



# Official Gazette

## City of Spokane, Washington

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

Volume 115

FEBRUARY 12, 2025

Issue 7



### MAYOR AND CITY COUNCIL

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ZACK ZAPPONE (DISTRICT 3)

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# Minutes

**NOTICE  
MEETING MINUTES OF SPOKANE CITY COUNCIL  
Monday, February 3, 2025**

The minutes for the Monday, February 3, 2025, Spokane City Council Meeting were not available for publication in this issue of the *Official Gazette*. The minutes will be published in the Wednesday, February 19, issue of the *Official Gazette*.

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**BOARD AND COMMISSION MINUTES  
City of Spokane  
Tourism and Cultural Investment Committee  
Spokane City Hall, Tribal Conference Room (808 W Spokane Falls Blvd, Spokane,  
WA 99205)  
March 22, 2024****Call to Order:** 11:00 AM**Attendance**

Committee Members Present:

Council Member Zack Zappone, Jon Erickson, Matt Jensen, Ginger Ewing, Cami Aguyo,  
Rose Noble, Rowena Pineda.**Approval of Minutes**◇ No action taken**Agenda Items**

Welcome and Introductions

Review LTAC RCW 67.28.181

Review Current SMC 04.3

Review Proposed SMC Updat

Proposed Changes and/or Recommendations

New LTAC Name Recommendations

Review Current Applicatio

Next Steps to Include: Set Recurring Meetings, Finalize Application, Establish Scoring Criteria, Set Application Due Dates

**Executive session**

None.

**Adjournment**

The meeting adjourned at 12:00 PM

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**BOARD AND COMMISSION MINUTES  
City of Spokane  
Tourism and Cultural Investment Committee  
Spokane City Hall, Sister City Conference Room (808 W Spokane Falls Blvd, Spokane, WA 99205)  
April 12, 2024****Call to Order:** 12:00 PM**Attendance**

Committee Members Present:

Council Member Zack Zappone, Jon Erickson, Matt Jensen, Ginger Ewing, Cami Aguyo, Rose Noble, Rowena Pineda.

**Approval of Minutes**◇ No action taken

**Agenda Items**

- Review LTAC ordinance
- Review application
- Discussion about priorities and goals

**Executive session**

None.

**Adjournment**

The meeting adjourned at 1:00 PM

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**BOARD AND COMMISSION MINUTES**  
City of Spokane  
Tourism and Cultural Investment Committee  
Bellweather Brewing (2019 N Monroe St, Spokane, WA 99205)  
April 26, 2024

**Call to Order:** 12:00 PM

**Attendance**

Committee Members Present:

Council Member Zack Zappone, Jon Erickson, Matt Jensen, Ginger Ewing, Cami Aguyo, Rose Noble, Rowena Pineda.

**Approval of Minutes**

- ◇ No action taken

**Agenda Items**

- Discuss application
- Discuss FAQ
- Discuss reporting & prioritization

**Executive session**

None.

**Adjournment**

The meeting adjourned at 1:30 PM

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**BOARD AND COMMISSION MINUTES**  
City of Spokane  
Tourism and Cultural Investment Committee  
Bellweather Brewing (2019 N Monroe St, Spokane, WA 99205)  
May 9, 2024

**Call to Order:** 4:30 PM

**Attendance**

Committee Members Present:

Council Member Zack Zappone, Jon Erickson, Matt Jensen, Ginger Ewing, Cami Aguyo, Rose Noble

Rowena Pineda was absent.

**Approval of Minutes**

- ◇ No action taken

**Agenda Items**

- TACI grant applications and priorities
  - Discussion on what the committee was looking for and what applicant information would help make final decisions

**Executive session**

None.

**Adjournment**

The meeting adjourned at 5:30 PM

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**BOARD AND COMMISSION MINUTES**  
**City of Spokane**  
**Tourism and Cultural Investment Committee**  
**No-Li Brewhouse (1003 E Trent Ave Ste 170, Spokane, WA 99202)**  
**July 12, 2024**

**Call to Order:** 3:00 PM

**Attendance**

Committee Members Present:

Council Member Zack Zappone, Jon Erickson, Matt Jensen, Ginger Ewing, Rose Noble

Rowena Pineda and Cami Aguyo were absent.

**Approval of Minutes**

- ◇ No action taken

**Agenda Items**

TACI grant final scoring recommendations

- Finalized the final scoring guidelines for committee members to score applications individually.

**Executive session**

None.

**Adjournment**

The meeting adjourned at 5:00 PM

**BOARD AND COMMISSION MINUTES**  
**City of Spokane**  
**Tourism and Cultural Investment Committee**  
**City Hall Conference Room 2B**  
**August 15, 2024**

**Call to Order:** 1:00 PM

**Attendance**

Committee Members Present:

Council Member Zack Zappone, Jon Erickson, Matt Jensen, Ginger Ewing, Cami Aguyo, Rose Noble, Rowena Pineda (left 2:50).

**Approval of Minutes**

Motion to approve final grant recipient applications as follows:

- BrrrZAAR - \$10,000
- Taco y Tequila - \$10,000
- Northwest Improv Fest - \$10,000
- The Boulevard Race - \$5,000
- Asian Native Hawaiian Pacific Islander Heritage Festival - \$10,000
- Montvale Holiday Market - \$10,000
- Riverfront Trail of Lights - \$5,000
- International Food Festival - \$10,000
- Boomjam Music and Arts Festival - \$10,000
- Garland Pride - \$5,000
- New Year's Eve Celebration - \$5,000
- Dom+bomb presents: Spokane Fashion Weekend - \$10,000
- Kaleidoscope Fesetival 2025 - \$10,000

Motion passes 7-0

**Agenda Items**

TACI grant final scoring recommendations

- Discussed and approved recommendations to City Council after deliberation on scored applications.

**Executive session**

None.

**Adjournment**

The meeting adjourned at 3:00 PM

# General Notices

**City of Spokane Notice:** Determination of Significance & Request for Comments on Scope of EIS

**Proposal:** Comprehensive Plan Periodic Update

**Date of Issuance:** February 5, 2025

**Lead agency and proponent:** City of Spokane, Department of Planning Services

**Agency Contact:** **Tirrell Black**, *Assistant Planning Director, Project Manager*, 509.625.6500 [PlanSpokane@spokanecity.org](mailto:PlanSpokane@spokanecity.org)

**Description of Proposal:** Spokane is preparing a periodic update to the City's Comprehensive Plan for 20 years, from 2026 to 2046 to address new growth targets for population and jobs, and to meet changes to the Growth Management Act (GMA). The Land Use Plan Map may be amended to respond to growth targets, community needs, transportation investments, and environmental conditions. Zoning and development regulations would be evaluated and recent state planning rules would be addressed.

**Location of Proposal:** The Comprehensive Plan primarily addresses the Spokane city limits. Secondly the plan addresses unincorporated urban growth areas and utility service areas.

**EIS Required:** The City of Spokane will prepare an environmental impact statement (EIS) pursuant to RCW 43.21C.030 (2)(c). The EIS would address: earth and water quality; air quality; plants and animals; land use; socioeconomics; transportation, public services, and utilities. The EIS would evaluate a No Action Alternative and two Action Alternatives.

**Scoping:** The comment period is open from February 5, 2025 to April 7, 2025. For a copy of the full determination and scoping notice and information on how to provide comments or attend meetings please see: <https://my.spokanecity.org/planspokane/about/>.

**Responsible Official:** Spencer Gardner, Director, Planning Services, City of Spokane, 808 W. Spokane Falls Blvd, Spokane, WA 99201, 509.625.6097, [sgardner@spokanecity.org](mailto:sgardner@spokanecity.org).

Publish: February 12, 19, and 26, 2025

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**Regular Meeting Notice/Agenda  
The Civil Service Commission  
9:30 AM - February 18, 2025**

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 February 18, 2025, 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.or](mailto:civilservice@spokanecity.or) to request by 5:00 P.M. the day before the meeting, (Monday, February 17, 2025) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 6<sup>th</sup> DAY OF FEBRUARY 2025.

**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.

Publish: February 12, 2025

**Agenda**  
**Regular Meeting of the Civil Service Commission**  
 9:30 AM - February 18, 2025  
 City Hall - City Council Chambers - Lower Level  
 808. W Spokane Falls Blvd., Spokane, WA 99201

1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
  - a. January 21, 2025, Minutes
3. **CHIEF EXAMINER UPDATE**
4. **NEW BUSINESS**
  - a. Resolution 2025-03: Classification Actions
  - b. 2025 Marketing Presentation
5. **OTHER BUSINESS**
6. **ADJOURN**

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

Publish: February 12, 2025

# Ordinances

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

## ORDINANCE NO. C36632

AN ORDINANCE PROVIDING FOR THE ACQUISITION BY EMINENT DOMAIN OF CERTAIN LANDS NECESSARY FOR WATER BOOSTER PUMP STATION IN THE VICINITY OF N. WIEBER DRIVE AND W. SHAWNEE LANE, LOCATED IN THE CITY AND COUNTY OF SPOKANE, STATE OF WASHINGTON.

