. Oversee the purchase, installation, maintenance, and repair of all City owned radio communication equipment, radio sites, and related devices excluding communication equipment purchased and maintained through the Spokane Regional Emergency Communications System (SRECS).
- h. Notify department heads of any evidence of equipment misuse or abuse.
- i. Manage the disposal of fleet assets following applicable City policies and procedures.
- j. Ensure that all recordkeeping pertaining to Fleet Operations are maintained on a fleet management information system.
- k. Adhere to all local, state, and federal fleet reporting requirements.

### 6.2 General Responsibilities of Customer Departments

- a. Assign a person to act as the department's Fleet Services contact person to coordinate vehicle maintenance, scheduling, and usage.
- b. Assist in scheduling Fleet Assets for preventative maintenance and repair. Ensure assets are available and present for scheduled appointments.
- c. Ensure Fleet Assets are operated safely, efficiently, and responsibly and only for the purposes for which they are intended.
- d. Assist the Fleet Services Department in maintaining complete and accurate records of asset utilization and cost by providing records and data as required.

- e. Review periodic reports from the Fleet Services Department to assist in identifying costly, inefficient, or underutilized assets.
- f. Ensure that operators are diligently conducting and recording all required vehicle inspections.
- g. Ensure all known vehicle defects or malfunctions are brought to the attention of the Fleet Services Department.
- h. Notify the Fleet Services Department in writing when a Fleet Asset is transferred from one department to another.
- i. Assist the Fleet Services Department in the development and preparation of fleet asset specifications.
- j. Ensure that vehicle registrations, insurance cards, and other required vehicle documentation are up to date and kept with the asset at all times.
- k. Promptly report all accidents following accident reporting procedures delineated in The City of Spokane Vehicle Usage and Accidents Policy (0620-12-26)
- l. Promote the completion of customer satisfaction surveys as requested.
- m. Safely secure fleet asset keys, fuel access devices, and fuel credit cards at all times.

### 6.3 ACQUISITION OF FLEET ASSETS

#### 6.3.1 Fleet Asset Purchasing and Leasing Procedures

6.3.1.1 Fleet assets meeting any of the following criteria must be acquired through the Fleet Services Department:

- a. Assets requiring a title, license, or registration.
- b. Assets maintained or tracked by Fleet Services.
- c. Assets fueled at a City facility.
- d. Assets anticipated to be rented or leased longer than 6 months.

6.3.1.2 Fleet Services will provide using departments with pertinent asset data such as age, usage, maintenance cost, and fuel economy to aid in identifying units in need of replacement.

6.3.1.3 Using departments will submit requisitions for Fleet Asset replacement to the Fleet Services Director for review.

6.3.1.4 Designees from the Fleet Services Department and using department will evaluate operational requirements for the asset to determine selection criteria and specifications.

6.3.1.5 The Purchasing Department in cooperation with Fleet Services will procure approved assets in accordance with all City of Spokane purchasing policies, rules, and procedures.

#### 6.3.2 Justification for Acquisition – Fleet Right Sizing

6.3.2.1 Expanding the fleet by acquiring new assets will not be permitted unless an ongoing need for the asset can be demonstrated, and failure to acquire the asset would negatively impact the City's ability to offer essential services or result in financial harm to the City.

6.3.2.2 Replacement of existing fleet assets will only be permitted if a continuing need exists and the asset that is being replaced is no longer economical to maintain in the fleet, has completed its scheduled lifecycle, or is damaged beyond repair.

- a. Whenever a replacement Fleet Asset is delivered to a using department, the unit being replaced must be relinquished to the Fleet Services Department and must be of like and kind to the new asset. Exceptions must be approved by the Fleet Services Director.

6.3.2.3 Departments with an ongoing or occasional vehicle need that does not meet the City's minimum justification for acquisition or replacement may use the following City provided alternatives:

- a. Vehicle Sharing – Fleet Services maintains a limited fleet of pool vehicles that can be reserved for both short and long-term rentals.
- b. City contract with private car rental agency.
- c. Approved personal vehicle usage reimbursement.



