



# Official Gazette

## City of Spokane, Washington

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

Volume 115

APRIL 9, 2025

Issue 15



### MAYOR AND CITY COUNCIL

MAYOR LISA BROWN

COUNCIL PRESIDENT BETSY WILKERSON

COUNCIL MEMBERS:

JONATHAN BINGLE (DISTRICT 1)

MICHAEL CATHCART (DISTRICT 1)

PAUL DILLON (DISTRICT 2)

KITTY KLITZKE (DISTRICT 3)

LILI NAVARRETE (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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# Minutes

**NOTICE****MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, March 31, 2025**

The minutes for the Monday, March 31, 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, April 16, 2025, issue of the *Official Gazette*.

**MINUTES OF SPOKANE CITY COUNCIL****Monday, March 24, 2025****AGENDA REVIEW SESSION**

The Agenda Review Session of the Spokane City Council held on the above date was called to order at 3:30 p.m. in the Council Chambers in the Lower Level of the Municipal Building, 808 West Spokane Falls Boulevard, Spokane, Washington. A recording of the meeting can be found at the following link: <https://vimeo.com/spokanecitycouncil>.

**Roll Call**

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

City Administrator Alex Scott; Giacobbe Byrd, Director-City Council Office; City Council Policy Advisor Chris Wright; and Deputy City Clerk Laurie Farnsworth were also present for the meeting.

**Interviews of Nominees to Boards and Commissions**Candidate Interviews - Bicycle Advisory Board

The City Council interviewed Clark Tucker, Claudine Zender, Daniel Powell, Jered Sweeney-Demezas, candidates for appointment to the Bicycle Advisory Board.

**Council Recess/Executive Session**

The City Council took a recess at 3:45 p.m. and immediately reconvened into an Executive Session to discuss Labor Negotiations. City Attorney Mike Piccolo and Special Counsel John Henry were present for the Executive Session. At 4:00 p.m., the Executive Session was extended for ten minutes, until 4:10 p.m., at which time the City Council reconvened the Agenda Review Session.

**BRIEFING ON AGENDA ITEMS**Final Agenda for March 24, 2025

There were no Council requests for staff to brief items on the March 24, 2025, Final Agenda.

Updated Draft Agenda for March 31, 2025

Council Office Director Giacobbe Byrd updated City Council on the Joint City Council Meeting with Community Assembly that will be held March 31, 2025, at 5:00 p.m. He noted Council's Legislative Session for March 31 will begin at 6:30 p.m. (instead of the regularly scheduled time of 6:00 p.m.).

Draft Agenda for April 7, 2025

There were no requests for staff to brief items, as the April 7, 2025, meeting is canceled.

**CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS****March 24, 2025, Final Agenda**

Resolution 2025-0018 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

**Motion** by Council Member Dillon, seconded by Council Member Bingle, **to defer** Resolution 2025-0018—approving settlement of claim for damages of Dan Eakin—to April 14, 2025, Agenda; **carried 7-0**.

**March 31, 2025, Updated Draft Agenda**

Resolution 2025-0022 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to accept** the Cathcart/Klitzke Proposed Amendment to Resolution 2025-0022—establishing the Plan Commission Work Program for 2025/2026—filed March 19, 2025; **carried 7-0**.

Final Reading Ordinance C36641 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

**Motion** by Council Member Dillon, seconded by Council Member Cathcart, **to suspend** Council Rules for the purpose of considering the Wilkerson/Dillon/Cathcart Proposed Amendment to Final Reading Ordinance C36641—relating to the mid-biennial review process—filed March 20, 2025; **carried 7-0**.

**Motion** by Council Member Dillon, seconded by Council Member Cathcart, **to accept** the Wilkerson/Dillon/Cathcart Proposed Amendment to Final Reading Ordinance C36641—relating to the mid-biennial review process—filed March 20, 2025; **carried 7-0**.

**April 7, 2025, Draft Agenda**

There were no considerations of amendments or deferrals for the April 7, 2025, Draft Agenda as the April 7, 2025, meeting is canceled.

**Action to Approve Agenda**

The City Council took the following action (pursuant to Council Rule 2.1.B):

**Motion** by Council Member Klitzke, seconded by Council Member Dillon, **to approve** the March 31, 2025, Updated Draft Agenda as next week's Final Agenda; **carried 7-0**.

**Council Recess**

The City Council recessed at 4:16 p.m. and reconvened at 6:01 p.m. which time the Agenda Review Session also ended. The City Council reconvened at 6:01 p.m. for the Legislative Session.

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

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

**Pledge of Allegiance**

The Pledge of Allegiance was led by Council President Wilkerson.