### RECITALS

1. The City of Spokane, Washington (the "City") is a first class charter city duly organized and existing under and by virtue of the constitution and laws of the State of Washington, and Charter of the City.
2. The laws of the State of Washington, RCW 35.92.010, provide that the City may operate waterworks and perform acts relating thereto, including specifically the power of condemnation of private property for public use as may needed therefore.
3. The Constitution of the State of Washington, Article I Section 16 and the laws of the State of Washington RCW 35.22.280(6) allow the City to purchase or appropriate private property for public use upon making just compensation to the owners pursuant to RCW Chapter 8.12.
4. The City Department of Water & Hydro-electric has determined that it requires certain private property to situate a water booster pump station in the vicinity of N. Wieber Drive and W. Shawnee Lane and must construct necessary improvements to result in providing an adequate and necessary flow of water at required pressure in the surrounding water distribution system.



5. The City Department of Public Works has negotiated in good faith for the acquisition of the property identified in Exhibit A, and the parties have agreed upon the purchase price and the owner has participated in negotiations for acquisition of the premises.
6. The Property on Exhibit "A" is subject to an easement identified on the Plat and elimination of the easement is necessary to complete the project, and condemnation is necessary for that purpose.
7. Pursuant to RCW 8.25.290, the City has caused notice to be mailed to each and every property owner of record, as indicated on the tax rolls of Spokane County according to such addresses shown on such rolls, at least fifteen (15) days prior to the City Council taking final action on this ordinance, including publication of notice of this ordinance in the Spokesman Review for two (2) consecutive weeks before final action by the City Council.

NOW, THEREFORE, The City of Spokane does ordain:

**Section 1.** The public use and necessity requires the acquisition by the City of Spokane, a Washington municipal corporation, of the land and property described on Exhibit A for public purposes to situate a water booster pump station for the municipal waterworks, together with such temporary construction easements as are deemed necessary by City staff, for public purposes in order to complete the Water Booster, all as set forth in Public Works file number 2024071.

**Section 2.** The City Attorney is hereby authorized and directed to commence an action or actions in the Superior Court of Spokane County, State of Washington, in the name of the City of Spokane, to acquire and take by eminent domain the lands necessary to be acquired for the purposes set forth herein, the lands to be so taken situate in the City of Spokane, County of Spokane, all in the State of Washington, and more specifically described in Exhibit A attached hereto and by this reference made a part hereof, together with such amendments thereto and such additional temporary construction easements as are deemed necessary by City staff to complete the project.

**Section 3.** That compensation for the land and property described on Exhibit A order to be taken shall be payable from the City of Spokane fund account number \_\_\_\_\_, of the City of Spokane and funds which are allocated for waterworks needs by the City of Spokane Department of Water & Hydro-electric.

**Passed by City Council February 3, 2025  
Delivered to Mayor February 10, 2025**

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### ORDINANCE NO C36633

An ordinance amending Section 17D.100.230 of the Spokane Municipal Code to add Centers and Corridors to Historic Preservation review of proposed demolition of historic properties, also to bring review of buildings by the Spokane Historic Landmarks Commission into compliance with 2023 Washington House Bill 1293 by implementing clear and objective design standards, and to modify the limitations on redevelopment of a property after a historic or eligible structure has been demolished.

**WHEREAS**, the City of Spokane adopted a Comprehensive Plan in May of 2001 that complies with the requirements of the Growth Management Act (GMA) as set forth in RCW 36.70A; and,

**WHEREAS**, the Comprehensive Plan includes policies and goals to evaluate and improve the permitting process to ensure that they meet community needs and goals, especially Policy ED 7.6; and,

**WHEREAS**, the Comprehensive Plan includes policies and goals to promote the preservation of historic districts, sites, and structures, especially Policy DP 3.10; and,

**WHEREAS**, the State Legislature passed House Bill 1293 which amends RCW 36.70B.160, and adds a new section to chapter 36.70A relating to the design review process; and,

**WHEREAS**, compliance with House Bill 1293 is a requirement on the Periodic Update Checklist for Fully-Planning Cities and advances the City's work on the required Periodic Update to the Comprehensive Plan 2026 and the required development code amendments; and,

**WHEREAS**, the City improves its compliance with the amendments to RCW 36.70B.160 and the new section of RCW 36.70A established by House Bill 1293 in the adoption of this Ordinance; and,

**WHEREAS**, on August 08, 2024, the Washington State Department of Commerce and appropriate state agencies were given the required 60-day notice before adoption of proposed changes to the Unified Development Code pursuant to RCW 36.70A.106; and,

**WHEREAS**, on August 16, 2024, a State Environmental Policy Act (SEPA) Checklist was issued for this proposal; and,

**WHEREAS**, on August 28, 2024, Notice of Intent to Adopt was published in the City Council Gazette; and,

**WHEREAS**, on September 19, 2024, a SEPA Determination of Non-Significance (DNS) was issued for the proposal, the deadline to appeal the SEPA determination was October 3, 2024, and no comments pertaining to the DNS were received; and,

**WHEREAS**, the City of Spokane Historic Landmarks Commission considered these proposed amendments during a public meeting on September 18; and,

**WHEREAS**, a legal notice of public hearing for the City of Spokane Historic Landmarks Commission was published in the Spokesman-Review on October 2; and,

**WHEREAS**, on October 9 a notice of public hearing for the City of Spokane Historic Landmarks Commission was published in the City Council Gazette; and,

**WHEREAS**, the City of Spokane Historic Landmarks Commission held a public hearing on October 16; and,

**WHEREAS**, at the City of Spokane Historic Landmarks Commission hearing, the Commission unanimously voted to recommend approval of the draft amendments as presented by staff, and recommended against amendments recommended by the City of Spokane Plan Commission; and,

**WHEREAS**, the proposed text amendments were drafted and reviewed consistent with the requirements of RCW 36.70A.370 to assure protection of private property rights; and,

**WHEREAS**, the City of Spokane Plan Commission held public workshops on the provisions in this ordinance on August 28 and September 11; and,

**WHEREAS**, a legal notice of public hearing for the City of Spokane Plan Commission was published in the Spokesman-Review on September 23, 2024 and September 30, 2024; and,

**WHEREAS**, the City of Spokane Plan Commission held a public hearing on October 9, 2024, to obtain public comments on the proposed amendments and no comments were received; and,

**WHEREAS**, at the City of Spokane Plan Commission public hearing, the Commission unanimously voted to recommend approval with conditions, as outlined in the Plan Commission Findings of Fact, Conclusions, and Recommendation signed October 22; and,

**WHEREAS**, the City of Spokane Plan Commission finds that the proposed text amendments meet the decision criteria established in SMC 17G.025.010(G); and,

**WHEREAS**, the City Council adopts the recitals set forth herein as its findings and conclusions in support of its adoption of this ordinance, and further adopts and incorporates the following for the same purpose: the Staff Report, the Plan Commission Findings of Fact, Conclusions, and Recommendation, and the entire record relating to the adoption of this amendment; -- Now, Therefore,

The City of Spokane does ordain:

**Section 1.** That Section 17D.100.230 SMC is amended to read as follows:

Section 17D.100.230 Demolition Permits for Historic Structures in the Downtown Boundary Area (~~and~~), National Register Historic Districts, and Centers and Corridors

A. Definitions.

1. Building Footprint.  
As defined in SMC 17A.020.020.
2. Floor Area.  
As defined in SMC 17A.020.060.

B. Where This Section Applies.

1. The requirements of this section only apply to structures that are listed or eligible to be listed on the National or Local Register of Historic Places; and



2. This section only applies to structures in the following areas:
  - a. The Downtown Boundary Area shown in Map 17D.100.230-M1; or
  - b. Land zoned as Center and Corridor (as defined in SMC 17C.122 Center and Corridor Zones); or
  - c. Within a National Register Historic District.
3. Structures listed as Historic Landmarks or Contributing Resources within Spokane Register Historic Districts are addressed in SMC 17D.100.220 and are not subject to the requirements of this section.
4. This section shall not apply to orders of the building official or fire marshal regarding orders that a structure be demolished due to public health, safety, or welfare concerns.

C. Determination of Eligibility.

1. Administrative Determination.  
The HPO may administratively determine that a structure proposed for demolition is not eligible for listing and may waive requirements for the submission of an eligibility document.
2. Determination from Spokane Historic Landmarks Commission.  
Eligibility shall be determined by the Spokane Historic Landmarks Commission within thirty (30) days of the submission of the application for a demolition permit and a completed determination of eligibility document. The applicant shall be responsible to submit a determination of eligibility demonstrating the ineligibility of the structure based upon the National Register Criteria for Evaluation (36 CFR 60). Applications for structures that are determined not to be listed or eligible to be listed on a National or Local Register of Historic Places shall be processed pursuant to existing regulations for non-historic buildings.