### 6.3.3 Vehicle Selection Criteria

- 6.3.3.1 Replacement vehicles must adhere to all applicable laws including but not limited to RCW 43.325.080 and SMC 07.06.175A.
- 6.3.3.2 Replacement vehicles must be fueled by electricity or other approved clean fuels whenever an electric or clean fuel vehicle is available that fully meets operational requirements and lifecycle costs are equal to or less than a traditional internal combustion engine vehicle.
- 6.3.3.3 If an electric or clean fuel vehicle is not available or practicable, a non-clean fuel vehicle may be leased until a suitable clean fuel replacement is available.
- 6.3.3.4 At the discretion of the Fleet Director, vehicle selection shall further be prioritized by the following:
- a. Total Lifecycle Cost
  - b. Fleet Uniformity and Standardization
  - c. Fuel Efficiency
  - d. Carbon and Tailpipe Emissions
- 6.3.3.5 Only essential options and features that directly contribute to the safe and efficient operation of the vehicle will be permitted. These may include:
- a. Air conditioning and heating systems
  - b. Power steering
  - c. Power windows and door locks
  - d. Safety features such as airbags, anti-lock braking system (ABS), and stability control
  - e. Adequate seating capacity for the intended purpose
  - f. Cargo space or load capacity suitable for operational requirements
  - g. Basic audio system (radio or CD player) for employee convenience
- 6.3.3.6 The following non-essential options and features are strictly prohibited:
- a. Luxury features such as leather upholstery, wood accents, or premium interior trims
  - b. Advanced infotainment systems with excessive functionality or unnecessary distractions
  - c. High-end audio systems or multimedia entertainment systems beyond basic functionality
  - d. Excessive customization or personalization options that are not relevant to operational needs
  - e. Performance enhancements or sports-oriented features that do not contribute to work requirements
  - f. Excessive or unnecessary exterior accessories (e.g., spoilers, body kits) that do not serve a practical purpose
  - g. Specialized features or options designed for recreational purposes

### 6.3.4 Vehicle Commissioning

- 6.3.4.1 All commissioning and decommissioning of Fleet Assets including, but not limited to the installation and removal of logos, safety devices, lighting, and specialty equipment will be performed under the direction of the Fleet Services Department.
- a. Utility equipment that has been added to a fleet asset such as toolboxes, racks, trailer hitches, invertors, etc. shall not be removed and moved to another fleet asset unless mutually agreed upon by the department director who controls the fleet asset and the Fleet Services Department.
  - b. No equipment other than City owned authorized equipment will be installed on a fleet asset without the approval of the Fleet Services Department.
- 6.3.4.2 All City owned vehicles shall have necessary devices installed to regularly capture and transmit to the City's Fleet Management Information System minimum data required to monitor utilization, fueling, and operational costs, and forecast preventative maintenance. These include but are not limited to telematics devices and vehicle identification boxes (VIBs).
- 6.3.4.3 All fleet assets will carry approved City or Department logos, department name, and asset identification numbers in accordance with Washington state law (RCW 46.08.065). Any requests for exceptions must be approved in writing by the City Administrator and, when necessary, the Washington State Patrol. Exceptions: Undercover SIU and other equipment operated by the Police and Fire Departments as exempt by Washington State law.

### 6.3.5 Assignment

All fleet assets will be assigned based on a justifiable need by the using department / division. Any fleet asset failing to meet the minimum utilization requirement of 3600 miles or 300 hours per year is subject to further analysis to determine if the unit should be relinquished and reassigned or disposed of as appropriate.



## 6.4 MAINTENANCE AND FUEL PROCEDURES

- 6.4.1 Fleet assets will be maintained with an emphasis on preventative maintenance to avoid costly breakdown repairs and excessive operational downtime. Maintenance and repair work will be completed in the most cost-efficient manner possible, either in an authorized City maintenance facility or in a private maintenance facility under agreement with the City through the Fleet Services Department. All invoices for outside services will be processed through the Fleet Services Department.
- 6.4.1.1 Preventative Maintenance
- a. The Fleet Services Department will provide using departments with a unit preventative maintenance forecast report on a weekly basis.
  - b. The using department fleet contact person will schedule fleet assets for service with the Fleet Services Department.
  - c. It is the using department's responsibility to deliver vehicles to the Fleet Services Department prior to the scheduled appointment.
  - d. Fleet Services must notify the using department if an appointment must be delayed or cancelled, or if scheduled maintenance will take longer than anticipated.
- 6.4.1.2 Warranty and Recalls
- a. All vehicle warranty and factory recalls will be coordinated by the Fleet Services Department.
  - b. Notifications received by the Fleet Services Department for a recall will be logged in for date received and forwarded to the appropriate department contact person who will be responsible for contacting the Fleet Services Department to schedule the necessary repair.
  - c. Recall notifications received directly by a department should be forwarded to the Fleet Services Department for appropriate handling.
- 6.4.1.3 Breakdown Repairs
- a. Fleet services shall seek customer approval for major repairs that either exceed the customer's stated threshold or are expected to cost more than 50% of the vehicle's book value.
  - b. Any defects or problems discovered while a fleet asset is in the custody of a Fleet Services Department repair facility will be corrected before the asset is released. A fleet asset must be safe and roadworthy before it will be released for service.
- 6.4.1.4 Procedures for Scheduling Fleet Asset Maintenance and Repair
- a. Non-emergency maintenance will be scheduled by contacting the Fleet Services repair facility either in person, by phone, or via email.
  - b. Drive in service will be performed as time permits based upon the severity of the repair, mission of the using department, and the availability of necessary parts.
  - c. For emergency breakdowns within the local area, the customer should contact Fleet Services for assistance. Fleet Services personnel will arrange to have the vehicle repaired or towed as necessary.
  - d. For breakdowns occurring out of town, Fleet Services personnel will coordinate with vendors to authorize necessary repairs. If the emergency breakdown occurs outside Fleet Services operational hours, the customer may authorize up to \$500 in repairs without prior approval from Fleet Services. Fleet Services must be notified of the after-hours repair as soon as possible.
- 6.4.1.5 Rework
- a. The Fleet Services Department will track repeat and rework repairs on fleet assets and equipment and will not charge the customer for any substantiated rework that occurs under normal and reasonable use.
- 6.4.2 All vehicle fuel, including electricity, will be obtained at a City fuel site or a private station under contract with the City. When operating a City vehicle in an area where the use of a City fuel site or contracted site is unavailable or impractical, fuel should be purchased with an authorized City fuel card issued by the Accounting Department. For City owned electric vehicles where it is operationally necessary for the vehicles to be taken home and charged at a private residence, electricity expenses will be reimbursed to the using employee based on the actual energy added while charging at the private residence multiplied by the utility providers posted rate.
- 6.4.3 Cost of Fleet Operation
- 6.4.3.1 All costs of fleet operations to include elements of maintenance, fuel, overhead, administration costs, and the cost for all fleet asset replacement will be charged to the departments / divisions using appropriate markups for full cost recovery. Using Departments will be advised in advance of any changes in Fleet costs that will be charged to Departments.