**Roll Call**

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

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

There were no **Proclamations and Salutations**.

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

**POETRY AT THE PODIUM**

Karen Mobley read her poem, "Spokane."

**BOARDS AND COMMISSIONS APPOINTMENTS****Appointment to Spokane Public Library Board (CPR 1981-0400)**

**Upon 7-0 Voice Vote**, the City Council **approved** (and thereby confirmed) the appointment of Alexi Castilla to the Spokane Public Library Board for a five-year term from April 1, 2025, through April 1, 2030.

## CONSENT AGENDA

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

**Upon 5-2 Voice Vote**, the City Council **approved** preapproval to purchase 17 vehicles requested by various departments as part of the planned and budgeted purchases for 2025—total expenditure not to exceed \$1,769,000. (OPR 2025-0193) (Taken separately) (Council Sponsor: Council Member Dillon)

**Upon 6-1 Voice Vote**, the City Council **approved** Outside Special Counsel Contract Amendment with Keating Bucklin & McCormack (Seattle, WA) in the legal matter of Estate of Robert Bradley, et al. v. City of Spokane—additional \$100,000. Total Contract Amount: \$500,000. (OPR 2025-0212) (Taken separately) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

**Upon 5-2 Voice Vote**, the City Council **approved** No-cost Contract Extension with Central Square Technologies, LLC (formerly Superior, LLC) (Lake Mary, FL) for administration of the False Alarm Program for the Spokane Police Department from January 31, 2025, through January 30, 2026. (OPR 2011-0535) (Taken separately) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

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

Two-year Value Blanket Renewal with McGard, LLC (Orchard Park, NY) for purchases of fire hydrant locks and operating wrenches on an as-needed basis—\$1,500,000 (incl. tax) (\$750,000 annually). (OPR 2021-0628 / BID 5467-21) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Purchase from Mars Company (Ocala, FL) of a water meter test bench for the Water Department—\$1,302,532.56 (incl. tax). (OPR 2025-0190 / RFQ 6258-24) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Purchase from Crime Point, Inc. (Camarillo, CA) of Crime Point pole cameras for use in Spokane Police Department investigations—\$77,620.75 (incl. tax). (OPR 2025-0212) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

No-cost Contract Amendment with Terrain Programs (Spokane) changing the Tourism and Cultural Investment Committee award from the Terrian BrrrZaar event to the Terrain 15 event. (OPR 2024-1082) (Council Sponsor: Council Member Zappone)

Contract with Azteca Systems, LLC, (Sandy, UT) for annual support and maintenance of CityWorks Asset Maintenance Management System from April 1, 2025, through March 31, 2026—\$142,178.40 (plus tax). (OPR 2025-0153) (Council Sponsors: Council Members Dillon and Cathcart)

Master Contract Renewals 2 of 3 for technical services in support of Project Management Office, CHHS, and Information Technology projects from May 1, 2025, through April 30, 2026, with:

- a. Arch Staffing & Consulting, LLC (Miami, FL)—\$150,000. (OPR 2022-0344 / RFP 5435-21)
- b. Volt Management Corporation (Orange, CA)—\$150,000. (OPR 2022-0412 / RFP 5435-21)

(Council Sponsors: Council Members Dillon and Cathcart)

Sole Source Contract Renewal with Oracle America, Inc. (Los Angeles, CA) for Oracle license software maintenance and support from April 21, 2025, through April 20, 2026—\$213,030.57 (plus tax). (OPR 2019-0314) (Council Sponsors: Council Members Cathcart and Dillon)

No-Cost Extension to Grant Agreement with the Washington Military Department and the U.S. Department of Homeland Security accepting the State and Local Cyber Security Grant Program Award for implementation of Cisco Identity Service Engine from September 30, 2024, through December 31, 2024. (OPR 2024-0101) (Council Sponsors: Council Members Dillon and Cathcart)

Amendment to Grant Agreement with the Washington Military Department and the U.S. Department of Homeland Security accepting the State and Local Cyber Security Grant Program Award to add Project 2, the upgrade of Riverside Park Water Reclamation Facility Network Switches from December 31, 2024, through March 31, 2026—\$100,983. (OPR 2024-0101) (Council Sponsors: Council Members Dillon and Cathcart)

