



Official Gazette

City of Spokane, Washington

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

Volume 115

JANUARY 8, 2025

Issue 2



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**NO MEETING MINUTES OF SPOKANE CITY COUNCIL
Monday, December 30, 2024**

The Monday, December 30, 2024 regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date.

MINUTES OF SPOKANE CITY COUNCIL**Monday, December 9, 2024****BRIEFING SESSION**

The Briefing Session of the Spokane City Council held on the above date was called to order at 3:33 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. 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 Bingle, Cathcart, Dillon, Klitzke, Navarrete, and Zappone were present.

City Administrator Alex Scott; 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 – Climate Resilience and Sustainability Board (CPR 2024-0030)

The City Council interviewed Kit Parker, candidate for appointment to the Climate Resilience and Sustainability Board.

Advance Agenda Review

The City Council received an overview of the December 16, 2024, Advance Agenda items.

Action to Approve December 16, 2024, Advance Agenda

Following staff reports and Council discussion regarding the December 16, 2024, Advance Agenda items, the City Council took the following action (pursuant to Council Rule 2.1.B):

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to approve** the December 16, 2024, Advance Agenda; **carried 7-0**.

Council Recess/Executive Session

The City Council recessed at 3:42 p.m. and immediately reconvened into an Executive Session to discuss potential and pending litigation for 20 minutes. At 4:03 p.m., the Executive Session was extended for an additional five minutes. City Attorney Mike Piccolo was present for the Executive Session. The City Council returned from Executive Session at 4:08 p.m., and the Briefing Session was reconvened to review changes to the December 9, 2024, Current Agenda.

Current Agenda Review

The City Council reviewed the December 9, 2024, Current Agenda for changes and Council and staff discussion was held.

RES 2024-0117 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to adopt** the Wilkerson Proposed Amendment to Resolution 2024-0117—approving administrative allocations of residual funds from the American Rescue Plan Act (ARPA)—filed December 5, 2024; **carried 4-3**.

RES 2024-0118 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to adopt** the Wilkerson/Dillon Proposed Amendment to Resolution 2024-0118—appointing City Council Members to boards, committees, and commissions for calendar year 2025—filed December 6, 2024; **carried 4-3**.

RES 2024-0119 Adopting Various Amendments to the City Council's Rules of Procedure for 2025 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Motion by Council Member Bingle, seconded by Council Member Dillon, **to withdraw** Bingle Amendment No. 2 to Resolution 2024-0119; **carried 7-0**.

Motion by Council Member Bingle, seconded by Council Member Dillon, **to adopt** the Bingle Proposed Amendment No. 1 to Resolution 2024-0119 filed December 5, 2024; **carried 6-1**.

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to suspend** the Council Rules for the purpose of allowing a substitute Dillon Proposed Amendment to Resolution 2024-0119 filed December 9, 2024 (prior to 3:30 p.m. Briefing Session) (to replace Dillon Proposed Amendment filed December 5, 2024); **carried 7-0**.

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to entertain a motion to discuss** the Dillon proposed substitution for debate; which after Council discussion was later **superseded with motion** by Council Member Dillon, seconded by Council Member Klitzke, **to withdraw** the motion; **carried 7-0**.

Council Policy Advisor Chris Wright indicated he will wordsmith the substitute Dillon Proposed Amendment and will circulate the updated substitute amendment for consideration this evening under a suspension of the Council Rules.

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 2 to Resolution 2024-0119 filed December 6, 2024; **failed 2-5**.

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 3 to Resolution 2024-0119 filed December 6, 2024; **carried 7-0**.

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 4 to Resolution 2024-0119 filed December 6, 2024; **carried 7-0**.

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 6 to Resolution 2024-0119 filed December 6, 2024; **failed 3-4**.

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 7 to Resolution 2024-0119 filed December 6, 2024; **failed 3-4**.

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 8 to Resolution 2024-0119 filed December 6, 2024; **carried 7-0**.

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 9 to Resolution 2024-0119 filed December 6, 2024; **carried 5-2**.

Motion by Council Member Dillon, seconded by Council Members Zappone and Klitzke, **to adopt** the Wilkerson Proposed Amendment to Resolution 2024-0119 filed December 5, 2024, as amended (with amendments approved above), and entertain possible future motions during tonight's (6:00 p.m.) meeting; **carried 6-1**.

RES 2024-0120 Requesting Brown Administration to Extend the Current Contract with Community Oriented Policing Services (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

Motion by Council Member Zappone, seconded by Council Member Dillon, **to adopt** the Wilkerson Proposed Amendment to Resolution 2024-0120 filed December 5, 2024; **carried 5-2**.

Final Reading Ordinance C36626 Adopting a Biennial Budget for the City of Spokane, Washington, for the years 2025 and 2026 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to adopt** the Wilkerson Proposed Amendment to Final Reading Ordinance C36626 filed December 6, 2024; **carried 5-2**.

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 1 to Final Reading Ordinance C36626 filed December 6, 2024; **failed 2-5**.

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 2 to Final Reading Ordinance C36626 filed December 6, 2024, with

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to suspend** Council Rules for purposes of making an oral motion to amend; **carried 7-0; and**

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to amend** the Cathcart Amendment to increase it by \$20,000 (to add to the already budgeted \$10,000) for a total of \$30,000 from the projected reserves of the biennium budget for SCRAPS due diligence analysis; **carried 7-0.**

Main Motion, as amended, by Council Member Cathcart, seconded by Council Member Bingle, **to adopt** the Cathcart Proposed Amendment No. 2 to Final Reading Ordinance C36626 filed December 6, 2024; **carried 7-0.**

Final Reading Ordinance C36618 Relating to Business Activities Subject to Tax (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to adopt** the Bingle Proposed Amendment to Final Reading Ordinance C36618 filed December 5, 2024; **failed 2-5.**

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to adopt** the Wilkerson Proposed Amendment to Final Reading Ordinance C36618 filed December 5, 2024; **carried 7-0.**

Final Reading Ordinance C36619 Relating to Fees and Charges (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Motion by Council Member Zappone, seconded by Council Member Bingle, **to adopt** the Wilkerson Proposed Amendment (at request of Administration) to Final Reading Ordinance C36619 filed December 5, 2024; **carried 7-0.**

Final Reading Ordinance C36628 Relating to Spokane City Council Meetings (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, **to adopt** the Wilkerson Proposed Amendment to Final Reading Ordinance C36628 filed December 5, 2024; **carried 7-0.**

Action to Approve December 9, 2024, Current Agenda

Following updates to the December 9, 2024, Current Agenda items, the City Council took the following action:

Motion by Council Member Klitzke, seconded by Council Members Dillon and Zappone, **to approve** the December 9, 2024, Current Agenda, as modified; **carried 7-0.**

Council Recess

The City Council recessed at 5:42 p.m. The City Council reconvened at 6:07 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Land Acknowledgement

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

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

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

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

There were no **Proclamations or Salutations.**

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

BOARD AND COMMISSION APPOINTMENTS

Appointments to Historic Landmarks Commission (CPR 1981-0122)

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

Upon 7-0 Voice Vote, the City Council **approved** (and thereby confirmed) the appointments of Dana Bronson, Donna Punihaole, and Tim Dickerson to the Historic Landmarks Commission for three-year terms, from December 9, 2024, to December 9, 2027.