- a. Necessary records and data will be maintained so budgetary analysis of the fleet operation can be readily performed.
- b. Hourly labor rates and markups for parts, fuel, and vendor supplied services will be evaluated yearly to ensure accurate cost recovery.

## **6.5 VEHICLE DISPOSAL PROCEDURES**

- 6.5.1 Replaced Fleet Assets that have reached the end of their economic life, are no longer needed, or have been damaged beyond repair, shall be relinquished to the Fleet Services Department for decommissioning and disposal.
- 6.5.2 All fleet assets that are removed from City service will be disposed of following procedures set forth by the City's Purchasing Department.
- 6.5.3 The funds received from surplus fleet asset sales will be returned to the owning department budget account from which the purchase was originally funded.

## **7.0 RESPONSIBILITIES**

The Fleet Services Department shall administer this policy.

## **8.0 APPENDICES**

ATTACHMENT A – FLEET ASSET REPLACEMENT GUIDELINES

**See attachment on following pages**

**ATTACHMENT A - REPLACEMENT GUIDELINES**

CATEGORY	DESCRIPTION	REPLACEMENT USAGE	REPLACEMENT USAGE	REPLACEMENT
		- MILES	- HOURS	AGE - YEARS
111	ATTACHMENTS SNOW REMOVAL NOSE PLOWS	NA	NA	NA
115	ATTACHMENTS SNOW REMOVAL DE-ICER EQUIPMENT	NA	3000	10
116	ATTACHMENTS SNOW REMOVAL SNOW BLOWERS	NA	3000	15
117	ATTACHMENTS SNOW REMOVAL MATERIAL SPREADERS	NA	3000	15
190	ATTACHMENTS OTHER	NA	NA	NA
313	TRAILER MOUNTED GENERATOR S LIGHT PLANT < 1000	NA	7500	25
690	GROUNDS SMALL TOOLS	NA	NA	10
700	TRAILER	NA	NA	20
800	SEMI-TRAILER	NA	NA	25
912	OTHER PORTABLE TOOLS POWERED	NA	NA	10
1112	CYCLES MOTORCYCLES LAW ENFORCEMENT	50000	NA	10
1211	LIGHT VEHICLES CARTS THREE WHEELED	50000	5000	10
1212	LIGHT VEHICLES CARTS FOUR WHEELED	50000	5000	10
1216	LIGHT VEHICLES CARTS ALL TERRAIN VEHICLE	20000	3000	10
1320	AUTOMOBILE COMPACT	100000	NA	15
1330	AUTOMOBILE INTERMEDIATE	100000	NA	15
1331	AUTOMOBILE INTERMEDIATE COUPE	100000	NA	15
1332	AUTOMOBILE INTERMEDIATE SEDAN	100000	NA	15
1333	AUTOMOBILE INTERMEDIATE STATION WAGON	100000	NA	15
1340	AUTOMOBILE FULL SIZE	100000	NA	15
1342	AUTOMOBILE FULL SIZE SEDAN	100000	NA	15
1348	AUTOMOBILE FULL SIZE LAW ENFORCEMENT	100000	NA	NA
1410	VAN WINDOW	100000	NA	15
1420	VAN CARGO	100000	NA	15
1421	VAN CARGO STANDARD VAN	100000	NA	15
1510	PICKUPS COMPACT	100000	NA	15
1520	PICKUPS HALF TON	100000	NA	15
1530	PICKUPS 3/4 TON	125000	NA	15
1548	PICKUP LAW ENFORCEMENT	100000	NA	NA
1610	SPORT UTILITY COMPACT	100000	NA	15
1612	SPORT UTILITY COMPACT 4 PASSENGER	100000	NA	15
1620	SPORT UTILITY HALF TON	100000	NA	15
1623	SPORT UTILITY HALF TON 6 PASSENGER	100000	NA	15
1648	SPORT UTILITY EMERGENCY SERVICES LAW ENFORCEM	100000	NA	NA
2420	VAN CARGO	125000	NA	15
2500	PICKUPS	125000	NA	15
2510	PICKUPS ONE TON	125000	NA	15
3410	VAN WINDOW	125000	NA	15
3420	VAN CARGO	125000	NA	15
3500	PICKUPS	125000	NA	15
3713	STRAIGHT TRUCKS GENERAL PURPOSE UTILITY BED	150000	10000	20
4410	VAN WINDOW	150000	10000	20
4429	VAN CARGO WORK CENTER	150000	10000	20
4711	STRAIGHT TRUCKS GENERAL PURPOSE FLAT BED	150000	10000	20
4712	STRAIGHT TRUCKS GENERAL PURPOSE DUMP BED	150000	10000	20
4713	STRAIGHT TRUCKS GENERAL PURPOSE UTILITY BED	150000	10000	20
4722	STRAIGHT TRUCKS EMERGENCY SERVICES TACTICAL V	100000	10000	20
5711	STRAIGHT TRUCKS GENERAL PURPOSE FLAT BED	150000	10000	20
5712	STRAIGHT TRUCKS GENERAL PURPOSE DUMP BED	150000	10000	20