Contract Renewal 2 of 4 with Compunet, Inc. (Grangeville, ID) for Cisco Smartnet support and maintenance from March 1, 2025, through February 28, 2026—\$359,715.54 (plus tax). (OPR 2023-0315) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through March 7, 2025, total \$8,255,917.76 (Check Nos.: 609329-609465; Credit Card Nos.: 001263-001281; ACH Payment Nos.: 138462-138676), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,715,790.50. (CPR 2025-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through March 14, 2025, total \$7,935,673.82 (Check Nos.: 609466-609604; Credit Card Nos.: 001282-001299; ACH Payment Nos.: 138677-138876), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$7,795,358.66. (CPR 2025-0002)
- c. Payroll claims of previously approved obligations through March 15, 2025: \$9,780,152.78 (Payroll Check Nos.: 575962-576107). (CPR 2025-0003)

Meeting Minutes:

- a. City Council Meeting Minutes: March 3, March 10, and March 13, 2025. (CPR 2025-0013)
- b. City Council Finance and Administration Standing Committee Meeting Minutes: February 24, 2025. (CPR 2025-0015)
- c. City Council Urban Experience Standing Committee Meeting Minutes: March 10, 2025. (CPR 2025-0017)
- d. City Council Public Infrastructure, Environment, and Sustainability Standing Committee Minutes: March 17, 2025. (CPR 2025-0019)

## LEGISLATIVE AGENDA

There were no **Special Budget Ordinances**.

There were no **Emergency Ordinances**.

## RESOLUTIONS

**Resolution 2025-0017 (Council Sponsors: Council President Wilkerson and Council Member Dillon)**

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

**Upon 7-0 Roll Call Vote**, the City Council **adopted Resolution 2025-0017**—Joint Resolution with Spokane County in the matter of authorizing the Spokane Airport Board to sell property located on a portion of Spokane County Assessor Tax Parcel No. 15365.1202, consisting of approximately 14.24 acres, located immediately west of tax parcel 15365.1201, and grant and execute on a right of first refusal on 17.96-acres of adjacent and contiguous property located in the same Spokane County Tax Parcel No. 15365.1202.

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

**For action on Resolution 2025-0018, see section of minutes under 3:30 p.m. Agenda Review Session.**

## FINAL READING ORDINANCES

**For action on Final Reading Ordinance C36646, see section of minutes under “Hearings.”**

**FIRST READING ORDINANCES**

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

- ORD C36647** Recodifying a section relating to animals into the correct chapter; repealing SMC Chapter 10.24 and Section SMC 10.24.060; and adopting new Section 10.74.075 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)
- ORD C36648** Relating to mechanical newspaper dispensers; repealing Section 08.02.0212 and Chapter 10.38 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)
- ORD C36649** Relating to the Purchasing & Contracts department and Director of Purchasing and Contracts; amending Sections 03.01A.315, 07.06.020, 07.06.030, 07.06.035, 07.06.097, 07.06.155, 07.06.160, 07.06.170, 07.06.173, 07.06.190, 07.06.200, 07.06.220, 07.06.270, 07.06.290, 07.06.310, and 07.06.330 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)
- ORD C36651** Consolidating the general business license and regulatory business license codes into a single code section; clarifying licensing requirements under state law; eliminating conflicting and duplicative code and regulatory requirements; repealing SMC Chapter 04.04 and SMC Sections 08.01.025, 08.01.110, 08.01.130, 08.01.200, 08.01.210, 08.01.230, and 08.01.320; adopting a new SMC Section 08.01.321; amending SMC Sections 08.01.020, 08.01.070, 08.01.090, 08.01.120, 08.01.150, 08.01.160, and 08.01.220 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)
- ORD C36652** Correcting municipal code references resulting from the streamlining of general business and regulatory licensing processes and procedures; amending Sections 10.23A.010, 10.23A.020, 10.23A.070, 10.25.010, 10.26.010, 10.26.070, 10.29.010, 10.29.020, 10.29.031, 10.29.060, 10.29.070, 10.39.070, 10.40.010, 10.40.025, 10.41A.010, 10.41A.040, 10.42.030, 10.51.020, 10.51.110, 10.51.130, 10.515.060, 10.52.020, 10.52.030, 10.55.020, and 17C.316.050; repealing Sections 10.23A.075, 10.28.020, and 10.40.020 of the Spokane Municipal Code. (Council Sponsors: Council Members Dillon and Klitzke)
- ORD C36653** Relating to the public ways and property, adopting new sections 12.13, 12.13.010, 12.13.020, 12.13.030, 12.13.040, 12.13.050, 12.13.060, 12.13.070, 12.13.080, 12.13.090, 12.13.100, 12.13.110, 12.13.200, 12.13.210, 12.13.220, 12.13.230, 12.13.240, and 12.13.250; to chapter 12 of the Spokane Municipal Code; and setting an effective date. (Council Sponsors: Council Members Bingle and Dillon)
- ORD C36654** Relating to utility cost recovery methods, repealing SMC 13.03.0702, 13.03.0704, 13.03.0706, 13.03.0708, 13.03.0710, and 13.03.0712 to chapter 13.03; amending 13.08.010, and 13.08.020 to chapter 13.08; and adding new SMC sections 13.08.200, 13.08.210, 13.08.220, 13.08.230, 13.08.240, 13.08.250, 13.08.300, 13.08.310, 13.08.320, 13.08.330, 13.08.340, 13.08.350, and 13.08.360 to chapter 13.08 of the Spokane Municipal Code; and setting an effective date. (Council Sponsors: Council Members Klitzke and Dillon)