CONSENT AGENDA

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

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

Purchase from NOAR Technologies (Clawson, MI) of a Leica 360 scanner for the Police Department for use in collision investigations and major crimes investigations—\$110,511.06. (OPR 2024-1072) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart) (Clerical Note: This item appeared back on the City Council's December 16, 2024, Agenda, as the wrong vendor name was listed on the December 9, 2024, Agenda. The correct vendor is Collision & Crime Forensic Solutions; not NOAR Technologies. See December 16, 2024, City Council Meeting minutes.)

Five-Year Value Blanket with Pacific Coast Carbon, LLC (Ridgefield, WA) for activated pelletized carbon from approximately December 1, 2024, through November 30, 2029—\$184,800. (OPR 2024-1055 / RFQ 6257-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Consultant Agreement with Jacobs Engineering (Spokane) for engineering and architectural services design from January 1, 2025, to December 31, 2026—\$550,000. (OPR 2024-1056 / RFQu 6259-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Contract Amendment with Volt Workforce Solutions, a division of Volt Management Corp (Orange, CA) for additional funds to complete the contract period from May 1, 2024, through April 30, 2025—\$160,000. (OPR 2022-0412) (Council Sponsors: Council Members Cathcart, Bingle and Zappone)

Contract Renewal 2 of 3 with Infinite Innovations (Hayden, ID) for As-Needed Technical Resources for the Innovation and Technology Services Division and Project Management Office from February 1, 2025, through January 31, 2026—\$150,000 (excl. tax). (OPR 2022-0147 / RFP 5435-21) (Council Sponsor: Council Member Bingle)

Contract Renewal with PMWeb, Inc. (Aventura, FL) for Capitol Project Management Software and Implementation from February 1, 2025, through January 31, 2026—\$105,000 (plus tax). (OPR 2017-0005 / RFP 4196-16) (Council Sponsors: Council Members Cathcart and Bingle)

Master Services Agreement with Granite Communications, Inc. (Quincy, MA) for telecommunication services from December 1, 2024, through November 30, 2027—not to exceed \$320,960.10 (plus tax). (OPR 2024-1057 / OMNIA R200901) (Council Sponsor: Council Member Bingle)

Contract Renewal 1 of 3 with Software House International (Somerset, NJ) for co-managed LogRhythm services from January 1, 2025, through December 31, 2025—\$72,908.52 (excl. tax). (OPR 2024-0102) (Council Sponsors: Council Members Bingle and Cathcart)

Contract Amendment/Extension with Desimone Consulting Group (Seattle, WA) for federal lobbying services from January 1, 2025, through March 31, 2025—\$30,000. (OPR 2020-0506) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Contract Amendment/Extension with Spokane Arts Commission and Spokane Arts Fund for arts services from January 1, 2025, through December 31, 2025—\$459,816. (OPR 2019-1096) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Contract Amendment with Cummins, Inc. (Spokane) for General Repair and Maintenance of Medium- and Heavy-Duty Trucks and Equipment for the Fleet Department—\$300,000. Total contract amount: \$500,000. (OPR 2024-0492) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Contract with Valence Mission Critical Technologies (Spokane Valley, WA) for backup vehicle commissioning services from January 1, 2025, through December 31, 2029—not to exceed \$75,000 per year. (OPR 2024-1058 / IRFP 6253-24) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Master Contract Renewal No. 2 of 3 and Amendment with Performance Systems Integration, LLC (Portland, OR) for Fire Extinguisher and Fire Suppression Services and On-Call Maintenance—\$100,000. (OPR 2022-0803 / IPWQ 5731-22) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Five-Year PW Master Service Contract with The F.A. Bartlett Tree Expert Company (Spokane Valley, WA) for Arborist On-Call Services—not to exceed \$150,000 annually (incl. tax). (OPR 2024-1059 / PW ITB 6201-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Consultant Agreement with Parametrix, Inc. (Spokane) for the design of Fish Lake Trail Connection Phase 2—\$530,000 plus 10% administrative reserve. (OPR 2024-1060 / ENG 2023107) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Site Lease Acknowledgement for a cellular installation by DISH Network on an existing Water Department Reservoir on South Thomas Mallen Road—\$38,400 Revenue in the first year. (OPR 2022-0348) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Site Lease Acknowledgement for a cellular installation by T-Mobile on an existing Water Department Reservoir at 5717 S. Parkridge Blvd in the Eagle Ridge area—\$38,532 Revenue in the first year. (OPR 1998-0169) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Real Estate Purchase and Sale Agreement (City as purchaser) to purchase a parcel of real property at 4453 W. Vel View Court (Spokane County Tax Parcel #26151.5609) directly adjacent to the existing Woodridge Water Tank—\$100,000. (OPR 2024-1061) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Value Blanket Renewal with Camtek, Inc., (Spokane) for security cameras and various hardware from January 1, 2025, thru December 31, 2025—\$500,000. (OPR 2024-0124 / PW ITB 5983-23) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

One-Year Master Contract Renewal with Camtek, Inc., (Spokane) for Labor and Materials for the ongoing support and maintenance for Citywide facilities—\$300,000. (OPR 2024-0125 / PW ITB 5983-23) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Contract Renewal with Roar Works, LLC., (Spokane) for Snow & Ice Removal and Landscape Maintenance services at various city sites—\$140,595. (OPR 2023-1226) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Interlocal Agreements increasing the rate for the Hearing Examiner services from \$125 to \$150 per hour with:

- a. Airway Heights (OPR 2024-1062)
- b. Liberty Lake (OPR 2024-1063)
- c. Medical Lake (OPR 2024-1064)
- d. Spokane Valley (OPR 2024-1065)
- e. Cheney (OPR 2024-1066)
- f. Chewelah (OPR 2024-1067)
- g. Millwood (OPR 2024-1068)
- h. Newport (OPR 2024-1069)

These agreements supersede the current agreements, which will be formally terminated. (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

Interagency Agreement between the Spokane Police Department and the Washington State Criminal Justice Training Commission regarding reimbursement to SPD for various costs of holding and conducting Basic Law Enforcement Academies from January 1, 2025, to December 31, 2026—\$750,000 estimated revenue per year. (OPR 2024-1092) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Amendment B to Agreement with Spokane County in conjunction with the Mental Health Field Response Team Fiscal Year 2023 Grant Program to continue operation of the Behavioral Health Unit from WASPC through Spokane County Sheriff's Office—Total Revenue \$393,131.96. (OPR 2024-0064) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Agreement with YWCA in conjunction with OVV FY21 Firearms Technical Assistance Project Pilot Sites Initiative grant from July 1, 2022, through June 30, 2025—\$108,526. (OPR 2022-0591) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Contract Renewal with Target Solutions Learning (Tampa, FL) for the annual maintenance and support of the online learning and record management system including access and use of the "Vector Check It" module that was added in 2024—\$52,771.32. (OPR 2023-1221) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through November 29, 2024, total \$12,936,547.18 (Check Nos.: 607266-607334; Credit Card Nos.: 000946-000973; ACH Payment Nos.: 135587-135769), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$12,759,689.43. (CPR 2024-0002)

City Council Meeting Minutes: November 21, 2024. (CPR 2024-0013)

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

Special Budget Ordinance C36620 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36620** 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:

Hotel/Motel Lodging Tax Fund

1) Increase revenue by \$900,000.