CATEGORY	DESCRIPTION	REPLACEMENT USAGE	REPLACEMENT USAGE	REPLACEMENT
		- MILES	- HOURS	AGE -YEARS
5713	STRAIGHT TRUCKS GENERAL PURPOSE UTILITY BED	15000	10000	20
5723	STRAIGHT TRUCKS EMERGENCY SERVICES ARMORED VE	10000	10000	20
5765	STRAIGHT TRUCKS SANITATION BIN MOVER	15000	10000	20
6765	STRAIGHT TRUCKS SANITATION BIN MOVER	15000	10000	20
7710	STRAIGHT TRUCKS GENERAL PURPOSE	20000	12000	20
7712	STRAIGHT TRUCKS GENERAL PURPOSE DUMP BED	20000	12000	20
7771	STRAIGHT TRUCKS PUBLIC WORKS MECHANICAL STREE	NA	10000	10
7772	STRAIGHT TRUCKS PUBLIC WORKS AIR SWEEPER	NA	10000	10
8711	STRAIGHT TRUCKS GENERAL PURPOSE FLAT BED	25000	15000	20
8712	STRAIGHT TRUCKS GENERAL PURPOSE DUMP BED	25000	15000	20
8713	STRAIGHT TRUCKS GENERAL PURPOSE UTILITY BED	25000	15000	20
8714	STRAIGHT TRUCKS GENERAL PURPOSE VAN BODY	25000	15000	20
8718	STRAIGHT TRUCKS GENERAL PURPOSE FIFTH WHEEL	25000	15000	20
8744	STRAIGHT TRUCKS PUBLIC UTILITY PLATFORM AERIA	25000	15000	30
8761	STRAIGHT TRUCKS SANITATION REAR LOADERS	NA	NA	8
8762	STRAIGHT TRUCKS SANITATION SIDELOADERS	NA	NA	8
8763	STRAIGHT TRUCKS SANITATION FRONT LOADERS	NA	NA	8
8767	STRAIGHT TRUCKS SANITATION ROLL OFF	NA	NA	8
8773	STRAIGHT TRUCKS PUBLIC WORKS VACUUM LOADER	NA	10000	15
8774	STRAIGHT TRUCKS PUBLIC WORKS STREET FLUSHER	25000	15000	20
8775	STRAIGHT TRUCKS PUBLIC WORKS SEWER CLEANER	NA	10000	15
8776	STRAIGHT TRUCKS PUBLIC WORKS SEWER RODDER	NA	10000	15
8777	STRAIGHT TRUCKS PUBLIC WORKS POT HOLE PATCHER	NA	12000	20
8810	TRUCK TRACTORS CONVENTIONAL	25000	15000	20
9110	WHEELED SKID STEER LOADERS	NA	6500	15
9130	WHEELED ARTICULATED LOADERS	NA	15000	25
9140	WHEELED LOADER/BACKHOES	NA	10000	25
9150	WHEELED EXCAVATORS	NA	10000	25
9160	WHEELED GRADERS	NA	15000	25
9180	WHEELED COMPACTORS	NA	7500	25
9250	TRACKED TRACKED EXCAVATORS	NA	12000	20
9310	MATERIAL HANDLING FORKLIFTS	NA	10000	25
9320	MATERIAL HANDLING TOWMOTORS	NA	NA	25
9330	MATERIAL HANDLING MAN LIFTS	NA	NA	10
9350	MATERIAL HANDLING BOOM LOADERS	NA	7500	15
9412	PUBLIC WORKS SWEEPERS / SCRUBBERS RIDING	NA	7500	15
9423	PUBLIC WORKS PAVEMENT MAINTENANCE GRINDERS	NA	7000	10
9430	PUBLIC WORKS PAVERS	NA	7000	10
9440	PUBLIC WORKS ROLLERS	NA	7500	25
9600	GROUNDS	NA	7000	15
9620	GROUNDS UTILITY TRACTORS	NA	7500	20
9730	WATERCRAFT POWER CRAFT	NA	NA	20