There were no **Special Considerations**.

**HEARINGS****Final Reading of and Hearing on Interim Zoning Ordinance C36646 (Deferred from March 10, 2025, Agenda, during the March 3, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Bingle, Zappone, and Klitzke)**

The City Council held a hearing on Final Reading Interim Zoning Ordinance C36646 concerning permitting and encouraging construction projects in downtown Spokane; fixing inconsistencies in height limits between zones; adopting a new Chapter 17C.425 SMC, Interim Height Limits; setting a public hearing; and establishing a work program. After public testimony and Council commentary, the following actions were taken:

**Motion** by Council Member Dillon, seconded by Council Member Zappone, **to close** the hearing; **carried 7-0.**

**Motion** by Council Member Cathcart, seconded by Council Member Bingle, **to pass** Ordinance C36646; **carried upon 7-0 roll call vote.**

[The City Clerk left the meeting at 7:04 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by Council Director Giacobbe Byrd for the minutes.]

### OPEN FORUM

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

- Will Hulings
- Terry Hill
- Justin Haller
- Derek Azzaro
- Raul Pena
- Earl Moore
- Will Quinn
- Karen Pooley

### ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 7:25 p.m.

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**MEETING MINUTES**  
**City of Spokane**  
**Peter Kageyama Speaking Event**  
**Spokane Central Library**  
**March 27, 2025**

**Call to Order:** 10:10 a.m.

**Attendance:**

Council Members Present: Council President Wilkerson, Council Members Zappone (arrived at 10:16 a.m.), Navarrete, Klitzke.

Council Members Absent: Council Members Cathcart, Dillon, and Bingle.

**Agenda Items:**

**COMMUNITY EVENTS FEATURING RENOWNED URBAN DEVELOPMENT LEADER PETER KAGEYAMA**

- Presentation and discussion on urban planning, design, and development

**Meeting Notes:**

- Peter presented and discussed strategies with council members and city staff that related to placemaking through urban planning.
- Peter took various questions from those present.

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 11:09 a.m.

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**MEETING MINUTES**  
**City of Spokane**  
**City Council-Community Assembly Joint Meeting**  
**(held in a study session format)**  
**Council Briefing Center**  
**March 31, 2025**

**Meeting Recording:** <https://vimeo.com/1071250091>

**Call to Order:** 5:01 p.m.

**Attendance:**

Council Members Present: Council President Wilkerson, Council Members Dillon, Cathcart (arrived at 5:02 p.m.; left at 5:13 p.m.; returned at 5:14 p.m.), Bingle (arrived at 5:03 p.m.), Navarrete (arrived at 5:02 p.m.), and Klitzke

Council Members Absent: Council Member Zappone

**Agenda Items:**

1. Welcome and Introductions
2. Presentations from Chairs of Standing Committees of the Community Assembly
  - ◇ Administrative Committee - Luke Tolley
  - ◇ Budget Committee - Laura Johnson
  - ◇ Building Stronger Neighborhoods Committee - Tina Luerssen
  - ◇ Communications Committee - Krista Anderson
  - ◇ Community Development Committee - Andy Hoyer
  - ◇ Land Use Committee - Bill Heaton
  - ◇ Liaison Committee - Paul Kropp
  - ◇ Pedestrian Transportation and Traffic Committee - Carol Tomsic
  - ◇ Neighborhood Safety Committee - Tyler Tamoush
3. Wrap-Up/ Discussion about future format of joint meetings - Led by Council President
4. Adjourn

**Executive Session:**

None

**Adjournment:**

The meeting adjourned at 6:00 p.m.