A) Of the increased revenue, \$900,000 is provided solely from motel/hotel transient tax.

2) Increase appropriation by \$900,000.

A) Of the increased appropriation, \$900,000 is provided solely for the pass-through payment to the Spokane Public Facilities District.

(This action arises from the need to provide additional appropriation to the Hotel/Motel Lodging Tax Fund.)

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

Nos: None

Abstain: None

Absent: None

Special Budget Ordinance C36621 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36621** 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:

Worker's Compensation Fund

1) Increase appropriation by \$600,000.

A) Of the increased appropriation, \$600,000 is provided solely for insurance claim payments.

(This action arises from greater than expected worker's compensation insurance claims.)

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

Nos: None

Abstain: None

Absent: None

Special Budget Ordinance C36622 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36622** 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:

Fleet Services Fund

- 1) Increase revenue by \$1,399,194.
 - A) Of the increased revenue, \$489,194 is provided solely for sale of scrap/junk/surplus.
 - B) Of the increased revenue, \$160,000 is provided solely for interfund compressed natural gas fuel service charges.
 - C) Of the increased revenue, \$750,000 is provided solely for interfund vehicle/equipment repair service charges.
- 2) Increase appropriation by \$1,399,194.
 - A) Of the increased appropriation, \$489,194 is provided solely for an operating transfer-out to the Asset Management Capital fund for a debt payment.
 - B) Of the increased appropriation, \$160,000 is provided solely for compressed natural gas fuel purchases.
 - C) Of the increased appropriation, \$750,000 is provided solely for equipment repairs and maintenance services.

(This action arises from higher than expected operating costs and recognizing additional revenues received.)

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

Special Budget Ordinance C36623 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36623** 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:

Financial Partnership Portfolio Fund

- 1) Increase revenue by \$768,796.08.
 - A) Of the increased revenue, \$768,796.08 is provided solely from an operating transfer-in from the Asset Management Capital fund for debt restructure.
- 2) Increase appropriation by \$768,796.08.
 - A) Of the increased appropriation, \$768,796.08 is provided solely for an operating transfer-out to the Asset Management Capital fund for debt restructure.

(This action arises from refinanced parking debt.)

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

Special Budget Ordinance C36624 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36624** 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:

Communications Building Maintenance and Operations Fund

- 1) Increase appropriation by \$30,000.
 - A) Of the increased appropriation, \$30,000 is provided solely for building repairs/maintenance.

(This action arises from greater than expected building repair.)

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

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2024-0115 (and accompanying Contract OPR 2024-1071 and Value Blanket OPR 2024-1084) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2024-0115 (and accompanying Contract OPR 2024-1071 and Value Blanket OPR 2024-1084)** declaring Solid Waste Systems (Spokane Valley, WA) a sole-source provider for Curbtender, Labrie, Scorpion and Sewer Equipment products, parts and services and authorizing the City of Spokane Fleet Services to purchase products "as needed", enter into a five (5) year Value Blanket Order for parts and a five (5) year Service Contract for services as needed for approximately—\$1,500,000 (inc. tax) annually without public bidding.

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

Resolution 2024-0116 (Council Sponsors: Council Members Zappone and Dillon)

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

Upon 5-2 Roll Call Vote, the City Council **adopted Resolution 2024-0116** adopting the City of Spokane's legislative agenda for the upcoming 2025 state legislative session.

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

Resolution 2024-0117 (As amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Upon 6-1 Roll Call Vote, the City Council **adopted Resolution 2024-0117, as amended**, approving administrative allocations of residual funds from the American Rescue Plan Act (ARPA).

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

Resolution 2024-0118 (As amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Motion by Council Member Navarrete, seconded by Council Member Cathcart, **to suspend** the Council Rules to amend the chart attached to Resolution 2024-0118; **carried 7-0**.

Motion by Council Member Navarrete, seconded by Council Member Klitzke, **to replace** Council Member Navarrete as the chair for Urban Experience and give it to Council Member Cathcart; with

Motion to Amend by Council Member Zappone, seconded by Council Member Cathcart, **to insert** Council Member Bingle as chair on the Urban Experience Committee and Council Member Navarrete would become vice chair; **carried 7-0**.

Main Motion, as amended, to replace Council Member Navarrete as the chair for Urban Experience Committee and give it to Council Member Bingle as chair and Council Member Navarrete would become vice chair; **carried 6-1.**

Motion by Council Member Zappone, seconded by Council Member Bingle, **to replace** Council Member Dillon with Council Member Cathcart as Council President Pro Tem; **failed 2-5.**

Motion by Council Member Zappone, seconded by Council Member Cathcart, **to replace** Council Member Zappone with Council Member Cathcart on the Council Office Operations Workgroup; **carried 7-0.**

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2024-0118 as amended**, appointing City Council Members to boards, committees, and commissions for calendar year 2025.

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

Resolution 2024-0119 (As amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

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

Motion by Council Member Dillon, seconded by Council Member Bingle, **to suspend** the Council Rules for considering substitute Dillon Proposed Amendment; **carried 7-0.**

Motion by Council Member Dillon, seconded by Council Member Bingle, **to approve** the substitute Dillon Proposed Amendment filed December 9, 2024 (during the 6:00 p.m. Legislative Session); **carried 7-0.**

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2024-0119, as amended**, adopting various amendments to the City Council's Rules of Procedure.

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

Action to Extend Meeting to 11:00 p.m.

During deliberations on Resolution 2024-0120, the City Council took the following action:

Motion by Council Member Zappone, seconded by Council Member Cathcart, **to extend** the meeting to 11:00 p.m.; **carried 7-0.**

Resolution 2024-0120 (As amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2024-0120, as amended**, requesting the Brown Administration to extend the current contract with Community Oriented Policing Services (COPS), authorizing the council president to execute the extension if necessary, and setting forth terms and conditions for extension—not to exceed \$125,000.

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

FINAL READING ORDINANCES

Final Reading Ordinance C36626 (As amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

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

Upon 5-2 Roll Call Vote, the City Council **passed Final Reading Ordinance C36626, as amended**, adopting a biennial budget for the City of Spokane, Washington, for the years 2025 and 2026, and

setting forth in summary form the totals of estimated revenues and appropriations for each separate fund, the aggregate totals for all such funds combined, and providing an effective date.