# 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.

## REFUSE DISTRICT SUPERVISOR SPN 552 PROMOTIONAL

**DATE OPEN:** Monday, September 9, 2024

**DATE CLOSED:** Monday, September 23, 2024

**SALARY:** \$61,637.76 annual salary, payable bi-weekly, to a maximum of \$101,497.68

**DESCRIPTION:** Performs supervisory and administrative work in the municipal refuse collection, recycling collection, and disposal program.

### DUTIES:

- Plans, organizes, schedules, assigns and reviews the work of refuse or recycling collection crews in assigned districts and routes.
- Arranges for employee training and may administer Commercial Driver's Licensing road tests.
- Receives requests for special service and lays out and assigns work for special collection crews.
- Arranges collection routes and lays out and directs work schedule.
- Participates in pre-development review process and makes recommendations on placement of solid waste containers in new or remodeled building plans.
- Discusses available services with, and makes recommendations to customers.
- Assists with inventory control, billing questions and documentation.
- Inspects refuse collection routes and vehicles.
- Answers and disposes of complaints from and against refuse customers; checks for illegal dumping of refuse.
- Enforces solid waste ordinances.
- Identifies and implements effective and efficient methods and practices in refuse collection, recycling, and disposal.
- Investigates accidents involving department equipment and personnel. Prepares accident and insurance reports.
- Reviews route computer sheets
- Prepares and maintains personnel files.
- Instructs crews in collection and disposal safety procedures.
- Develops equipment replacement schedules.
- Develops annual budget estimates for consideration and inclusion with department budget.
- Develops equipment specifications and proposes modifications to increase operational efficiency.
- Works with vendors to ensure proper repair of and modifications to equipment.
- Performs duties of the Director during his/her absence.
- Perform related work as required.

**MINIMUM QUALIFICATIONS: Promotional Requirements:** (Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Education:* High school diploma or equivalent.
- *Experience:* Completion of two years' experience with the City in the classification of Refuse Collector III.
- *Licenses:* Possession of a valid Class "B" Commercial Driver's License (CDL) with air brake endorsement.

### EXAMINATION DETAILS:

For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website. ¶¶ Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. **Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.** Upon request, at time of application, City of Spokane will provide alternative accessible tests to individuals with disabilities that impair manual, sensory or speaking skills needed to take the test, unless the test is intended to measure those skills.

The examination will consist of an in-person, multiple-choice test that will be held on a computer. The examination assigned weights are as follows:

- Multiple-Choice Test 100%

**IN-PERSON, MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, July 26, 2024
- Test Time: 1:00 p.m.
- Test Method: Online
- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 1.5 Hours
- Test Subjects May Include:
  - ◇ Safety
  - ◇ Solid Waste Collection
  - ◇ Interpersonal Skills
  - ◇ Computer Skills
  - ◇ Supervision
  - ◇ Mathematics

**NOTE:** Additional test sessions may be made available depending on the number of qualified applicants received. Candidates will be notified of appointment details via email once the recruitment has closed.

**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

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 4<sup>th</sup> day of September 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**WTE CRANE OPERATOR SPN 574**  
OPEN ENTRY

**DATE OPEN: Monday, September 9, 2024**

**DATE CLOSED: Monday, September 23, 2024**

**SALARY: \$49,757.04 annual salary, payable bi-weekly, to a maximum of \$77,527.44**

**DESCRIPTION:**

Performs skilled work in the operation of an overhead crane to maintain proper refuse flow to operating boilers and to manage the refuse pit.