# Hearing Notices

## BUILDING OFFICIAL SHOW CAUSE HEARING NOTICE

Notice is hereby given that the Building Official has caused proper notice to be served upon the persons responsible for 1503 S Rustle Street, PARCEL #: 25262.0106, LEGAL DESCRIPTION: GARDEN SPRINGS ADD S1/2 LT 3 AND ALL LTS 4-9 AND N8.58FT OF LTS 10 & 15 AND ALL LTS 16-21 & S1/2 LT 22, BLK 1; TOG W PTN VAC 12TH ST LYG E OF AND ADJ, in compliance with the Spokane Municipal Code stating that a show cause hearing on this matter will be held before the Building Official on April 29, 2025, at 1:30 p.m. These hearings are held at 808 W Spokane Falls Blvd. Spokane, WA 99201, in the Council Briefing Room, Lower Level, City Hall. Remote participation is also available via Microsoft Teams, and remote participation information for this hearing will be posted on the city website as well on each agenda, which can be found under the substandard building topic here:

<https://my.spokanecity.org/neighborhoods/code-enforcement/topics/>

Notice is hereby given that attention has been directed to anyone who knows the present address or whereabouts of the owner or to any new owner or person in the position of responsibility over this property to contact the City of Spokane regarding plans to correct deficiencies and avoid potential outcomes of the show cause hearing, which may include a demolition or receivership order. Not hearing further on this matter the said first hearing will proceed. For more information on this hearing, including information regarding participation in the remote hearing, please contact:



Bryan Schertz  
Code Enforcement, City of Spokane  
808 West Spokane Falls Blvd.  
Spokane, WA 99201-3333  
509-625-6300  
BSchertz@spokanecity.org

**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 [mlovmaster@spokanecity.org](mailto:mlovmaster@spokanecity.org). Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

# General Notices

In the Superior Court of the State of Washington for the County of Spokane

City of Spokane, a municipal corporation, Plaintiff, v. Eric S. Johnson, property owner of 528 E. Nebraska Avenue, Spokane, Washington; and Ariana Y. Sullivan, occupant of 528 E. Nebraska Avenue, Spokane, Washington; and Juventino Soria, occupant of 528 E. Nebraska Avenue, Spokane, Washington; and State of Washington, a lien holder, Defendants, No. 25-2-01203-32

The State of Washington to the said JUVENTINO SORIA:

You are hereby summoned to appear within sixty days after the date of the first publication of this summons, to wit, within sixty days after the 9<sup>th</sup> day of April, 2025, and defend the above entitled action in the above entitled court, and answer the complaint of the plaintiff City of Spokane, and serve a copy of your answer upon the undersigned attorney for plaintiff City of Spokane, at his office below stated; and in case of your failure so to do, judgment will be rendered against you according to the demand of the complaint, which has been filed with the clerk of said court.

The object of the action is for the court to find the property identified below to be a nuisance under state and local law; to authorize the City to vacate and secure said property and abate said nuisance at defendants' expense; and/or to appoint a receiver over said property with authority to sell the property free and clear of all interests. Said property is known as 528 E. Nebraska Avenue, Spokane, Washington, Parcel Number 36322.2405.

Matthew J. Cozza, WSBA #54110  
Assistant City Attorney  
Office of the City Attorney  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201-3326  
Attorney for City of Spokane

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## Regular Meeting Notice/Agenda The Civil Service Commission 9:30 AM – April 15, 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 April 15, 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.org](mailto:civilservice@spokanecity.org) or to request by 5:00 P.M. the day before the meeting, (Monday, April 14, 2025) so the Commission can make arrangements for you to participate telephonically at the meeting.

DATED THIS 2nd DAY OF APRIL 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 [mlovmaster@spokanecity.org](mailto:mlovmaster@spokanecity.org) Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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**Agenda**  
**Regular Meeting of the Civil Service Commission**  
**9:30 AM – April 15, 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. March 18, 2025, Minutes
- 3. CHIEF EXAMINER UPDATE**
- 4. NEW BUSINESS**
  - a. Administrative Complaint: Kelly Long Job Survey
  - b. Resolution 2025-04: Classification Actions
  - c. Annual Report Presentation
  - d. Rule Review Committee Rule Change Presentation
- 5. OTHER BUSINESS**
- 6. ADJOURN**

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

# 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. C36641

An ordinance relating to the mid-biennial review process; amending Sections 07.01.020, 07.08.010, 07.14.010, and 07.14.030 of the Spokane Municipal Code; and repealing Section 07.14.040 of the Spokane Municipal Code.

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

**Section 1.** That Section 07.01.020 of Chapter 07.01 of the Spokane Municipal Code is amended to read follows:

### **Section 07.01.020 Mid-Biennial Review and Modification**

- A. Pursuant to RCW 35.34.130, the City Council hereby provides for a mid-biennium review and modification of the biennial budget. Such review and modification shall occur no sooner than (8) months after the start of the first year of the fiscal biennium and no later than ((the first regularly scheduled City Council meeting in November))

December 15 of the first year of each biennial budget. The Mayor shall prepare proposed budget modifications to be effective the following January 1st and shall provide for publication of notice of hearing consistent with the publication of notices for adoption of ordinances.