D. Limitation on Issuance of Demolition Permit.

- ~~((A-))~~ No demolition permits ((for structures that are listed or eligible to be listed on the National or Local Register of Historic Places located in the area shown on Map 17D.100.230-M1, Downtown Boundary Area and in all National Register Historic Districts)) shall be issued unless the structure to be demolished is to be replaced with a replacement structure that is administratively approved ((by the commission)) through a Certificate of Appropriateness under the ((following)) criteria provided herein.((:))

E. Criteria for Certificate of Appropriateness.

1. Building Footprint of Replacement Structure.
  - a. The replacement structure shall have a Building Footprint equal to or greater than the Building Footprint of the landmark structure to be demolished.
2. Floor Area for Replacement Structure.
  - a. Downtown Boundary Area or Centers and Corridors Zones.  
The replacement structure shall have a Floor Area equal to or greater than one hundred percent (100%) of that of the eligible or listed structure(s) to be demolished. The maximum size of the replacement structure shall be as determined by the underlying zoning of the area.
  - b. National Register Historic Districts.

~~((1. The replacement structure shall have a footprint square footage equal to or greater than the footprint square footage of the landmark structure to be demolished. The replacement structure must also have a floor area ratio equal to or greater than 60% of that of the landmark structure to be demolished. The square footage of the footprint may be reduced:))~~

The replacement structure shall have a Floor Area equal to or greater than seventy-five percent (75%) and not larger than one hundred fifty percent (150%) of that of the contributing structure(s) to be demolished.

- c. Overlap of National Register Historic District with Downtown Boundary Area or Centers and Corridors Zone.  
Where property is within a Centers and Corridors zone or the Downtown Boundary Area and also within a National Register Historic District, the requirements under subsection (a) shall govern. The maximum size of the replacement structure shall be as determined by the underlying zoning of the area.

~~((a. to accommodate an area intended for public benefit, such as public green space and/or public art;  
b. if the owner submits plans in lieu for review and approval by the City's design review board subject to applicable zoning and design guidelines; and  
c. if the replacement structure is, in the opinion of the HPO and the commission, and in consultation with the Design Review Board, compatible with the historic character of the Downtown Boundary Area or National Register Historic District, as appropriate.))~~

3. Building Materials.  
Exterior materials of the replacement structure shall be in keeping with the surrounding historic structures. Appropriate materials include brick, stone, wood, or similar.
4. Building Permit for Replacement Structure.

No demolition permit shall be issued until a building permit for the replacement structure has been accepted, processed, and issued.

~~((2. Any replacement structure under this section shall satisfy all applicable zoning and design guidelines, and shall be considered by the commission within thirty days of the commission's receipt of an application for a certificate of appropriateness concerning the building for which a demolition permit is sought.~~

~~3. A building permit for a replacement structure under this section must be accepted, processed, and issued prior to the issuance of the demolition permit. In the alternative, the owner may obtain a demolition permit prior to the issuance of the building permit if the owner demonstrates to the satisfaction of the director of building services, in consultation with the HPO, that the owner has a valid and binding commitment or commitments for financing sufficient for the replacement use subject only to unsatisfied contingencies that are beyond the control of the owner other than another commitment for financing; or has other financial resources that are sufficient (together with any valid and binding commitments for financing) and available for such purpose.))~~

5. Financial Commitment.

The applicant shall demonstrate to the satisfaction of the Director of the Developer Services Center (DSC), in consultation with the Historic Preservation Officer, that there is a valid and binding commitment for financing (such as a term sheet or MOU) for the construction of the replacement structure.

6. Deviations from Criteria.

Deviations from these may be approved by the Historic Preservation Officer in consultation with the Planning Director at their discretion. Deviations may be less restrictive and shall not be more restrictive.

~~((B. Eligibility shall be determined by the commission within thirty (30) days of the submission of the application for a demolition permit. The applicant shall be responsible to submit a determination of eligibility demonstrating the ineligibility of the structure based upon the National Register Criteria for Evaluation (36 CFR 60). Applications for structures that are determined not to be listed or eligible to be listed on a National or Local Register of Historic Places shall be processed pursuant to existing regulations.~~

~~C. This section shall not apply to orders of the building official or fire marshal regarding orders that a structure be demolished due to public health, safety, or welfare concerns.~~

~~D. If the commission issues a certificate of appropriateness for the demolition of an building on the national register or located within the downtown boundary zone, such certificate shall include conditions such as:~~

- ~~1. any temporary measures deemed necessary by the commission for the condition of the resulting property after the demolition, including, without limitation, fencing or other screening of the property;~~
- ~~2. the provision of ongoing, specific site security measures;~~
- ~~3. salvage of any historically significant artifacts or fixtures, determined in consultation with the HPO prior to demolition;~~
- ~~4. limitations on the extent of the demolition permitted, such that only non-historically significant portions of the property are subject to demolition;~~
- ~~5. if construction on a replacement structure is not commenced on the site within six (6) months of the issuance of the certificate, the owner must landscape the site for erosion protection and weed control and provide for solid waste clean up;~~
- ~~6. abatement of any hazardous substances on the property prior to demolition;~~
- ~~7. requirement for dust control during the demolition process; and~~
- ~~8. that the certificate of appropriateness for demolition of the building is valid for three months.))~~

F. Conditions of Approval.

A Certificate of Appropriateness may be issued administratively for the demolition of a structure under this section subject to these conditions:

1. salvage of any historically significant artifacts or fixtures, determined in consultation with the HPO prior to demolition; and
2. the certificate of appropriateness for demolition of the building is valid for three months.

G. Review Period.

Administrative review of the replacement structure by the HPO will be completed within 10 business days of receipt of a completed application that addresses all requirements of this section.

H. Other Codes Apply.

Before a demolition permit is issued, all other relevant codes shall be met.

Section 2. Severability Clause. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, the decision shall not affect the validity of the remaining portions of this ordinance.

**Passed by City Council February 3, 2025  
Delivered to Mayor February 10, 2025**

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**ORDINANCE NO. C36634**

An ordinance relating to creating an Alcohol Impact Area within specific boundaries of the City of Spokane; adopting a new Chapter 10.82 of the Spokane Municipal Code.

**WHEREAS**, the Washington Administrative Code (WAC) Section 314-12- 215 provides that, as a condition precedent to the City requesting that the Washington State Liquor Control Board enact additional restrictions on off-premises alcohol sales within an area of the City adversely affected by chronic public inebriation or illegal activity associated with alcohol sales or consumption, an ordinance must designate such an area as an Alcohol Impact Area (AIA); and

**WHEREAS**, the City seeks to establish a downtown AIA within the boundaries of the downtown police precinct area; and

**WHEREAS**, illegal activity associated with alcohol sales and consumption within the AIA is contributing to the deterioration of the general quality of life within the AIA and threatens the welfare, health, peace, or safety of the area's residents and visitors; and

**WHEREAS**, there is a pervasive pattern of alcohol-related incidents within the AIA and within 1,000 feet of licensed off-premises alcohol outlets documented in crime statistics, police reports, emergency medical response data, code enforcement reports, and other similar records maintained by law enforcement and public health agencies; and

**WHEREAS**, alcohol-related incidents within the proposed AIA are up more than 60% over the last three years; and

**WHEREAS**, the City's previous AIAs in downtown and in East Central were found by public health researchers to reduce crime including narcotic drug violations and assaults; and

**WHEREAS**, over 30% of alcohol-related incidents between December 15, 2021, and December 15, 2024 took place between 12:00am and 2:00am; and

**WHEREAS**, the City is spending hundreds of thousands of dollars addressing the litter and solid waste issues within the AIA where single-serve alcohol containers are a significant source of the litter; and

**WHEREAS**, the City has met with neighborhood leaders, public health professionals, non-profit providers, and business organizations located within the proposed AIA for the purpose of developing solutions to the illegal activity associated with off-premises alcohol sales and consumption within the AIA; and

**WHEREAS**, the Downtown Spokane Partnership, representing the downtown business improvement district, requests the [re]establishment of an alcohol impact area downtown to address illegal activity associated with off-premises alcohol sales; and

**WHEREAS**, the rationale for the City to establish an AIA is to reduce the illegal activities associated with alcohol sales and consumption within the proposed AIA in order to protect the public safety, health and welfare; and

**WHEREAS**, the City intends to make good faith efforts for at least six months to mitigate the effects of chronic public inebriation and illegal activity associated with alcohol sales and consumption within the AIA through voluntary efforts that include coordinated and cooperative efforts with business, community and neighborhood associations to promote business practices that reduce chronic public inebriation and promote public welfare, health, peace, and safety; and

**WHEREAS**, notification has been given to all Washington State Liquor and Cannabis Board off-premises liquor licensees selling single-serve containers and/or selling liquor between the hours of 12:00am and 2:00am about the proposed alcohol impact area and about the negative effects off-premises alcohol sales are having on residents and visitors in downtown Spokane; and

**WHEREAS**, additional notification will be given to all Washington State Liquor and Cannabis Board off-premises liquor licensees within the AIA of voluntary remedies available to them to resolve the problem; and

**WHEREAS**, the City may meet with the off-premises sale licensees located within the AIA, as well with other interested parties, to develop and promote voluntary efforts to reduce chronic public inebriation and illegal activity associated with off-premises alcohol sales and consumption; and

**WHEREAS**, should the voluntary remedies fail to significantly reduce the impact of chronic public inebriation and illegal activity associated with alcohol sales and consumption within the AIA, the City will petition the Liquor and Cannabis Board to recognize the alcohol impact area.