**DUTIES:**

- Operates an overhead crane smoothly and manages the refuse pit.
- Mixes and stacks refuse.
- Maintains proper refuse flow for operating boilers.
- Closes bays.
- Maintains a trench along the tipping floor to facilitate the delivery of refuse from trucks.
- Monitors and cleans refuse cranes and related area.
- Inspects crane for damage and wear.
- Monitors the refuse pit, charging dock and tipping floor for fires, safety and any incoming unacceptable waste.
- Records and logs inspection data, such as cable cuts and service length of cables, and identifies recurring problems.
- Lubricates grease points on cranes and grapples.
- Reports safety hazards, environmental hazards and changing trash conditions to the shift supervisor.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* High school diploma or equivalent.

- *Experience:* Two years of experience as an overhead crane operator.
- *Training:* New City employees hired as WTE Crane Operators must complete the internal training program within 12 months of employment.

**EXAMINATION DETAILS:**

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

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

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

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

The examination will consist of a multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

**EXAMINATION DETAILS:**

This is an online examination and will require a computer. **If you do not have access to a computer, please notify Civil Service so that one may be provided.** Computer reservations can also be made through your local, public library.

Multiple-choice examination links with instructions will be emailed 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. Keep in mind that the test link will be emailed from City of Spokane (info@governmentjobs.com).

- Applicants who apply and meet the minimum qualifications between Monday, September 9, 2024, and Monday, September 23, 2024, will test Thursday, September 26, 2024, through Tuesday, October 1, 2024.

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

The examination may include such subjects as:

- Overhead Crane Operations
- Job Hazard Analysis
- Safety
- Municipal Solid Waste (MSW) Operations & Equipment

**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

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 28<sup>th</sup> day of August 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner



**WTE CRANE OPERATOR SPN 574  
PROMOTIONAL**

**DATE OPEN:** Monday, September 9, 2024

**DATE CLOSED:** Monday, September 23, 2024

**SALARY:** \$49,757.04 annual salary, payable bi-weekly, to a maximum of \$77,527.44

**DESCRIPTION:**

Performs skilled work in the operation of an overhead crane to maintain proper refuse flow to operating boilers and to manage the refuse pit.

**DUTIES:**

- Operates an overhead crane smoothly and manages the refuse pit.
- Mixes and stacks refuse.
- Maintains proper refuse flow for operating boilers.
- Closes bays.
- Maintains a trench along the tipping floor to facilitate the delivery of refuse from trucks.
- Monitors and cleans refuse cranes and related area.
- Inspects crane for damage and wear.
- Monitors the refuse pit, charging dock and tipping floor for fires, safety and any incoming unacceptable waste.
- Records and logs inspection data, such as cable cuts and service length of cables, and identifies recurring problems.
- Lubricates grease points on cranes and grapples.
- Reports safety hazards, environmental hazards and changing trash conditions to the shift supervisor.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* One year of experience in the classification of Ash Operator, Heavy Equipment Operator, or Laborer II in the waste to energy plant.
- *Training:* Successful completion of the internal training program through the level of WTE Crane Operator.

**Note: Current City of Spokane employees who have completed initial probation and are within the line of progression, can apply to this promotion if they meet the open entry requirements, per Civil Service Rule VI, Section 3.**

**Open Entry Requirements:**

(Open-entry applicants must meet all requirements when they apply.)

- *Education:* High school diploma or equivalent.
- *Experience:* Two years of experience as an overhead crane operator.
- *Training:* New City employees hired as WTE Crane Operators must complete the internal training program within 12 months of employment.

**EXAMINATION DETAILS:**

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

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

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

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

The examination will consist of a multiple-choice test, with weights assigned as follows:

- Multiple-Choice Test 100%

**IN-PERSON MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, September 26, 2024
- Test Time: 9:30 a.m.

- Test Location: Civil Service Test Room, 4th floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 2 Hours
- Test Subjects May Include:
  - ◇ Overhead Crane Operations
  - ◇ Job Hazard Analysis
  - ◇ Safety
  - ◇ Municipal Solid Waste (MSW) Operations & Equipment

**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

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 28<sup>th</sup> day of August 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**FIRE LIEUTENANT SPN 936  
PROMOTIONAL**

**DATE OPEN: Monday, September 9, 2024**

**DATE CLOSED: Monday, September 23, 2024**

**SALARY: \$118,995.10 annual salary, payable bi-weekly, to a maximum of \$146,443.10**

**DESCRIPTION:**

Performs first level supervisory, skilled firefighting, and emergency medical techniques as a station shift commander or a company officer.