- B. At the hearing considering the mid-biennial budget review and modifications, the City Council may, by ordinance, approve such modifications to the budget as it deems necessary or proper and consistent with RCW 35.34.130. A complete copy of the budget modifications as adopted shall be transmitted to the Division of Municipal Corporations in the office of the State Auditor and to the Association of Washington Cities as required by RCW 35.34.130.

**Section 2.** That Section 07.08.010 of Chapter 07.08 of the Spokane Municipal Code is amended to read as follows:

**Section 07.08.010 General Fund and Reserve Accounts – Establishment**

- A. There is established a “general fund” into which all sums of money collected by the City for any purpose whatsoever shall be deposited unless otherwise provided by ordinance directing the deposit into some specific fund other than the general fund.
- B. There is established within the general fund a revenue stabilization account which shall consist of a specific portion of the unappropriated general fund balance as determined by this section and which shall be used for the revenue stabilization for future city operations and to fund ordinary and ongoing city activities that would otherwise be reduced in scope, suspended, or eliminated due to unanticipated shortfalls in general fund revenues. The revenue stabilization account and other dedicated reserve accounts listed in 07.08.010 shall be funded as follows.
1. At the conclusion of each and every fiscal year, that year’s positive general fund variance, net of unrealized gains/losses, shall be automatically transferred into the dedicated reserve accounts in the following order until such time as the dedicated reserve accounts are funded to the targeted funding level as listed in this section:
    - a. Contingency reserve account;
    - b. Revenue stabilization account;
    - c. Strategic reserve account.
  2. Additional funds may be added to the revenue stabilization account during the ensuing fiscal year when approved by the city council.
  3. The targeted funding level for revenue stabilization account shall initially be three and one-half percent (3.5%) of current-year budgeted general fund revenues.
    - a. Annually during each budget cycle, the chief financial officer, or designee, shall report to the city council on the revenue stabilization account including current and proposed future funding levels consistent with revenue growth projected in the City’s long-term general fund financial forecast and a discussion of investment activity within the account for the period and investment planning in place for future periods. This annual report shall also include analysis and consideration of the proper targeted funding level going forward in relation to changing conditions and prudent fiscal practices.
    - b. Disbursements from the revenue stabilization account may be made to mitigate a general fund revenue shortfall deemed by the city council, in consultation with the chief financial officer or designee to meet the following criteria:
      - i. The revenue shortfall results from revenue collections considered to be materially short of the amount budgeted, or the revenue shortfall results from projected baseline (existing) budgeted revenues for any ensuing year increasing by less than the assumed long-term revenue growth rate in the City’s six-year general fund projection for the immediate year; and
      - ii. The revenue shortfall is expected to persist through the end of the fiscal year; and
      - iii. The revenue shortfall is reasonably expected to persist for a period no longer than three (3) years. A revenue shortfall expected to persist beyond three (3) years shall be directly addressed in the current annual budget process through long-term budget measures.
    - c. Disbursements from the revenue stabilization account may include amounts budgeted in the general fund to supplement revenue shortfalls that occur in other City funds.
    - d. Appropriation from the revenue stabilization account is by the standard special budget ordinance procedure.
- C. There is established within the general fund a contingency reserve account which shall consist of a specific portion of the unappropriated general fund balance.
1. Annual allocations to the contingency reserve account shall be in accordance with SMC 07.08.010(B)(1).
  2. Additional funds may be added to the contingency reserve account in such amounts and at such additional times during the ensuing fiscal year when approved by the city council.
  3. The targeted funding level within the contingency reserve account shall be ten percent (10%) of current-year budgeted general fund expenditures.

During each budget cycle, the chief financial officer, or designee, shall report to the city council on the contingency reserve account including current and estimated future funding levels consistent with the City’s long-term general fund financial forecast. This annual report shall include analysis and consideration of the proper targeted funding level in relation to changing conditions and prudent fiscal practices.