**NOW, THEREFORE**, the City of Spokane does ordain:

**Section 1.** That a new Chapter 10.82 of the Spokane Municipal Code is created to read as follows:

### **Chapter 10.82 Alcohol Impact Areas**

#### **Section 10.82.010 Purpose**

The purpose of an Alcohol Impact Area is for local authorities to have a process to mitigate problems with chronic public inebriation or illegal activities linked to the sale or consumption of alcohol within a geographic area of their city, town or county, but not the entire jurisdiction. An Alcohol Impact Area is designated by geographical boundaries as defined in Washington Administrative Code Chapter 314-12-015.

#### **Section 10.82.020 Establishment of Alcohol Impact Areas**

Upon the identification of problems related to chronic public inebriation or illegal activities linked to the sale or consumption of alcohol within a geographic area, the City may establish an alcohol impact area by first attempting a voluntary Alcohol Impact Area. If the voluntary Alcohol Impact Area does not reduce problems in that area, the City may then petition the Liquor and Cannabis Board to request that the Board adopt a resolution creating a state-recognized Alcohol Impact Area which is mandatory.

#### **Section 10.82.030 Alcohol Impact Area in Spokane's Downtown Police Precinct**

The geographical area encompassing the Spokane Police Department's Downtown Precinct is declared to be alcohol impact area as defined by WAC 314.12.215. This geographical area is shown in Exhibit A. The boundaries shall include properties located on both sides of the public right-of-way that constitute the boundaries of the alcohol impact area as further depicted on the attached map.

**Passed by City Council February 3, 2025**  
**Delivered to Mayor February 10, 2025**

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### **ORDINANCE NO. C36635**

An ordinance implementing a Community Health Impact Area and public health measures to mitigate the impacts of addiction; adopting a new Division VII and Chapter 10.81 to the Spokane Municipal Code.

**WHEREAS**, the City of Spokane recognizes the opioid crisis as a national public health epidemic and community safety issue requiring an integrated response that includes overdose prevention, access to additional behavioral health and treatment resources, law enforcement action against illegal drug traffickers and dealers, and the revitalization of neighborhoods decimated by this crisis; and

**WHEREAS**, Death Certificate Data compiled by the Spokane Regional Opioid Task Force (SROTF) found that opioids accounted for 46% of overdose deaths in 2020, 68% in 2021, 73% in 2022, 82% in 2023, and 84% in 2024 (preliminary data); and

**WHEREAS**, preliminary data through December 16th, 2024, suggests 205 people in Spokane County have already died from opioid overdose in Spokane County this year; and

**WHEREAS**, In September 2024, Spokane County saw its highest number of Emergency Medical Services (EMS) calls for suspected overdose on record and its emergency department visit rate for non-fatal overdoses continues to outpace the state rate; and

**WHEREAS**, the percentage of people experiencing opioid overdoses in Spokane who were administered naloxone prior to EMS arrival is the lowest it has been since 2019; and

**WHEREAS**, smoking foil and pipes is the most common way individuals consume both fentanyl and methamphetamine; and

**WHEREAS**, and the Centers for Disease Control and Prevention in February 2024 found that smoking was the predominant method of consumption that resulted in overdose deaths in the Western United States; and

**WHEREAS**, there are multiple retail outlets in downtown Spokane that sell smoking supplies such as pipes, and foils marketed for legal use only despite acknowledgement by law enforcement that these products are generally being used for consuming illicit substances including synthetic opioids; and

**WHEREAS**, the City of Spokane seeks to prohibit any person or business selling or distributing smoking paraphernalia in downtown Spokane unless also providing overdose risk reduction supplies (naloxone) at no cost upon a transaction that includes smoking supplies.

**The City of Spokane does ordain:**

**Section 1.** There is enacted a new chapter 10.81 to Title 10 of the Spokane Municipal Code to read as follows:

Division VII City of Spokane Community Health Programs

Chapter 10.81 Community Health Impact Areas

SMC 10.81.010 Scope and Purpose

SMC 10.81.020 Community Health Impact Area in Spokane's Downtown Police Precinct Area

SMC 10.81.030 Definitions

SMC 10.81.040 Overdose Risk Reduction Products Required

SMC 10.81.050 Violation and Penalties

**Chapter 10.81 Community Health Impact Areas**

**Section 10.81.010 Scope and Purpose**

- A. The City of Spokane recognizes the addiction crisis as a public health and community safety issue requiring an integrated crisis response that includes overdose prevention, access to additional behavioral health and treatment resources, law enforcement action against illegal drug traffickers and dealers, and the revitalization of neighborhoods decimated by the addiction crisis. The City of Spokane finds that residents within some neighborhoods suffer disproportionately from the impacts of the addiction crisis and seeks to implement public health programs and strategies to mitigate these impacts.
- B. The City of Spokane intends to use emergency medical services data, crime statistics, and public health information to establish a geographical area in the city of Spokane as a Community Health Impact Area to target policy and programmatic resources that mitigate the disproportionate public health and secondary neighborhood impacts of the addiction crisis.

**Section 10.81.020 Community Health Impact Area in Spokane's Downtown Police Precinct Area**

- A. The geographical area encompassing the Spokane Police Department's Downtown Precinct is declared to be a community health impact area. This geographical area is shown in Exhibit A. The boundaries shall include properties located on both sides of the public right-of-way that constitute the boundaries of the community health impact area as further depicted on the attached map.
- B. The City shall publish on the City website quarterly data from the community health impact area. Data shall include but is not limited to likely overdose calls for service, crime statistics, and other relevant data.

**Section 10.81.030 Definitions**

- A. "Agency" means the state of Washington, a county, municipal corporation, health district, school district, special taxing authority, postsecondary institutions, or federally-recognized Indian tribe.
- B. "Distribute" or "Distribution" means to furnish, give away, exchange, transfer, deliver or supply, whether or not for monetary gain.
- C. "Foil" also known as aluminum foil or tinfoil includes aluminum sheeting or leaves used for smoking tobacco, to cover or wrap food, or to line cooking equipment.
- D. "Health care provider" means a person who is licensed, certified, registered, or otherwise authorized by the State of Washington to provide health care in the ordinary course of business or practice of a profession.

- E. "Nonprofit Corporation" or "Nonprofit Organization" means a corporation, organization or limited liability corporation:
1. Formed and organized under chapter 24.03 RCW, and
  2. In accordance with Internal Revenue Code sections 501(c)(3) or 501(c)(4), and as hereafter amended.
  3. Where the term nonprofit organization is used, it is meant to include a nonprofit corporation or nonprofit limited liability corporation.
- F. "Overdose risk reduction supplies" means at least one unopened box or package of Naloxone HCl Nasal Spray containing at least two single-dose nasal spray devices. Instructions for use shall be included in each unopened box.
- G. "Person" means an individual, corporation, business trust, estate, trust, partnership, association, joint venture, government, governmental subdivision or agency, or any other legal or commercial entity.
- H. "Pharmacy" means every place properly licensed by the Pharmacy Quality Assurance Commission where the practice of pharmacy is conducted as defined by RCW 18.64.011(32).
- I. "Smoking supplies" means any equipment, product, or material of any kind which is used, intended for use, designed for use, to package, repack, store, contain, conceal, ingest, inhale, or otherwise introduce tobacco of any form into the human body including, but not limited to:
1. Metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls;
  2. Water pipes;
  3. Carburetion tubes and devices;
  4. Smoking and carburetion masks;
  5. Roach clips, meaning objects used to hold burning material, such as a cigarette, that has become too small or short to be held in the hand;
  6. Chamber pipes;
  7. Carburetor pipes;
  8. Electric pipes;
  9. Air-driven pipes;
  10. Chillums;
  11. Bongs;
  12. Ice pipes or chillers; and
  13. Foils
- "Smoking supplies" does not include cigarettes, cigars, matches, lighters, tobacco products as defined by RCW 82.26.010(21) or vapor products as defined by RCW 70.345.010.
- J. "Supermarket", as designated by the North American Industry Classification System, means a business where the primary business activity is retailing a general line of food, such as canned and frozen foods; fresh fruits and vegetables; and fresh and prepared meats, fish, and poultry. It does not include Convenience Retailers or Gasoline Stations with Convenience Stores as defined by the North American Industry Classification System.
- K. "Transaction" means a purchase, sale, loan, gift, transfer, transmission, delivery, trade, exchange, extension of credit, or any other method of acquisition or disposition of smoking supplies.