**DUTIES:**

- Responds to fire, medical and other incidents. Determines the best routes to incidents and supervises the activities of assigned personnel or may act as incident commander until relieved by a superior officer. Participates in all phases of emergency operation and basic life support. Performs firefighting, rescue and salvage work, and cleanup operation. Supervises the recovery, cleaning, and inspection of company equipment after fire, medical or other types of incidents.
- Responds to medical emergencies and participates in various aspects of medical emergency care.
- Supervises, on an assigned shift, the cleaning and care of firefighting apparatus, equipment, and station quarters. Inspects personnel, quarters and equipment. Maintains discipline and instructs and drills assigned personnel in emergency medical skills, firefighting, and related subjects.
- Performs such fire prevention functions as inspection of business establishments, apartment complexes and schools.
- Inspects assigned district periodically to become familiar with buildings, location and condition of fire hydrants and streets, and to identify potential fire hazards and dangers and to compile comprehensive pre-incident plans. Advises residents regarding potential dangers.
- May be assigned the following duties: Investigator in SIU, Training Officer, or Clinical Standards and Practices Officer.
- May be designated acting station commander in the absence of the regular commander.
- Maintains company records and prepares necessary reports.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:****Promotional Requirements:**

(Current employees of the City of Spokane may meet the promotional requirements. All promotional requirements must be met at the date of the examination.)

- *Experience:* Completion of four years combined service with the Spokane Fire Department in subordinate positions of the uniformed Fire Service.
- *License:* Possession of a valid driver's license.

**EXAMINATION DETAILS:**

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

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

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 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 multiple-choice test, promotional evaluation (PER), and assessment center with overall weights assigned as follows:

- Multiple-choice test: 25%
- Promotional evaluation worksheet: 15%
- Assessment center: 60%

#### **MULTIPLE-CHOICE TEST DETAILS**

The multiple-choice test will be conducted at the Fire Training Center (1618 N. Rebecca St.) on Monday, October 2, 2024, at 9:00 a.m. Please plan on being at the Fire Training Center for approximately 3 hours. The 2-hour multiple-choice test will include subjects as outlined in the 2024 SFD Lieutenant Promotional Exam Bibliography. The top 40 candidates who achieve a passing score on the multiple-choice exam, will advance to the assessment center based on the combined score of the multiple-choice test (85%) and Promotional Evaluation Worksheet (15%).

#### **PROMOTIONAL EVALUATION WORKSHEETS**

An email containing the Promotional Evaluation Worksheet and Instructions will be sent to all qualifying applicants after the recruitment closes.

#### **ASSESSMENT ORIENTATION**

On the day of the multiple-choice exam, Civil Service will conduct an assessment center orientation to introduce the assessment center process, not to discuss specific test content. The orientation will be held in-person beginning at 9:00 a.m. There will be a short break and then the multiple-choice exam will begin.

#### **ASSESSMENT CENTER DETAILS**

The assessment center will be conducted at Fire Training Center (1618 N. Rebecca St.) during the week of October 21, 2024. Qualified candidates will be invited to self-schedule their assessment from available dates and times. The assessment center will consist of tactical and interpersonal problems.

#### **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

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 5<sup>th</sup> day of September 2024.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**Insulation Services; Removal and Replacement of Insulation and Cladding for Boiler Walls and Piping, and Fabrication of and Installation of Removable Insulation Blankets - Prevailing Wage**  
Spokane Solid Waste Disposal, Waste To Energy Facility  
**ITB 6083-24**

Description: The City of Spokane, through its Solid Waste Disposal, Waste To Energy Facility is soliciting electronic bids

for Insulation Services; Removal and Replacement of Insulation and Cladding for Boiler Walls and Piping, and Fabrication of and Installation of Removable Insulation Blankets - Prevailing Wage.

A Mandatory pre-bid conference will be held on Friday, October 4, 2024, at 10:00 am. The location will be at the Waste to Energy Facility (WTEF) Admin Offices, 2900 S Geiger Blvd., Spokane WA. FIELD VERIFICATION REQUIRED. The Bidder is entirely responsible for inspecting all site conditions prior to submitting a service bid. **This meeting is MANDATORY ONLY for those companies who have not previously performed Insulation Services; Removal and Replacement of Insulation and Cladding for Boiler Walls and Piping, and Fabrication of and Installation of Removable Insulation Blankets at the City of Spokane Waste to Energy Facility.**

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, OCTOBER 28, 2024**, for Insulation Services; Removal and Replacement of Insulation and Cladding for Boiler Walls and Piping, and Fabrication of and Installation of Removable Insulation Blankets - Prevailing Wage. 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, OCTOBER 28, 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: September 4 & 11, 2024

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**Refractory Installation and Sandblasting Services - Prevailing Wage**  
Spokane Solid Waste Disposal, Waste To Energy Facility  
**ITB 6101-24**

Description: The City of Spokane, through its Solid Waste Disposal, Waste To Energy Facility is soliciting electronic bids for Refractory Installation and Sandblasting Services - Prevailing Wage.