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

Action to Extend Meeting to 12:00 a.m., Midnight

Prior to consideration of Final Reading Ordinance C36618, the City Council took the following action:

Motion by Council Member Cathcart, seconded by Council Member Zappone, **to extend** the meeting to midnight; **carried 7-0.**

Final Reading Ordinance C36618 (As amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

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

Upon 5-2 Roll Call Vote, the City Council **passed Final Reading Ordinance C36618, as amended**, relating to Business Activities Subject to Tax; amending Section 08.10.030 of the Spokane Municipal Code.

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

Final Reading Ordinance C36619 (As amended during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36619**, as amended, relating to fees and charges amending Chapter 08.02 and Chapter 13.04 of the Spokane Municipal Code. Specifically amending Section 08.02.0220 Sidewalk Cafes, Section 08.02.0235 Parklets and Streateries, Section 08.02.030 Boiler Code, Section 08.02.031 Building Code, Section 08.02.032 Electrical Code, Section 08.02.033 Elevator Code, Section 08.02.035 Mechanical Code, Section 08.02.036 Plumbing Code, Section 08.02.037 Sewer Code, Section 08.02.0371 Water Code, Section 08.02.038 Shorelines Management, Section 08.02.039 Special Inspections and Other Fees, Section 08.02.060 Building Code, Section 08.02.061 Environmental Policy, Section 08.02.064 Plats, Section 08.02.065 Streets and Airspace, Section 08.02.0655 Private Construction Plan Review and Inspection, Section 08.02.066 Zoning, Section 08.02.0665 Design Review, Section 08.02.067 Existing Building and Conservation Code, Section 08.02.069 Comprehensive Plan and Land Use Code Amendments, Section 08.02.0696 Concurrency Inquiry Application Fee, Section 08.02.085 Historic Preservation, Section 08.02.087 Appeals, Section 08.02.089 Special Permits For Oversize Or Overweight Movements, Section 08.02.0204 Building Contractors and Workers, Section 13.04.2026 Small Taps and Meters – Additional, Section 13.04.2028 Large Taps and Meters, setting an effective date, and other matters properly related thereto.

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

FIRST READING ORDINANCES

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

- ORD C36625** Relating to the Accounting and Grants Department; amending Section 03.01A.215 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)
- ORD C36627** Relating to the Small Works Roster; amending SMC section 07.06.165; and repealing SMC section 07.06.167. (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

ORD C36658

(As amended during the 3:30 p.m. Briefing Session) Relating to Spokane City Council meetings and amending sections 02.005.010, 02.01.010 and 02.01.030 of the Spokane Municipal Code, and repealing Section 02.01.020 of the Spokane Municipal Code. (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting at 11:10 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

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

- Sunshine Wigen
- Derek Azzaro
- Raul Penea
- Will Hulings
- Kristine Schuler
- HT Higgins
- Larry Andrews
- Jack Brucick
- Aaron Rivkin
- Earl Moore
- Christine Quinn

ADJOURNMENT

Motion by Council Member Bingle, seconded by Council Member Klitzke, **to adjourn; carried 6-1.**

There being no further business to come before the City Council, the meeting adjourned at 11:34 p.m.

MINUTES OF SPOKANE CITY COUNCIL

Monday, December 16, 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 Bingle (appearing virtually), Cathcart, Dillon, Klitzke, Navarrete, and Zappone were present.

City Administrator Alex Scott; 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 – Spokane Airport Board and Ethics Commission

The City Council interviewed Pat Harder, candidate for appointment to Ethics Commission, and Andy Billig, candidate for appointment to the Spokane Airport Board.

Current Agenda Review

The City Council reviewed the December 16, 2024, Current Agenda for changes.

Purchase from Collision & Crime Forensic Solutions (OPR 2024-1072) (previously approved on December 9, 2024, with wrong vendor listed) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart) and Contract Renewal with Structured Communication Systems, Inc. (OPR 2021-0755) (Council Sponsors: Council Members Cathcart and Bingle)

Motion by Council Member Cathcart, seconded by Council Member Zappone, **to suspend** Council Rules and add Consent Agenda Item No. 4 (OPR 2024-1072), Purchase from Collision & Crime Forensic Solutions of a Leica 360 scanner, and Consent Agenda Item No. 5 (OPR 2021-0755), Contract Renewal with Structured Communication Systems, Inc. (Clackamas, OR) for continued additional storage capacity and backup appliance, to tonight's Consent Agenda; **carried 7-0.**

Advance Agenda Review

There was no Advance Agenda review, as the December 23, 2024, City Council Meeting was canceled.

Council Reports of Matters of Interest

Council Members provided updates on various committees that they serve on.

Council Recess/Executive Session

The City Council recessed at 3:51 p.m. No Executive Session was held. The City Council reconvened at 6:03 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Land Acknowledgement

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

Pledge of Allegiance

The Pledge of Allegiance was led by Council President Wilkerson.

Roll Call

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

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

Poetry at the Podium

Paul Lindholdt presented the poem "Directive."

There were no **Proclamations or Salutations.**

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

BOARD AND COMMISSION APPOINTMENTS

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

Upon Unanimous Voice Vote, the City Council **approved** (and thereby confirmed) the appointment of Kit Parker to the Climate Resilience and Sustainability Board for a term of December 16, 2024, to December 16, 2027.

CONSENT AGENDA

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

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

Acceptance of Grant Award from Washington State Department of Commerce for Organized Retail Theft Pilot Program from November 1, 2024, through June 30, 2025—\$90,000. (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart) (OPR 2024-1073)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through December 6, 2024, total \$4,868,092.58 (Check Nos.: 607395-607499; Credit Card Nos.: 000974-000996; ACH Nos.: 135770-135928), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$4,763,966.27. (CPR 2024-0002)
- b. Payroll claims of previously approved obligations through December 7, 2024: \$11,051,832.65 (Check Nos.: 575178-575298). (CPR 2024-0003)

Minutes:

- a. City Council Meeting Minutes: November 25, December 5, and December 10, 2024. (CPR 2024-0013)
- b. City Council Finance & Administration Standing Committee Meeting Minutes: November 25, 2024. (CPR 2024-0015)
- c. City Council Urban Experience Standing Committee Meeting Minutes: December 9, 2024. (CPR 2024-0017)
- d. City Council Public Safety and Community Health Standing Committee Meeting Minutes: December 2, 2024. (CPR 2024-0018)

Purchase from Collision & Crime Forensic Solutions (Papillion, NE) of a Leica 360 scanner for the Police Department for use in collision investigations and major crimes investigations—\$110,511.06. (As added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council President Wilkerson and Council Members Dillon and Cathcart) (OPR 2024-1072)

Contract Renewal with Structured Communication Systems, Inc. (Clackamas, OR) for continued additional storage capacity and backup appliance from December 21, 2024, through December 21, 2025-\$43,706.14 (incl. tax). (As added during the 3:30 p.m. Briefing Session) (Council Sponsors: Council Members Cathcart and Bingle) (OPR 2021-0755)

LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

There were no **Resolutions**.