#### **Section 10.81.040 Overdose Risk Reduction Products Required**

- A. A person shall not distribute, sell or permit to be sold smoking supplies within a community health impact area unless the person also provides overdose risk reduction supplies at no cost upon a transaction that includes smoking supplies.
- B. This section shall not apply to any agency, health care provider, pharmacy, supermarket, retail outlet regulated by RCW 69.50.357, or any nonprofit providing addiction treatment, harm reduction services, or distributing overdose risk reduction supplies.

#### **10.81.050 Violation and Penalties**

Any person violating this chapter shall be guilty of a Class 1 Civil Infraction. It shall not be a defense to an alleged violation that overdose risk reduction supplies were unavailable to the person distributing, selling or permitting the distribution or sale of smoking supplies.

**Passed by City Council February 3, 2025**  
**Delivered to Mayor February 10, 2025**

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**ORD C36638**

AN ORDINANCE AMENDING ORDINANCE NO. C36626, PASSED BY THE CITY COUNCIL ON DECEMBER 9, 2024, AND ENTITLED IN PART “AN ORDINANCE ADOPTING A BIENNIAL BUDGET FOR THE CITY OF SPOKANE”, MAKING APPROPRIATION ADJUSTMENTS FOR YEAR 2025, AND DECLARING AN EMERGENCY.

**WHEREAS**, at the end of the 2024 fiscal year there were various unexpended appropriations for uncompleted programs, improvements in progress, unfilled orders for material, equipment & supplies and unfulfilled contracts for personnel services, properly budgeted and contracted for, or pending contract, and various outstanding grants, bond projects, and capital projects; and

**WHEREAS**, in order to complete such programs and pay such claims it is necessary that the various funds be re-appropriated in the 2025 budget; and

**WHEREAS**, this ordinance has been on file in the City Clerk’s Office for five days;

**NOW, THEREFORE**, the City Council of Spokane does ordain:

Section 1. That in the budgets of the various funds the following encumbrance carryover changes be added:

FUND	CAPITAL	GRANT	OTHER	NET TOTAL (Revenue + Expense)
	(excl. Grant)			
0100 - General Fund	-		1,499,587	<b>1,499,587</b>
1100 - Street Maintenance Fund	18,000		95,343	<b>113,343</b>
1200 - Code Enforcement Fund	-		23,018	<b>23,018</b>
1300 - Library Fund	17,425		10,635	<b>28,059</b>
1360 - Misc Grants Fund		3,744,921	(3,744,921)	-
1380 - Spokane Safe Streets For All Fund	1,689,319		1,030,978	<b>2,720,297</b>
1390 - Urban Forestry Fund		1,855,774	-	<b>1,855,774</b>
1400 - Parks And Recreation Fund	-		241,471	<b>241,471</b>
1425 - American Rescue Plan	803,869		13,740,312	<b>14,544,181</b>
1440 - Fire Grants - Miscellaneous		54,015	-	<b>54,015</b>
1460 - Parking Meter Revenue Fund	-		67,076	<b>67,076</b>
1500 - Paths And Trails Reserve Fund	75,000	199,800	4,388	<b>279,188</b>
1540 - Human Services Grants Fund	-	13,654,897	-	<b>13,654,897</b>
1541 - Continuum Of Care	-	5,317,517	-	<b>5,317,517</b>
1555 - Opioid Response Fund			530,600	<b>530,600</b>
1560 - Forfeitures & Contribution Fund	162,352		174,692	<b>337,043</b>
1590 - Hotel/Motel Tax Fund	-		40,000	<b>40,000</b>
1595 - Housing Sales Tax	-		1,719,810	<b>1,719,810</b>
1610 - Real Estate Excise Tax Fund Second Quarter Percent	4,092,451		-	<b>4,092,451</b>
1615 - Real Estate Excise Tax First Quarter Percent	284,359		-	<b>284,359</b>

1620 - Public Safety & Judicial Grant		371,769	-	<b>371,769</b>
1640 - Communications Bldg M&O Fund			9,500	<b>9,500</b>
1680 - Community Housing & Human Services Fund			5,958	<b>5,958</b>
1690 - Community Development Block Grants		4,956,005	-	<b>4,956,005</b>
1695 - Community Development Block Grants Revolving Loan Fund		345,711	-	<b>345,711</b>
1700 - Miscellaneous Community Development Grants		921,188	434,807	<b>1,355,994</b>
1710 - Home Entitlement Program		4,969,375	-	<b>4,969,375</b>
1760 - Emergency Rental Assistance Grant		6	-	<b>6</b>
1920 - Financial Partnership Fund			410,949	<b>410,949</b>
1940 - Channel Five Equipment Reserve Fund	45,458		2,856	<b>48,314</b>
1950 - Park Cumulative Reserve Fund	206,658		-	<b>206,658</b>
1970 - Fire/Ems Fund			38,751	<b>38,751</b>
1985 - VOYA Defined Contribution Administration Fund			8,101	<b>8,101</b>
1990 - Transportation Benefit Fund			710,735	<b>710,735</b>
3160 - General Capital Improvements	1,259,925		(1,259,925)	-
3200 - Street Capital Fund (Arterial St)	2,963,802	1,166,224	(2,509,794)	<b>1,620,232</b>
3346 - UTGO 2015 Parks	14,808		-	<b>14,808</b>
3365 - 2018 UTGO Library Capital Bond	719,124		-	<b>719,124</b>
3501 - West Quadrant TIF			535,660	<b>535,660</b>
4100 - Water Division	8,845,811		797,761	<b>9,643,572</b>
4250 - Integrated Capital Management	23,924,133	(2,256,731)	(131,233)	<b>21,536,169</b>
4310 - Sewer Maintenance	5,159,079		352,316	<b>5,511,394</b>
4320 - Wastewater Treatment Plant	3,780,335		2,926,911	<b>6,707,246</b>
4330 - Stormwater		30,793	299,227	<b>330,020</b>
4490 - Solid Waste Disposal	267,603		723,787	<b>991,389</b>
4500 - Solid Waste Collection	2,092,107		411,228	<b>2,503,336</b>
4530 - Solid Waste Landfills			35,855	<b>35,855</b>
4600 - Golf Fund	296,779		26,328	<b>323,108</b>
4700 - Development Svcs Center	640,495		174,772	<b>815,267</b>
5100 - Fleet Services Fund	489,194		356,441	<b>845,635</b>
5110 - Fleet Svcs Equip Repl Fund	3,262,379		10,440	<b>3,272,819</b>
5200 - Public Works And Utilities			87,168	<b>87,168</b>
5300 - IT Fund			509,082	<b>509,082</b>
5310 - IT Capital Replacement Fund	164,990		42,708	<b>207,698</b>
5600 - Accounting Services			43,164	<b>43,164</b>
5700 - My Spokane			44,956	<b>44,956</b>
5750 - Office Of Performance Mgmt			44,955	<b>44,955</b>
5800 - Risk Management Fund			3,260	<b>3,260</b>
5820 - Unemployment Compensation Fund			2,500	<b>2,500</b>
5900 - Facilities Operating Fund			164,721	<b>164,721</b>
5901 - SIP Debt Fund	1,514,833			
5902 - Police Capital Fund	465,509		529,107	<b>994,616</b>
5903 - Fire Capital Fund	200,000		228,551	<b>428,551</b>
5904 - Facilities Capital	1,035,745		647,589	<b>1,683,334</b>
<b>CITYWIDE TOTAL</b>	<b>64,491,543</b>	<b>31,586,345</b>	<b>26,147,655</b>	<b>122,225,543</b>

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from year-end unexpended appropriations needing to be carried over to ensure payment of existing obligations, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

**Passed by City Council February 3, 2025  
Delivered to Mayor February 10, 2025**

# Executive Orders

CITY OF SPOKANE EXECUTIVE ORDER	EO 2025-0001 LGL 2025-0018
TITLE: Strengthening Community and Cultural Events in Spokane  EFFECTIVE DATE: February 5, 2025 REVISION DATE IF APPLICABLE:	

WHEREAS, events such as parades, festivals, sporting events, and block parties are essential for strengthening the quality of life for residents in our community and attracting visitors to Spokane; and

WHEREAS, the City’s Comprehensive Plan Social Health Policy 3.8 reads “Support celebrations that enhance the community’s identity and sense of place;” and

WHEREAS, the Spokane Downtown Plan calls for the City to “Identify and reduce barriers for cultural events Downtown;” and

WHEREAS, City departments impacted such as the Spokane Police Department, Spokane Fire Department, Solid Waste, Streets, Parking, and Office of Neighborhood Services support special events without recovering the full costs of providing services; and

WHEREAS, Spokane Police Department overtime is a significant source of special event costs with the City absorbing 90% of those costs;

WHEREAS, the current cost recovery model adopted through Ordinance C-36203 in 2022 has created significant financial challenges to existing legacy events; and

WHEREAS, it is a priority of Mayor Brown’s Administration to eliminate barriers to establish new cultural events and reduce costs and requirements for existing events while preserving the safety of all event attendees.