A Mandatory pre-bid conference will be held on Thursday, October 3, 2024, at 10:00 am. The location will be at the Waste to Energy Facility (WTEF) Admin Offices, 2900 S Geiger Blvd., Spokane WA. FIELD VERIFICATION REQUIRED. The Bidder is entirely responsible for inspecting all site conditions prior to submitting a service bid. On-line access i.e. man doors, test ports, bolted doors, and other access ports for on-line cleaning must be verified on site before submitting bid. **This meeting is MANDATORY ONLY for those companies who have not previously performed Refractory Installation and Sandblasting Services at the City of Spokane Waste to Energy Facility.**

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, OCTOBER 28, 2024**, for Refractory Installation and Sandblasting Services - Prevailing Wage. 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, OCTOBER 28, 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: September 4 & 11, 2024

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**REQUEST FOR PROPOSALS #6105-24**  
**Domestic Violence Intervention Treatment Services**  
**City of Spokane Municipal Court**

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, SEPTEMBER 30, 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, SEPTEMBER 30, 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 #.

This project is funded through a federal grant award from The Office for Victims of Crime (OVC), award number 2023-15POVC-23-GG-00270-BRND totaling \$500,000 in Domestic Violence Intervention Treatment services. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work.

**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 dates: September 11, 18, & 25, 2024

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**Quarterly Crane, Hoist, Trolley and Lifeline Preventative Maintenance Inspections  
and Services Prevailing Wages**  
Spokane Solid Waste Disposal, Waste To Energy Facility  
**ITB 6184-24**  
**INVITATION TO BID NOTICE**

Description: The City of Spokane, through its Solid Waste Disposal, Waste To Energy Facility is soliciting electronic bids for Quarterly Crane, Hoist, Trolley and Lifeline Preventative Maintenance Inspections and Services – Prevailing Wages

**MANDATORY PRE-BID CONFERENCE.** A MANDATORY pre-bid conference will be held on WEDNESDAY, SEPTEMBER 18, 2024, at 10:00 pm. The location will be at the Waste to Energy Facility (WTEF) Admin Offices, 2900 S Geiger Blvd., Spokane WA. **FIELD VERIFICATION REQUIRED.** The Bidder is entirely responsible for inspecting all site conditions prior to submitting a service bid. **This meeting is MANDATORY ONLY for those companies who have not previously performed Quarterly Crane, Hoist, Trolley and Lifeline Preventative Maintenance Inspections and Services at the City of Spokane Waste to Energy Facility.**

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, SEPTEMBER 30, 2024**, for Refuse Cranes Quarterly Preventative Maintenance Inspections and Services – Prevailing Wage. 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, SEPTEMBER 30, 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: September 4 & 11, 2024

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**PW INVITATION TO BID - ARBORIST ON CALL SERVICES  
PW ITB #6201-24**

**Description:** The City of Spokane is soliciting electronic bids for Arborist On Call Services.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, September 23, 2024, at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City’s website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane’s bidding portal at <https://spokane.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

All Proposal documents shall be submitted electronically through the City of Spokane’s online procurement system **no later than 1:00 p.m. on Monday, September 23, 2024**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Thea Prince  
City of Spokane Purchasing

Publish: September 11 & 18, 2024

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**PW INVITATION TO BID**  
**Upriver Dam Hydroelectric Project - Engineer, Furnish and Install a Replacement**  
**Powerhouse #2 Trash Rake System**  
Water & Hydroelectric Department

**PW ITB #6208-24**

**Description:** The City of Spokane Water & Hydroelectric Department, is soliciting electronic bids for the Installation of a new trash rake.

**Pre-Bid Meeting:** A mandatory pre-bid meeting will be held on Thursday September 12<sup>th</sup> at 10 am. At 2701 N Waterworks ST, Spokane WA 99212.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, September 23rd, 2024, at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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

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

All Proposal documents shall be submitted electronically through the City of Spokane's online procurement system **no later than 1:00 p.m. on Monday, September 23<sup>th</sup> 2024**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Tanya Lester  
Purchasing Department

Publish: September 4 & 11, 2024

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**PW INVITATION TO BID**  
**SPOKANE WATER DEPARTMENT ELECTRICAL SUPPLY UPGRADE (Re-Bid)**

**PW ITB #6219-24**

**Description:** The City of Spokane is soliciting electronic bids for the Spokane Water Department Electrical Supply Upgrade.

**Mandatory Pre-Bid Conference:** Thursday, September 12 at 9:00 am at the Spokane Water Department Main Office – 914 East North Foothills Drive, Spokane WA. Only those vendors who attend the Mandatory Pre-Bid Conference will be able to bid on this project.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, September 23, 2024, at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procurement.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

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

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



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

All Proposal documents shall be submitted electronically through the City of Spokane’s online procurement system **no later than 1:00 p.m. on Monday, September 23, 2024**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Proposals submitted late.

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

Thea Prince  
City of Spokane Purchasing

Publish: September 4 & 11, 2024

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