FINAL READING ORDINANCES

Final Reading Ordinance C36625 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36625** relating to the Accounting and Grants Department; amending Section 03.01A.215 of the Spokane Municipal Code.

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

Nos: None

Abstain: None

Absent: None

Final Reading Ordinance C36627 (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36627** relating to the Small Works Roster; amending SMC section 07.06.165; and repealing SMC section 07.06.167.

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

Final Reading Ordinance C36628 (As amended on December 9, 2024) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Zappone)

After an overview of Final Reading Ordinance C36628 by Council Policy Advisor Chris Wright, public testimony, and Council commentary, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36628**, as amended (on December 9, 2024), relating to Spokane City Council meetings and amending sections 02.005.010, 02.01.010 and 02.01.030 of the Spokane Municipal Code, and repealing Section 02.01.020 of the Spokane Municipal Code.

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

There were no **First Reading Ordinances**.

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting 6:35 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

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

- Barry Barfield
- Sunshine Wigen
- Will Hulings
- Kristine Schuler
- Jose Alvarez
- Justin Haller
- Kelly Cruz

ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 6:50 p.m.

Hearing Notices

UPDATED NOTICE OF PUBLIC HEARING
PROPOSED AMENDMENTS TO THE SPOKANE MUNICIPAL CODE RELATED TO THE
BUILDING OPPORTUNITY FOR HOUSING PROJECT
PROPOSED ORDINANCE C36629

(Note: This is an update to the notice previously published in the December 24 and 31, 2024, issues of the *Official Gazette*.)

The City of Spokane City Council will hold a Public Hearing in a hybrid format on **Monday, January 27, 2025 beginning at 6 p.m.** in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding proposed citywide amendments to SMC Chapters 17A.020.060, 17C.111.205, 17C.111.210, 17C.111.220, 17C.111.235, 17C.111.310, 17C.111.315, 17C.111.320, 17C.111.325, 17C.111.335, 17C.111.420, 17C.111.450, 17C.230.020, 17C.230.100, 17C.230.110, 17C.230.120, 17C.230.130, 17C.230.140, 17G.080.040, and 17G.080.065. Information about the City Council agenda and how to join the meeting and testify is available on the City's website:

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

Public testimony on these applications will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record. **Only the applicant, persons submitting written comments, and persons testifying at the hearing may appeal the decision.** Any person may submit written comments on the proposed action or request additional information by contacting:

City of Spokane, Planning Services & Economic Development
Ryan Shea, Planner II, 808 W. Spokane Falls Blvd., Spokane, WA 99201
(509) 625-6500; rshea@spokanecity.org

Description of Proposal: The proposal will make changes to the above referenced sections of Spokane's Unified Development Code (Title 17) to correct, clarify, and adjust standards to enable more flexibility in response to development applications and to create consistency with changes made to off-street parking standards.

Location: Citywide

SEPA: A SEPA Checklist for this non-project action has been submitted. A Determination of Non-Significance (DNS) was issued on October 30, 2024, under WAC 197-11-340(2); the lead agency did not act on this proposal for at least a 14-day comment period which ended November 13, 2024.

To learn more: Project webpage: <https://my.spokanecity.org/projects/building-opportunity-for-housing-follow-up-code-amendments/>

More information on the process: The City Council may hold discussion on the proposed ordinance during its Agenda Review Session on Monday, January 13, 2025, at 3:30 p.m. There is no public testimony at the Agenda Review Session. A 1st reading of the ordinance will occur on Monday, January 13, 2025, at 6 p.m. A final reading and hearing for the ordinance will occur on the evening of Monday, January 27, 2025, at 6 p.m. Public testimony will be taken at both the first reading and hearing. The City Council may continue this public hearing to a following meeting at their discretion.

How to Attend the Meeting: The Public can attend the meeting in-person in the City Council Chambers at 808 W Spokane Falls Blvd. People may also attend online or call in by phone to hear and testify. Access the **meeting link** and **call-in information** at the agenda posted in advance on the City Council website: <https://my.spokanecity.org/citycouncil/meetings/>

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Spokane City Council Chamber in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mlowmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

General Notices

Upcoming NOFA Information Grant #6299-25

2025 Police and Community Safety Partnership grant Available *Deadline for application is February 5, 2025 at 5:00 pm.*

The City of Spokane, through its Police Department (hereinafter "City"), is initiating this Notice of Funding Availability (NOFA) to solicit applications from Organizations that have the capacity and experience to provide community-based solutions to improve community safety in partnership with the Spokane Police Department. This program's project goals and desired outcomes are:

- Deepen community relationships, communication, and partnership with the Spokane Police Department to improve community safety.
- Develop and implement community-based, evidence-informed solutions to improve safety.
- Enhance engagement with historically marginalized communities to improve trust, legitimacy, and public safety.

This Notice of Funding of Availability will award a grant of up to \$320,000 to provide the above-referenced desired outcomes for 2025 & 2026.

Application Opens: Monday, December 23, 2024 – <https://spokane.procuware.com/>

Application Closes: Wednesday, February 5, 2025 at 5 p.m.

Workshop: January 15, 2025 9:30 am - Central Library- 906 W Main Avenue, Spokane WA - Event Room B or Online (Teams) link below. RSVP via email to aeverano@spokanecity.org

Microsoft Teams

Join the Workshop on your computer, mobile app or room device

Join the meeting now

Meeting ID: 238 919 128 146

Passcode: m82P4wv9

Publish: January 1 and 8, 2025

Policies & Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5300-24-09 LGL 2024-0039
TITLE: USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGIES (AI) EFFECTIVE DATE: December 29, 2024 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 This policy outlines the guidelines and regulations for the use of AI technologies by the City of Spokane, including direct AI offerings, such as Text to Video AI, and Text to Images/Pictures AI, and AI embedded within other products and services. The objective is to promote responsible, ethical, and secure utilization of AI to enhance efficiency, public service, and transparency while safeguarding privacy and avoiding misuse.

1.1.1 The policy requires that departments and City employees acquire AI technology through the City's approved procurement channels, which will include a review step by the Information Technology (IT)

Department to determine if the AI technology is consistent with the City's standards. Police and Fire will review via their internal IT staff.

- 1.1.2 The policy also directs City employees to ensure the integrity and reliability of outputs generated by AI technologies. It is mandatory for human oversight to be involved in the review process, and that the review process is documented.
- 1.1.3 The policy also requires employees to attribute any content created by AI and published on behalf of the City to the AI system that produced it.
- 1.1.4 Finally, the policy directs employees to ensure that any data or content submitted to AI systems or generated by AI systems be free of harmful bias, control for potential data privacy concerns, and comply with the State of Washington Public Records Act and all relevant City policies concerning records retention and disclosure.

1.2 TABLE OF CONTENTS

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- 5.0 POLICY
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- 7.0 RESPONSIBILITIES
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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City employees, Fire, Municipal Court, and Community Justice Services.