**NOW THEREFORE, LISA BROWN, MAYOR OF CITY OF SPOKANE, HEREBY ORDERS AND DIRECTS:**

**Special Events Cost Recovery and Policy Evaluation**

1. All fees described in Spokane Municipal Code 10.39.090 (A)(2) that surpass the 2024 fee cap for the listed community events in Spokane Municipal Code 10.39.090 shall be waived. This shall not apply to any park reservation fees associated with a special event.
2. For recurring events not listed in the table found in Spokane Municipal Code 10.39.090 (A)(2)(b) in Spokane Municipal Code 10.39.090, all fees described in Spokane Municipal Code 10.39.090 (A)(2) that surpass the 2024 total fees paid to the City of Spokane shall be waived. This shall not apply to any park reservation fees associated with a special event.
3. This executive order shall not impact any fees issued pursuant to SMC 10.39.090(A)(1).
4. City staff will work with Visit Spokane, Downtown Spokane Partnership, Tourism and Cultural Investment Committee, Neighborhood Councils, Spokane Parks and Recreation, and event organizers to strengthen community and cultural events while reducing costs and operational impacts to the City.

- 5. City staff will evaluate opportunities to reduce Spokane Police Department overtime costs for special events. Opportunities to reduce overtime for special events may use a combination of parade route and event location standardization practices that reduce the number of personnel required for traffic control, recommendations for temporary or permanent infrastructure such as signs, markers, and Type I, Type II, and Type III barricades to reduce the need for traffic control personnel, and opportunities for special event organizers to utilize private services in lieu of City staff and resources.
- 6. City staff will evaluate opportunities to improve interdepartmental coordination to enhance safety and security at special events.
- 7. City staff will evaluate and work with stakeholders to develop a comprehensive solid waste management plan for special events that reduces food waste and improves compost and organics diversion.
- 8. City staff will evaluate and identify policy and procedure changes necessary to reduce barriers to neighborhood block parties and to implement an Open Streets/Play Streets program.
- 9. This executive order is issued pursuant to the authority granted to the Mayor pursuant to SMC 10.39.090A.

Publish: February 12, 2025

# Policies & Procedures

CITY OF SPOKANE	ADMIN 0680-25-01
ADMINISTRATIVE POLICY AND PROCEDURE	LGL 2012-0058
<p><b>TITLE: TOW ROTATIONAL LIST</b>          EFFECTIVE DATE: July 24, 2012          REVISION EFFECTIVE DATE: January 24, 2025</p>	

## 1.0 GENERAL

1.1 The provisions of chapter 46.55 RCW, chapters 204-91A and 308-61 WAC govern the engagement of companies providing towing and storage services in Washington State. The City of Spokane uses a rotational list of registered tow truck operators to provide towing services.

## 1.2 TABLE OF CONTENTS

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

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to various departments of the City of Spokane considered public officials with jurisdiction to authorize impoundment, including the Spokane Police Department, Parking Enforcement and the Office of Neighborhood Services and Code Enforcement.

## 3.0 REFERENCES

Chapter 46.55 RCW, Chapters 204-91A and 308-61 WAC  
SMC 16A.07.050

#### 4.0 DEFINITIONS

- 4.1 "Chief" means the chief of the City of Spokane Police Department.
- 4.2 "Department" means the City of Spokane Police Department.
- 4.3 "Designee" means a person designated by the Chief.
- 4.4 "Letter of appointment and contract" means a letter issued by the Department that authorizes a registered tow truck operator to tow and store vehicles for the Department on a rotational and contractual basis.
- 4.5 "Registered tow truck operator" or "operator" means a person who engages in the impounding, transporting, or storage of unauthorized vehicles, or in the disposal of abandoned vehicles as licensed by the Washington State Department of Licensing.
- 4.6 "Tow truck" means a motor vehicle that is equipped for and used in the business of towing or otherwise transporting other vehicles with specific equipment approved by the Washington State Patrol.

#### 5.0 POLICY

- 5.1 All registered tow truck operators providing service as a result of being appointed by the City of Spokane Police Department must conduct all operations in accordance with the relevant provisions of local, state, and federal law, including but not limited to chapter 46.55 RCW ,chapters 91-204A and 61-308WAC .
- 5.2 Towing operators shall have an approved letter of appointment and contract issued by the Department before the operator is authorized to provide towing services for the Department. However, nothing prohibits the Department from calling a towing business upon the specific request of a person responsible for a vehicle or his / her agent.
- 5.3 For purposes of convenience and consistency, the Department adopts chapter 46.55 RCW, chapters 204-91A and 308-61 WAC as they apply to the general duties and responsibilities of towing companies.

#### 6.0 PROCEDURE FOR OBTAINING LETTER OF APPOINTMENT

##### 6.1 Letter of Appointment and Contract.

- 6.1.1 The tow owner / operator must:
- contact the Department requesting to be put on the rotational tow list; and
  - be a registered tow truck operator licensed by the Washington State Department of Licensing; and
  - complete, sign and return the letter of appointment and contract.
- 6.1.2 Upon receipt by the Department of the signed letter of appointment and contract:
- The Chief or designee will approve or disapprove the letter of appointment and contract.
  - If approved, the Chief or designee shall sign the letter of appointment and contract.
    - The signed letter of appointment and contract will be forwarded to the Chief's designee administering the tow program.
    - The Department will send the tow operator applicant a copy of the signed letter of appointment and contract.
    - The tow company will be admitted to the Department's call list for the appropriate tow category on the effective date of the letter.
  - If disapproved, the Department will notify the requestor of its decision in writing by certified mail. The Department will provide the applicant an opportunity for the applicant to have a hearing as provided in section 6.3.
- 6.1.4 The Department may refuse to issue or may revoke a letter of appointment and contract if the owner / operator:
- has demonstrated a willful disregard for complying with ordinances, statutes, administrative rules or court orders, whether at the local, state or federal level; or
  - fails to demonstrate character and general fitness sufficient to command the confidence of the Department and warrant a belief that the business will be operated honestly, fairly and efficiently in the conduct of towing, impound, and vehicle auction activities. In determining character and general fitness, the Department may consider:
    - prior contacts with law enforcement; and
    - criminal record; and
    - reputation in the community; and
    - associations.
- 6.1.5 Only one application per year to tow on the Department's rotational tow list will be accepted and considered for an applicant who has had his / her previous application denied or had his / her letter of

appointment or contract revoked. The year will run from the date of application denial or the date of revocation of the letter of appointment.

- 6.1.6 A letter of appointment will be valid for one (1) business. Requests for additional letters of appointment must be based on a complete and separate place of business capable of independent operation.
- 6.1.7 Every letter of appointment will be issued in the name of the applicant and the holder thereof must not allow any other person or business to use the letter of appointment.
- 6.1.8 The letter of appointment will only be valid for the place of business named on the application and will not apply to any other place of business.
- 6.1.9 A letter of appointment will be valid for the calendar year in which issued until suspended, superseded, or revoked by the Department.

## 6.2 Suspension or Revocation of Letter of Appointment.

- 6.2.1 The Department may deny, suspend, or revoke a letter of appointment and contract:
  - a. Upon receiving evidence that any applicant or appointee has failed to comply or no longer complies with any requirement or provision of law or the letter of appointment, the following process will be used:
    - i. The Department must give the applicant or appointee notice of the action and an opportunity to be heard as prescribed in section 6.3, prior to denial, suspension, or revocation of the letter of appointment and contract.
    - ii. Upon receiving notice of the action, the appointee may, within twenty (20) days from the date of the notice of action, request in writing to the City Hearing Examiner Office a hearing on the denial, suspension or revocation of the letter of appointment. An adjudicative proceeding will be commenced within ninety (90) days of the receipt of a hearing request. Failure to request a hearing, or failure to appear at a requested hearing, a prehearing conference, or any other stage of an adjudicative proceeding, will constitute default and may result in the entry of a final order.
    - iii. An informal settlement or mitigation conference may be held by the Chief or designee at the request of the appointee, which will be without prejudice to the rights of the parties. The informal settlement conference will be held at a mutually agreed upon time and may result in a settlement agreement. If no agreement is reached, a hearing will be scheduled as outlined in section 6.3.
  - b. Without prior notification if it finds that there is danger to the public health, safety, or welfare which requires immediate action. In every summary suspension of a letter of appointment, an order signed by the Chief or designee must be entered. Administrative proceedings for revocation or other action shall be promptly instituted and determined. The Department must give notice as is practicable to the appointee.
  - c. Immediately if the Washington State Department of Licenses revokes or cancels the registered tow truck operator license or if the tow company's insurance / bond is canceled.
  - d. If violations of the terms and conditions of the letter of appointment are subject to suspension for the first violation, any subsequent or continuing violation may be cause for termination unless the Department imposes additional suspensions for longer periods, if deemed appropriate.
  - e. When considering punitive action for a violation of the letter of appointment and contract, the Chief or designee may take into consideration all violations that occurred within thirty-six (36) months prior to the date of the current violation.
- 6.2.2 Examples of grounds for suspension include but are not limited to:

Note: The Department will exercise reasonable standards in evaluating the following standards for suspension.