4. Disbursements from the contingency reserve account are for the purpose of meeting extraordinary expenditures as deemed by the city council, in consultation with the chief financial officer or designee, to meet the following criteria:
    - a. Unforeseen circumstances arising after the adoption of the annual budget which require an unavoidable and non-continuing allocation; or
    - b. Unforeseen emergency threatening health and/or safety of the citizens; or
    - c. Unanticipated non-continuing expenses are needed to fulfill an unfunded legislative mandate; or
    - d. Significant operating efficiencies can be achieved resulting in clearly identified near-term and offsetting cost savings.
  5. Appropriation from the contingency reserve account is by the standard special budget ordinance procedure.
- D. There is established within the general fund a strategic reserve account which shall consist of a specific portion of the unappropriated general fund balance.
1. Annual allocations to the strategic reserve account shall be in accordance with SMC 07.08.010(B)(1).
  2. Additional funds may be added to the strategic reserve account during the year when approved by the city council.
  3. The targeted funding level within the strategic reserve account shall initially be 1% of current year budgeted general fund expenditures.
  4. Disbursements from the strategic reserve account may be made for the following purposes.
    - a. To fund a strategic program or initiative in the areas of housing, environmental protection, innovation, or
    - b. Any other project, program, or initiative determined by City Council to be of strategic significance to the City or its people.
  5. Appropriation from the strategic reserve account is by the standard special budget ordinance procedure or funds may be appropriated as part of the annual budget process.
- E. During such time that the revenue stabilization, contingency reserve and strategic reserve accounts are at the targeted funding levels, any unappropriated fund balance in ensuing years should first be used to pay for existing obligations rather than to fund new programs.
- F. The transfers required by SMC 07.08.010(B)(1), (C)(1) and (D)(1) shall be accomplished as part of the year-end closing process.
- G. The City recognizes the need to maintain a healthy reserve fund balance to have adequate cash availability and to maintain exemplary financial ratings.
1. The city shall maintain a minimum General Fund Reserve balance of 25% of ongoing expenses in the General Fund. The General Fund minimum balance shall be defined as the dollar amount of unencumbered general fund balance.
  2. This fund threshold shall include the aforementioned revenue stabilization, contingency, and strategic reserve funds and subsequent mentioned tactical reserve balance.
  3. There is established within the general fund reserve balance a tactical unassigned reserve balance which shall consist of all general fund reserve balances that exceed the aforementioned contingency reserve, revenue stabilization, and strategic reserve balances to be utilized for tactical unexpected expenditures.
- H. During year-end financial closing for the City, if the City falls below the minimum threshold identified in 07.08.010 (G), the City must replenish the reserve fund balance by no less than 2% the following fiscal year and will continue each fiscal year to return the fund balance back to the aforementioned 25% reserve.
1. 2% minimum replenishment shall be explicitly identified in the annual budget.
  2. The replenishment of funds to the 25% target, must occur within five years, or less.
  3. The replenishment fund schedule in 07.08.010 (H) (1) can be paused (and extended) during times where the City has seen a decrease in general fund sales tax revenue from prior year(s)
  4. If these thresholds are to go unmet or the replenishment schedule is to be paused, the city council shall affirm such action by resolution no later than December 15 of each year.

**Section 3.** That Section 07.14.010 of Chapter 07.14 of the Spokane Municipal Code is amended to read follows:

#### **Section 07.14.010 Deadline to Submit Estimates of Sources of Revenue**

- A. In accord with the requirements of (~~RCW 35.33.135~~) RCW 35.34.230, (~~on the~~) and as early as possible but not later than the first Monday of October of ((each year)) the second year of the biennium ((or such earlier time as may be mutually convenient)), the mayor shall provide the city council with current information on estimates of revenues from all sources as adopted in the budget for the current ((year)) biennium, together with estimates submitted by the clerk/city budget director under (~~RCW 35.33.054~~) RCW 35.34.070.
- B. The city council and the mayor or his or her designated representative shall consider the City's total anticipated financial requirements for the ensuing fiscal ((year)) biennium with the objective of attaining a balanced budget, and the city council shall determine and fix by ordinance the amount to be reduced or raised the first year of the biennium by ad valorem taxes.

- C. The city council shall review such information as is provided by the mayor or his or her designated representative and, if desired, shall adopt an ordinance establishing the amount to be raised by ad valorem taxes during the second year of the biennium.
- D. Upon adoption of ~~((the))~~ an ordinance fixing the amount of ad valorem taxes to be levied, the clerk/budget director shall certify the same to the board of county commissioners as required by RCW 84.52.020.