3.0 REFERENCES

Chapter 42.56 - Public Records Act
 Chapter 40.14 RCW – Preservation and Destruction of Public Records
 Chapter 434-662 WAC Preservation of Electronic Records

4.0 DEFINITIONS

- 4.1 **Artificial Intelligence (AI)** refers to the simulation of human intelligence processes by computer systems. These processes include learning (the acquisition of information and rules for using the information), reasoning (using rules to reach approximate or definite conclusions), and self-correction. AI involves the creation of algorithms and models that enable computers to perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and language translation. AI systems can be designed to operate autonomously, adapt to new data, and improve their performance over time without human intervention.
- 4.2 **Narrow AI:** This type of AI performs specific tasks and doesn't learn beyond that. Image recognition, natural language processors, and image generators are forms of narrow artificial intelligence. Siri, Google Assistant, and Alexa are forms of narrow AI. They can understand and respond to voice commands, but they can't give you accurate medical diagnoses.
- 4.3 **Reactive Machines:** As the name suggests, these machines can only react to stimuli, like the movement of a chess piece on virtual chessboard. They don't build memories that they can retrieve in the future like limited memory AI machines, but they're useful parts of digital life. Spam filters and recommender systems that note your behavior and suggest what you should watch next or what you might like to buy are reactive machines
- 4.4 **Limited Memory AI:** The next step in AI development after reactive machines, limited memory AI can store knowledge, learn from it, and perform new tasks based on that learning. This type of AI is useful for making predictions, and it's used to forecast future trends in everything from finance to the weather. This is the most common type of AI in use today, appearing in chatbots and self-driving cars.
- 4.5 **Generative AI:** There are four types of Generative AI.

4.5.1 Text generation: Text generation is perhaps the most talked about form of AI, and chatbot AI models have become popular and appear in the news regularly. People use these text generators for everything from proofreading to writing surveys to creating code.

4.5.2 Image generation: AI generators like Adobe Firefly can turn a text prompt into an image. They have a wide range of uses for artists, content creators, and marketers. Trained on hundreds of millions of images and captions, AI image generators give anyone the power to describe what they want and quickly generate a new image based on a text description.

Artists and designers can use this technology to brainstorm new ideas and try new ways of imagining their work without devoting hours to each iteration. Marketers and independent content creators can produce beautiful images quickly even if they aren't experienced artists.

4.5.3 Sound generation: Just as image generators are trained on huge datasets of images, AI music generators are trained on music and metadata. They can identify patterns in music genres and the work of specific artists and create new music based on those characteristics.

4.5.4 Video generation: This form of generative AI combines all three forms of video, sound, and image generation. Trained on data that includes audio, video, and text, these models can help video producers save time editing, adding captions, resizing for different outputs, and even generating new video content based on text prompts.

4.6 Large Language Models. A large language model (LLM) is a type of artificial intelligence model designed to understand and generate human-like text based on the data it has been trained on. These models are called "large" because they are built using vast amounts of data and contain billions or even trillions of parameters, which are the aspects of the model that are learned from training data. LLMs use techniques from deep learning, particularly neural networks, to process and produce text in a way that can mimic human language patterns. They can perform a variety of language-based tasks such as translation, summarization, question answering, and conversation generation.

4.7 Neural Network. A neural network is a computational model inspired by the way biological neural networks in the human brain process information. It consists of interconnected layers of nodes (neurons), where each connection has an associated weight. Neural networks are used in machine learning to recognize patterns, classify data, and make predictions by adjusting these weights based on input data through a process called training. They are particularly effective in tasks such as image and speech recognition, natural language processing, and predictive analytics.

4.8 Machine Learning. Machine Learning is a branch of artificial intelligence that focuses on the development of algorithms and statistical models which enable computer systems to perform specific tasks autonomously. These systems learn and improve their performance over time by identifying patterns and making data-driven decisions based on the data they are exposed to, without being explicitly programmed for each task.

4.9 Business Need. This is the primary reason or requirement that a software, or a feature within a software product, aims to address. It's a clear statement of what the software should achieve to benefit the business.

4.10 Use Case. A use case describes a specific scenario (or flow of actions) that a user (or actor) follows to achieve a particular outcome using the software feature. When well-documented, a use case typically includes the user, the objective or result the user wants to achieve, conditions that must be true before the use case starts, the sequence of actions the user takes to accomplish the goal, and the state the system should be in after the use case is completed successfully.

A software system typically consists of many individual use cases, each representing a specific interaction or scenario that users can undertake to achieve their goals within the software. When you combine all these use cases together, they collectively define the behavior and functionality of the software from the perspective of its users and stakeholders.

Each use case addresses a specific need or requirement, and together they form a comprehensive set of functionalities that the software provides to its users. Therefore, understanding and documenting these use cases is crucial for designing, developing, and testing software to ensure it meets the intended business or user requirements effectively.

5.0 POLICY

5.1 Authorized Access: City personnel may utilize Narrow AI, Reactive Machines, and/or Limited Memory AI during City business.

Only designated City personnel with proper training shall utilize Generative AI to develop business products. Access should be granted based on job requirements and clearly defined roles.

In addition to complying with relevant data privacy regulations, employees must ensure that AI interactions (of any type) do not involve sensitive personal information, including financial details, health records, and personal identification numbers.

- 5.2 Data Privacy and Security: City of Spokane must ensure that AI interactions comply with relevant data privacy regulations. Sensitive information should be handled securely and not stored longer than necessary.
- 5.3 Public Records: Any AI product which creates a public record (i.e. a writing related to the conduct of government business) may create additional workload for records professionals. AI-based records must be retrievable by the City Clerk's Office, Police Records Unit, and by all other public disclosure personnel from any department that assists in the processing of public records requests.
- 5.4 Accuracy and Fairness: The information provided by AI systems must be regularly monitored to ensure accuracy and fairness. Biases should be identified and rectified promptly.
- 5.5 Prohibition of Harmful Use: AI systems shall not be used to disseminate misinformation, propagate hate speech, or engage in any malicious activities. However, when AI is utilized to translate/transcribe the initial output coming from the neural network, it may include quotes that do not align with this policy.

Unauthorized or prohibited uses of AI include generating malicious, inappropriate, or illegal material; and any applications that might circumvent data privacy and security measures. Requests for new AI capabilities or tools not previously approved should be directed to IT for review and authorization.

- 5.6 Compliance with Legal and Ethical Standards: City of Spokane must comply with all applicable laws, regulations, and ethical standards while using AI technologies.
- 5.7 Testing and Certification by Subject Matter Experts: Products delivered by Generative AI, such as SQL statements or generated videos, must be tested and certified by subject matter experts before they are used in production. For example, a SQL statement created by Chat GPT should be tested by an IT professional in development and certified to work as per business requirements before it is rolled out to production for use in the Human Resources Management System (HRMS). Similarly, a video generated by a text prompt should be reviewed by a communications professional before it is used as a filler and released to the media as part of a larger video.
- 5.8 Protection of Intellectual Property: City staff shall not utilize intellectual property, including photos, videos, text, or source codes owned by vendors, etc. without proper authorization and legal agreements.
- 5.9 Handling of Personally Identifiable Information (PII): Employees drafting documents for any AI-based processing must ensure that personally identifiable information (PII) of individuals, such as bank account numbers, addresses, and Social Security Numbers (SSN), or any data point combinations that is defined as PII, is not uploaded or included in AI inputs. For example, an employee drafting a procedure document for Utility Billing Software cannot upload the bank account number, address, and SSN of the customer.
- 5.10 Use of Criminal Justice Information (CJI) data within any AI-based tool must comply with current FBI Criminal Justice Information Services (CJIS) security policies.
- 5.11 City financial data is prohibited to be used with AI resources unless reviewed and approved by the City of Spokane Chief Financial Officer.