- a. violations of law;
  - b. Court or DOL ruling that tow company improperly impounded a vehicle.
  - c. overcharging impound fees;
  - d. destruction of evidence in / on impounded vehicles;
  - e. impoundment of stolen vehicles without Department authorization;
  - f. failure to follow approved letter of appointment and contract;
  - g. failure to provide documentation with submitted billing statements;
  - h. disorderly or improper conduct (e.g.: intimidation, threats, disorderly conduct, prevention of free movement, etc.)
  - i. three (3) or more reports of improper or slow response over thirty (30) minutes;
  - j. three (3) refusals (non-response or not available) in a one (1) month period.
- 6.2.3 Examples of grounds for revocation include but are not limited to:
    - a. loss of registered tow truck operator status by Washington State Department of Licensing;
    - b. continuous and / or flagrant overcharging impound fees;
    - c. criminal conviction for violation of state statutes or local ordinances; or
    - d. failure to follow applicable state laws or regulations or directives from the Washington State Department of Licensing.



- 6.2.4 The holder of a letter of appointment and contract may voluntarily terminate the letter of appointment and contract. If the owner/operator requests reissuance of a letter of appointment, the Department may require a new application.
- 6.3 Hearing Procedure.
- 6.3.1 The City Hearing Examiner shall conduct the hearing and any prehearing conference(s).
- 6.3.2 The burden of proof in any hearing will be on the applicant seeking a letter of appointment, or the person or agency seeking review of the suspension or revocation of a letter of appointment, or other action by the Chief or designee. The hearing officer will make written findings of facts and conclusions based on evidence presented.
- 6.4 Appeal.
- 6.4.1 Any person aggrieved by a decision of the hearing officer denying, suspending, or revoking a letter of appointment or letter of contractual agreement may appeal the decision to the superior court under the provisions of chapter 34.05 RCW.
- 6.5 Rotational List Options.
- 6.5.1 Establishment of Placement on Lists.
- List #1 – Primary Tows  
The primary tow list shall consist of all tow operators who have signed the letter of contractual agreement with the Department. All requests for services to the public or blocking, or obstructing vehicles shall be dispatched on a rotational basis from this list. Those operators desiring to be on the Primary list must also be on the Abandoned Vehicle List #6
- List #2 – Roll-bed Tows  
This list is available for tow operators desiring to be assigned to the roll-bed rotational list.
- List #3 – Heavy List Tows  
This list is available for tow operators desiring to be assigned to the heavy list, which requires a class C truck.
- List #4 – Evidence Tows  
This list is available to tow operators agreeing to the tow rate agreement for Department evidence tows.
- List #5 – Department Vehicle Tows  
This list will be available for tow operators agreeing to tow Department and stored vehicles.
- List #6 – Abandoned  
This list will be available for tow operators desiring to be assigned to the abandoned vehicles list. Participation is required on the Abandoned List to be on the Primary Tow List.
- 6.5.2 The Department shall attempt to call the tow operator on a rotational basis with other tow operators who have an approved letter of appointment and contract. Only tow operators who have signed the letter of appointment and contract will be called by the Department, except for emergencies or when a motorist has a personal preference for another tow operator.
- 6.5.3 All tow lists shall be maintained separately, and the rotational basis of one list shall have no bearing on the rotation of the others (with the exception of the abandoned vehicle list). Each tow company shall be called in accordance with its placement on the respective list. The Department may deviate from this list when a special circumstance exists and is so deemed and approved by Shift Supervisor.
- 6.6 Complaints.
- 6.6.1 The Department, when receiving complaints involving registered tow truck operators, may forward the complaints, along with all results from the complaint investigations and other supporting documents, to the Washington State Department of Licenses.
- 6.6.2 Officers making or receiving complaints, will notify the Chief or designee of the complaint. Complaints investigated by the Department will be reviewed by the Chief or designee before forwarding to the Washington State Department of Licensing.
- 6.6.3 A complete copy of all complaints investigated by the Department will be kept on file.
- 6.7 Fees.
- 6.7.1 Public.  
The tow operator agrees to provide towing services to the public at or less than the rates established by the Washington State Patrol.
- 6.7.2 Department.
- a. Trucks (Per Hour) for Department Vehicles and/or Evidence Tows:
- Class A and B: To be annually established in the letter of appointment and contract.
  - Class C: One-half (1/2) the State authorized rate of towing services

- b. Trucks (Per Hour) For Other Department Requested Tows:  
Class A, B and C, D & E: One-half (1/2) the State authorized rate of towing services
- c. Storage (per day):  
One-half (1/2) the State authorized storage rate.
- d. Hourly Labor:  
Rate for personnel in excess of one driver per truck to be annually established in the letter of appointment and contract.

6.7.3 The Chief will annually establish maximum hourly towing rates for each class of tow truck and maximum daily storage rates that tow operators may charge for services performed as a result of Department / evidence calls for the following calendar year.

6.7.4 The tow operator may adopt a rate schedule charging less than the maximum rates established by the Chief.

6.8 Other Requirements.

6.8.1 The registered tow truck operators impounding vehicles from private property are required by contract to notify Crime Check / Police Radio and to wait for clearance to proceed prior to impounding an abandoned motor vehicle that has been reported stolen or otherwise involved in criminal activity. Impoundment of stolen vehicles is only authorized by law enforcement. In the event that the reported stolen vehicle subsequently requires impoundment, the reporting/posted tow company shall receive the tow.

6.8.2 The towing business, its owners and employees, will conduct themselves in a manner to reflect professionally upon themselves as well as the City of Spokane and the Spokane Police Department.

6.8.3 In the event a vehicle is held for evidence at a tow yard, the tow operator is responsible for contacting the Department and / or investigating officer within three (3) business days (Monday - Friday) to determine the status of the evidentiary hold.

6.8.4 Department vehicles:

- a. The tow operator agrees to tow Department vehicles to the City yards, when they break down, are in accidents or other mishaps.
- b. The tow operator also agrees to move vehicles, when requested, to storage facilities that are used for vehicles retained by the department as evidence.

7.0 RESPONSIBILITIES

The Chief or designee is responsible for administering this policy.

8.0 APPENDICES

None

Publish: February 12, 2025

# 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.**

**AMENDMENT**

**AMENDMENT**

**AMENDMENT**

**FIRE PROTECTION ENGINEER**

SPN 334

(Announcement of 01/13/2025)

The above titled announcement is hereby amended to read:

**Closing Date: Continuous**

TRAINING AND EXPERIENCE EVALUATION 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 test link, the testing window is Thursday, 12:00 AM, to the following Monday at 11:59PM.**

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

Test Subjects May Include:

- Training: Licenses and Certifications
- Experience: Plan Review, Public Sector Projects, Fire Protection, Fire Code Application, Collaboration, Alternate Methods and Materials, Engineering Analysis

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.

**AMENDMENT**

**AMENDMENT**

**AMENDMENT**

**DEPUTY FIRE MARSHAL - LATERAL**

SPN 942

(Announcement of 02/03/2025)

The above titled announcement is hereby amended to read:

**Closing Date: Monday, March 17<sup>th</sup>, 2025**

**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.** Reservations can also be made through your local, public library.

Training and Experience 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, February 3, 2025, and Monday, February 17, 2025, will test Thursday, February 20, 2025, through Monday, February 24, 2025.
- Applicants who apply and meet the minimum qualifications between Monday, February 17, 2025, and Monday, March 17, 2025, will test Thursday, March 20, 2025, through Monday, March 24, 2025.

**PARKING ENFORCEMENT SPECIALIST I SPN 434**

Open Entry

**DATE OPEN: Monday, February 10, 2025**

**DATE CLOSED: Monday, February 24, 2025**

**SALARY: \$52,262.64 annual salary, payable bi-weekly, to a maximum of \$81,411.12**

**CLASS SUMMARY:**

Performs responsible work in the enforcement of City of Spokane parking regulations and state disabled parking regulations; the collection and counting of parking meter revenue; and semi-skilled work in the repair and maintenance of parking meters.

**EXAMPLES OF JOB FUNCTIONS:**

- Patrols an assigned area, either on foot or by driving a motor vehicle. Responds to complaints received or violations observed, and enforces general and disabled parking ordinances. Verifies that a violation exists, captures photographic evidence, and completes the citation.
- Enforces the City Boot and Tow ordinance by operating a license plate recognition (LPR) equipped vehicle, attaching a vehicle immobilizer boot to vehicle, and notifying the Police Department for further processing and towing of vehicle.
- Patrols and responds throughout the City in the enforcement of disabled parking ordinances and follows-up on neighborhood parking complaints.