5.12 TRAINING AND MONITORING

- 5.12.1 Training Data. The data used to train AI systems should be diverse, representative, and free from biased content.
- 5.12.2 Regular Review. City of Spokane business users and business subject matter experts for each of the AI use cases shall conduct periodic reviews of AI interactions to evaluate performance and make necessary improvements.
- 5.12.3 Feedback Loop. Feedback about AI interactions should be encouraged and used to refine the systems continually. This has to do with the content used to anchor the response from large language models. Keeping the content utilized by the large language models up to date increases accuracy of responses.

- 5.12.4 The City will make self-training for employees available via the HR Learning Management System (LMS) training platform, on the responsible and effective use of AI technologies, emphasizing the importance of ethical considerations, data privacy, and security.
- 5.12.5 Regular monitoring of AI systems by the user for performance, accuracy, fairness, and compliance with policy guidelines is required to ensure continuous improvement and adherence to City standards.

5.13 ATTRIBUTION, ACCOUNTABILITY, AND TRANSPARENCY OF AUTHORSHIP

- 5.13.1 AI-generated content consisting of substantive work product or decisions impacting official City business should be clearly labeled as having been produced with the assistance of AI, and details of its review and editing process (how the material was reviewed, edited, and by whom) should be provided. This allows for transparent authorship and responsible content evaluation. Additionally, City employees shall do their due diligence to ensure that no copyrighted material is published without appropriate attribution and the acquisition of necessary rights. This includes content generated by AI systems, which could inadvertently infringe upon existing copyrights.

Sample disclosure line: This memo was summarized by Google Bard using the following prompt: "Summarize the following memo: (memo content)". The summary was reviewed and edited by [insert name(s)].

Sample disclosure line: (In the file header comments section) This code was written with the assistance of ChatGPT3.5. The initial code was created using the following prompt: "Write HTML code for an Index. HTML page that says, 'Hello World'". The code was then modified, reviewed, and tested by the web development team at the city.

- 5.13.2 Exceptions to the requirement of attribution, accountability and transparency of authorship include AI-generated content that serves as a preliminary guide, such as templates, routine web search results, or non-substantive outputs that are substantially edited or supplemented by human work.
- 5.13.3 Additionally, city personnel should conduct due diligence to ensure no copyrighted material is published without appropriate attribution or the acquisition of necessary rights. This includes content generated by AI systems, which could inadvertently infringe upon existing copyrights.

5.14 PUBLIC RECORDS & CITY RECORDS MANAGEMENT

- 5.14.1 City employees are cautioned that the work they produce using, or enhanced by, AI, along with all its accompanying data and metadata, is subject to a framework of existing laws with stringent requirements regarding the retention and disclosure of public records.
- 5.14.2 As a public agency, the City of Spokane is subject to the Public Records Act and its penalties for improperly withheld records.
- 5.14.3 All non-transitory data/reports (including drafts that become final documents) generated or enhanced through AI fall under the legal definition of a record, so it must be carefully managed, including by identifying the record, making sure your supervisor knows of its existence, and by ensuring that your department has appropriately indexed all such records related to your work so that it is searchable and retrievable by designated departmental records coordinators.
- 5.14.4 Employees are instructed to save and store all non-transitory content produced in connection with their use of AI.
- 5.14.5 Employees must manage all non-transitory data/reports, including AI-generated content, in compliance with the State of Washington Public Records Act, ensuring accurate indexing, storage, and retrievability. This includes a clear process for identifying, disclosing, and managing public records to fulfill the City's obligations under existing laws.

5.15 UNDERSTANDING AI CAPABILITIES AND ETHICAL USE

- 5.15.1 City employees should be aware of the inherent limitations of AI technologies, such as their reliance on data up to a certain knowledge cutoff date. It's crucial to use AI tools ethically and responsibly, ensuring they support the City's commitment to accurate, unbiased, and respectful communication with the public. This includes acknowledging the potential for AI to generate plausible but incorrect or nonsensical answers and using human oversight to mitigate this risk.

- 5.15.2 Human-Centered Design: AI systems shall be developed and deployed with a human-centered approach that evaluates AI powered services for their impact on the public.
- 5.15.3 Security & Safety: AI systems are required to maintain confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use. Implementation of AI systems is reliable and safe, and minimizes risks to individuals, society, and the environment.
- 5.15.4 Privacy: Privacy shall be preserved in all AI systems by safeguarding personally identifiable information (PII) and sensitive data from unauthorized access, disclosure, and manipulation.
- 5.15.5 Transparency: An AI system, its data sources, operational model, and policies that govern its use are understandable and documented.
- 5.15.6 Equity: AI systems shall support equitable outcomes for everyone. Bias in AI systems shall be effectively managed with the intention of reducing harm for anyone impacted by its use.

5.16 DECISION MAKING

- 5.16.1 AI shall not autonomously make decisions impacting the public, City employees, or partner agencies. All AI-generated recommendations or analyses intended for decision-making must undergo thorough human review to validate their accuracy and relevance.
- 5.16.2 Likewise the below listed use cases require experts to verify the output from AI before they are utilized for official City business purposes.
 - 5.16.2.1 Any and all systems that directly impact citizens.
 - 5.16.2.2 Developing software code and test cases.
 - 5.16.2.3 Evaluating software code for security vulnerabilities.
 - 5.16.2.4 Accelerating Tier-1 Analyst duties, e.g., performing review of ingested security event data or completing manual investigation steps to provide a recommended action.
 - 5.16.2.5 Writing first drafts of policies, marketing, etc.
 - 5.16.2.6 Examining security exposures for the purpose of designing penetration testing strategies.
 - 5.16.2.7 Reviewing or updating email copy for tone.
 - 5.16.2.8 Designing non-copyrighted images for marketing use.

6.0 PROCEDURE

6.1 ACQUISITION OF AI TECHNOLOGY

- 6.1.1 In alignment with the City of Spokane's guidelines for the Acquisition of Technology Resources, City departments are permitted to utilize pre-approved AI tools and Narrow AI, Reactive Machines, and Limited Memory AI. Alternatively, they may submit a request for the acquisition of Generative AI software through Spokane IT's established request process. Police and Fire staff will submit through their department's internal IT.
- 6.1.2 The IT Department, Fire IT, and Police IT will evaluate exception requests using its existing risk and impact assessment framework, which will include specific evaluation criteria tailored to AI technology. Based on these criteria, IT staff will either approve or deny the request.
- 6.1.3 The City of Spokane's standards for technology acquisition are applicable to all forms of technology, encompassing both free-to-use software and Software-as-a-Service (SaaS) tools.
- 6.1.4 Should a technology previously authorized for use within the City be updated to include or integrate AI features, additional review for approval is required to utilize these new capabilities.
- 6.1.5 The IT Department, Fire IT, and Police IT reserve the right to withdraw authorization for any technology that incorporates AI capabilities, or to limit the use of those AI features, if it is determined

that the AI capabilities introduce risks that cannot be adequately mitigated in accordance with this policy or other City policies.

6.1.6 A list of approved and denied Generative AI tools will be posted on the City's intranet for employee access.

6.1.7 Each use case of AI across the city must be properly documented and approved by the manager or supervisor of the system user.

6.2. REPORTING AND TRANSPARENCY

This policy shall be reviewed annually or as needed to ensure its relevance and alignment with evolving technology and best practices.

6.3. REDUCING BIAS AND HARM

6.3.1 AI systems have the potential to produce outputs based on stereotypes or use data that is historically biased against protected classes. City employees must be aware of this potential, especially with use cases that will analyze datasets or be used to inform decisions or policy. The goal is to ensure that the final product used by the City is accurate and free of discrimination and bias.

6.3.2 AI will not be utilized to decide how an individual is treated.

6.3.3 Employees must ensure AI-generated content does not perpetuate bias or discrimination. All content should be reviewed for cultural sensitivity and bias, with necessary adjustments made to promote equity and inclusivity. The City aims to eliminate digital disparities and ensure equitable access to its programs and services for all community members, including those belonging to protected classes or facing accessibility barriers.

7.0 RESPONSIBILITIES

7.1 GOVERNANCE AND ACCOUNTABILITY

7.1.1 Designated Administrators. Any City department utilizing AI technologies must assign dedicated administrators responsible for overseeing their implementation, usage, and compliance with this policy.

7.1.2 Accountability. Administrators should be accountable for ensuring proper use and adherence to the guidelines outlined in this policy.

7.2 The IT Department, in cooperation with all departments, shall administer this policy.

8.0 APPENDICES

None

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.

SENIOR TRAFFIC ENGINEER SPN 255

Open Entry

DATE OPEN: Monday, January 6, 2025

DATE CLOSED: Continuous

SALARY: \$92,811.60 annual salary, payable bi-weekly, to a maximum of \$132,045.12

DESCRIPTION:

The City of Spokane is hiring a Senior Traffic Engineer to join our Streets department. A Senior Traffic Engineer oversees specialized traffic engineering work related to site development. Other duties include signal timing, maintenance functions, parking management, access management, design of traffic control devices, traffic control plans, and geometric design.

DUTIES:

- Operates traffic master computer system; troubleshoots system failures and software problems; reviews system operation for malfunctions and programming errors; writes quarterly and special count programs. Works with field crews to troubleshoot system intersection controller. Tracks maintenance functions related to signing, striping and parking management.
- Recommends changes and develops proposals for system changes and completes funding applications, including live cycle cost analysis and cost estimates. Prepares RFPs, RFQs, and contracts. Organizes review and selection process. Administers contracts.
- Designs and directs special traffic studies, including capacity analysis, traffic count inventories, and related traffic problems. Reviews plans, specifications and estimates for traffic signal systems, illumination, signing and striping, and traffic control. Professionally designs and seals traffic engineering projects and supports other professional doing design work.
- Works with private developers and professionals. Reviews development plans for Traffic Engineering issues. Establishes scope, reviews submittals and recommends mitigation for traffic impact analyses. Reviews and accepts access management plans and traffic studies.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements

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

- *Education:* Must possess a valid certificate of registration as a Professional Engineer in Civil Engineering or Traffic Engineering; AND
- *Experience:* Four years of experience in Traffic Engineering at the Professional level. For ITS/Signal Operations Engineer positions, at least two of the four years of experience must be in the ITS/Signal Operations area.
- *License:* Applicants with PE certificates from other states must obtain Washington State certification within six months of appointment.
- *Substitution:* A Master's Degree in Transportation or Traffic Engineering may be substituted for one year of the non-ITS/Signal Operation experience requirement.

License

- All applicants must possess a valid driver's license.

BENEFIT COMPENSATION VALUE

In addition to a salary, The City of Spokane provides a generous benefits package valued between \$31,097 - \$38,667.

EXAMINATION DETAILS:

Recruitment for this job classification is open until further notice. Candidates must pass the examination for this classification to be eligible for employment by the City of Spokane. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online. For information on what to expect with the hiring process, a test information guide, and frequently asked questions, please visit our website.

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

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

- T&E: 100%

T&E Examination Details

The Training and Experience examination with instructions will be emailed out via a link from City of Spokane (info@governmentjobs.com) upon review of the applicant's minimum qualifications. Once you receive the link, the testing window is Thursday at 12:00 AM PST to the following Tuesday at 11:59 PM PST.

- Responses to your T&E questions should be consistent with the information given in your application details.
- Answers are subject to verification.
- Failure to complete all of the questions or incomplete responses will result in a lower score; therefore, it is advantageous for you to provide a full and complete response to each examination question.
- Resumes or questionnaires uploaded as attachments will not be accepted in lieu of completing each question online.
- "See Resume" or "See Above", etc., are not qualifying responses and will not be considered.

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

TO APPLY:

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

- Email: civilservice@spokanecity.org with Job Title – Applicant Name in the subject line of the email
- In person or mail to: Civil Service Commission, 4th Floor-City Hall, 808 W. Spokane Falls Blvd., Spokane, WA 99201

Please contact our office at 509-625-6160 immediately if you have any difficulties submitting your application.

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 31st day of December 2024.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS #6265-25 **Traffic Data Collection On-call Services** City of Spokane Integrated Capital Management

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, FEBRUARY 3, 2025**. 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, FEBRUARY 3, 2025**. 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 may be funded by federal and state grant monies. 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 m1owmaster@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: January 8, 15, and 22, 2025

REQUEST FOR QUALIFICATIONS #6293-25
Clean Building Act (CBA) Compliance Assurance Services
City of Spokane Facilities Department

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

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, FEBRUARY 3, 2025**. 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 Qualifications.

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, FEBRUARY 3, 2025**. 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 may be funded by federal and state grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work.

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

Publish: January 8, 15, and 22, 2025

PW INVITATION TO BID
SPOKANE POLICE ACADEMY ADDITION
City of Spokane Facilities Department

PW ITB #6304-25

Description: The City of Spokane is soliciting electronic bids for the Spokane Police Department Addition.

Mandatory Pre-Bid Conference: Thursday, January 16, 2025 at 9:00 am at Spokane Police Academy, 2302 N Waterworks St., 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, January 27, 2025, 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, January 27, 2025**. 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 January 8 and 15, 2025