- Follows an assigned route in the collection of large quantities of coins from parking meters. Pushes a two-wheeled hand collection cart in which coins are deposited. Assists in sorting, counting, and packaging coins collected. Operates counting and packaging machines, and prepares collection records and reports
- Inspects parking meters on the street for possible malfunction. Performs routine maintenance for meters, housings, and kiosks. Periodically assists in the replacement and installation of meters and bases.
- Answers questions from the public regarding parking ordinances and meter operation, and provides directions and other assistance as requested. Addresses challenges from citizens who may be disturbed or irate about citations issued.
- Notifies the appropriate departments by radio of emergencies, abandoned vehicles, downed signs, etc.
- Gives depositions; testifies and presents evidence in court, as required.
- Operates automobiles and other motor vehicles, as well as collection carts, and tools used in attaching vehicle immobilization devices as well as in meter maintenance, installation, and repair.
- Performs related work as required.

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

- *Education:* High school diploma or equivalent; **AND**
- *Experience:* One year of experience working directly with the public in a regulatory enforcement capacity.
- *License:* All applicants must possess a valid driver's license and be a citizen of the United States.

Applicants are subject to a thorough police background investigation, and a police record may be grounds for rejection.

**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, February 10, 2025, and Monday, February 24, 2025, will test Thursday, February 27, 2025, through Monday, March 3, 2025.

**NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 2 hours 7 minutes to complete the examination. You may take the exam only once during the open recruitment period.**

The examination may include such subjects as:

- Attention to Detail
- Computer Skills
- Spatial Awareness
- Interpersonal Skills
- Mathematical Reasoning
- Reading Comprehension

**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 February 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**FIRE CAPTAIN SPN 938**  
Promotional

**DATE OPEN: Monday, February 10, 2025**

**DATE CLOSED: Monday, February 24, 2025**

**SALARY: \$136,033.20 annual salary, payable bi-weekly, to a maximum of \$165,136.95**

**CLASS SUMMARY:**

Performs supervisory and skilled firefighting and emergency medical work as both Station Captain and Company Officer of a fire company.

**EXAMPLES OF JOB FUNCTIONS:**

- Responds to all risk emergencies. Determines the best route to incidents and supervises the activities of assigned personnel. Acts as incident commander until relieved by a superior officer. Participates in all phases of emergency operations including incident mitigation and property conservation. Supervises recovery, cleaning, and inspection of company equipment after incidents.
- Responds to medical emergencies, operates medical equipment and exercises clinical judgment.
- Plans and directs the cleaning and care of assigned apparatus, equipment, quarters, and grounds for all shifts. Schedules routine housekeeping, maintenance, and other duties for assigned company. Inspects personnel, quarters, and equipment for operational readiness and quality.
- Prepares, instructs and evaluates drills for assigned personnel in subjects concerning an all-risk response.
- Drives and operates various automotive, mechanical and auxiliary fire apparatus.
- Periodically inspects assigned area to become familiar with buildings, location and condition of fire hydrants and streets, to identify potential fire hazards and dangers, and to compile comprehensive pre-fire plans. Advises superiors regarding such dangers.
- Performs such fire prevention functions as inspection of business establishments, apartment complexes and schools in assigned "first-due" area. Checks for and assists community residents to eliminate hazards and potential fire dangers. Presents fire and injury prevention programs to schools, organizations and the general public.
- Conducts or assists in the investigation of fires in assigned area to determine cause or origin.
- Responsible for all personnel and general administration pertaining to their station.
- 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 two years of service with the City in the classification of Fire Lieutenant (SPN 936).
- *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 4:00 p.m. on the filing cut-off date.**

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

**EXAM DETAILS:**

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire. The examination will consist of a written multiple-choice test, assessment center, and promotional evaluation worksheet, with weights assigned as follows:

- Written Multiple-choice test 25%

- Promotional Evaluation Worksheet 15%
- Assessment center 60%

**PROMOTIONAL EVALUATION WORKSHEETS:**

An email containing the Promotional Evaluation Worksheet and instructions will be sent to all qualifying applicants the week of February 24, 2025, after the recruitment closes.

**ASSESSMENT ORIENTATION & WRITTEN MULTIPLE-CHOICE TEST DETAILS:**

The orientation and multiple-choice test will be conducted at the National Guard Readiness Center (1626 N. Rebecca St.) on Tuesday, March 4, 2025, at 9:00 a.m.

Civil Service will conduct an assessment center orientation before the multiple-choice exam. The 30-minute orientation will provide an overview of the assessment center process. Specific test content will not be discussed. For a brief overview of assessment centers, please click here: <https://vimeo.com/spokanefire/review/460653325/037d5ee65c>

The duration of the exam is scheduled for 2 hours. The test will include subjects as outlined in the **2025 SFD Captain Promotional Exam Bibliography**.

**The top 15 candidates will move forward to the assessment center, determined by an initial weighting of written test score (85%) and promotional evaluation worksheet (15%).**

**ASSESSMENT CENTER DETAILS:**

**The assessment center will be conducted at the National Guard Readiness Center (1626 N. Rebecca St.) during the week of March 17, 2025. Qualifying candidates will be notified when to appear for the assessment center.** Assessment order for candidates will be determined from ranking all written scores.

The assessment center will consist of the following three exercises with weights (within the total 60% portion):

- Tactical Problem: 20%
- Oral Board: 20%
- Tabletop Scenarios (Tactical and Interpersonal): 20%

**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 5th day of February 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner



# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

Lincoln Street Pedestrian Bike Safety  
Engineering Services File No. 2023112

This project consists of the construction of approximately 5,300 square yards of full depth pavement replacement including a roadway realignment, 10,200 square yards of pavement overlay, 2,000 linear feet of sidewalk, 200 linear feet of storm sewer, 10 drainage structures, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. February 17<sup>th</sup>, 2025, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

**Bid delivery noon to 1:00 p.m.:**  
**Construction Management Office**  
**998 East North Foothills Drive**  
**Spokane, WA 99208**

Gate entrance is off North Foothills Drive. See Map: <https://static.spokanecity.org/documents/business/bidinfo/construction-management-office-location.pdf>

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

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

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

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

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

**Note regarding new specifications:** The City of Spokane is using WSDOT's 2025 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revised including a new state GSP for projects over \$2M.

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

Publish: January 29, February 5 and 12, 2025

Perry Street Sewer Main – 19<sup>th</sup> Avenue to 18<sup>th</sup> Avenue  
Engineering Services File No. 2024057

This project consists of the construction of approximately 320 linear feet of new 8-inch PVC sewer main, replacement of 400 linear feet of 8-inch ductile iron water main, provide sewer lateral stub outs and replace water service lines to property lines, replace asphalt for full roadway width, install new ADA ramps, partial replacement of curbs, sidewalks and driveway access, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. March 3, 2025, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

**Bid delivery noon to 1:00 p.m.:**  
**Construction Management Office**  
**998 East North Foothills Drive**  
**Spokane, WA 99208**

Gate entrance is off North Foothills Drive. See Map: <https://static.spokanecity.org/documents/business/bidinfo/construction-management-office-location.pdf>

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

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

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

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

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

**Note regarding new specifications:** The City of Spokane is using WSDOT's 2025 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revised including a new state GSP for projects over \$2M.

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

Publish: February 12, 19, and 26, 2025

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# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

### High Voltage Electrical Technical And Maintenance Services Unit Price Contract – Prevailing Wages Spokane Solid Waste Disposal, Waste To Energy Facility ITB 6323-25

Description: The City of Spokane, through its Solid Waste Disposal, Waste To Energy Facility is soliciting electronic bids the performance of High Voltage Electrical Technical And Maintenance Services resulting in a Unit Price Contract – subject to Prevailing Wages.

An optional pre-bid conference will be held on Wednesday, February 26, 2025, at 10:00 am. The location will be at the Waste to Energy Facility (WTEF) Admin Offices, 2900 S Geiger Blvd., Spokane, WA 99224

**Bid Opening:** Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, MARCH 10, 2025**, for High Voltage Electrical Technical And Maintenance Services Unit Price Contract – Prevailing Wages. 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.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person. It is the responsibility of Bidders 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, MARCH 10, 2025**. 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: February 12 and 19, 2025

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### REQUEST FOR PROPOSALS #6325-25 Risk Management Insurance Brokerage Services City of Spokane Risk Management Department

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

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

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [mlowmaster@spokanecity.org](mailto:mlowmaster@spokanecity.org). Persons who are deaf, hard of hearing, deaf-blind, and speech disabled may contact Risk Management through the Washington Relay Service at 7-1-1 forty-eight (48) hours before the meeting date.

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

Publish: February 12 and 19, 2025

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**REQUEST FOR PROPOSALS #6334-25  
PARK ATTRACTION MANAGEMENT SYSTEM RE-BID  
City of Spokane Information Technology Department**

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

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

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Katie Hougen  
Procurement Specialist,  
City of Spokane Purchasing & Contracts

Publish: February 12 and 19, 2025

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