**Section 4.** That Section 07.14.030 of Chapter 07.14 of the Spokane Municipal Code is amended to read follows:

**Section 07.14.030 Budget Monitoring and Review**

- A. The Finance, Treasury and Administration Division shall provide regular, monthly, financial reports including budget-to-actual data for the General Fund and any other key fund(s), as necessary. The reports will be provided to the City Council as soon as reasonably available upon the closing of the period.
1. As part of the regular monthly reports, a summary of the General Fund budgeted revenue and expenditures shall be provided with estimates of beginning and ending fund balance and reserves with presumptions and trends, and, when available, council budget staff outlooks defined in the estimates.
  2. In the month following the end of a quarter's Finance and Administration Committee Meeting, the Management and Budget Department will provide a summary of potential financial or operational issues that may impact the City's overall financial position, either positively or negatively, based on analysis of actuals relative to the approved budget.
  3. In the month following the end of the quarter, the Management and Budget Department will provide proposed ~~((budget amendments))~~ special budget ordinances as deemed appropriate based on operational activities, grant or contract awards, financial projections, or other relative information. City Council will determine which proposed ~~((budget amendments))~~ special budget ordinances will proceed for the approval process. ~~((via a special budget ordinance. The special budget ordinance will be scheduled for approval accordingly.))~~
- B. The Finance, Treasury and Administration Division shall provide a pre-audit year- end financial report for the General Fund, and any other key fund deemed appropriate. The report will include relative fund/reserve balances for the General Fund. The report will be provided to the City Council as soon as reasonable and reliable financial information is available following the close of the fiscal year, but no later than the end of ~~((May))~~ June.
- C. Based on analysis of financial activity from the previous fiscal year, as reported in the pre-audit year-end financial report, the Finance, Treasury and Administration Division shall provide:
1. An update to the General Fund ~~((Five))~~ Six -Year Forecast based on all known or expected revenues and expenditures. The General Fund ~~((Five))~~ Six-Year Forecast will include the current ~~((year's))~~ biennium's budget ~~((current year projections;))~~ and updated projections ~~((including projections))~~ for the subsequent four years and, ~~((when available))~~ at council discretion, council budget staff projections for the same periods. The report will be provided to the City Council by the ~~((May))~~ July Finance and Administration Committee meeting.
  2. ~~((Focused discussion on current year General Fund "summary type code" accounts (both within the General Fund and supported by the General Fund) that have a materiality level of a budgeted 5% of overall expenditures and/or is projected to be +/- of \$250,000 of its annual budget allocation.))~~ For any department that is in the General Fund or a fund supported by the General Fund, an unfavorable variance report showing deviations of 10% or more (or \$2.0 million, whichever is greater) from the estimated year-to-date budget at the dept/fund level, shall be presented to City Council by the Finance Division on or before July 31st of the even-numbered year. The report will include both revenues and expenses and should be accompanied by as much explanatory narrative as possible and, if applicable, a corrective action plan.
  3. During even years, ((By)) at the ((May)) November Finance and Administration Committee meeting, the Administration will provide a recommendation to the City Council which, via Special Budget Ordinance, ~~((rectifies the))~~ resolves any material budget ((inaccuracies)) variances ((identified within SMC 07.14.030 (C)(2) to fall below thresholds identified)). During odd years, material budget variances will be resolved via the mid-biennium modification period identified within SMC 07.01.020.
- D. The Finance, Treasury and Administration Division, and other senior administration personnel and cabinet members, shall, upon concurrence of the mayor, make themselves available for budget deliberations with the City Council on a ~~((monthly))~~ bimonthly basis, or more frequently as mutually agreed with the mayor. The city council shall ~~((set aside its regular))~~ establish bimonthly study sessions on the second Thursday of each month, ~~((if coinciding with a holiday, the third Thursday shall be set aside))~~ or on the third Thursday if necessary because of a city holiday, for budget presentations and discussions with program managers, cabinet-level department heads, and senior level administrators. The Administration should make other staff members available as necessary, or beneficial to the content of the planned discussion. The ~~((monthly))~~ bimonthly study sessions shall be held in a location that allows for real-time public viewing of the study session via a live telecast or streaming in the same manner as regular briefing and legislative session of the city council.

- E. Concurrent to the joint budget deliberations, the City Council, led by the Finance & Administration Committee Chair and Vice Chair acting in consultation with all council members, shall develop a draft resolution to the administration identifying council budget priorities, to be placed on Finance & Administration Committee agenda as a standing legislative item no later than April of each year, with final action by the City Council to occur no later than the first council meeting in July.
- F. The Council Budget Director shall continuously act as a liaison between the City Council and administration throughout the budget development period. The Budget Director's mission during the budget process is to ensure information sharing, clarification of financial data, and collaboration among and communication to all council members.

**Section 5.** That Section 07.14.040 of Chapter 07.14 of the Spokane Municipal Code is repealed.

**Section 6.** Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

**Section 7.** Clerical Errors. Upon approval by the city attorney, the city clerk is authorized to make necessary corrections to this ordinance, including scrivener's errors or clerical mistakes; references to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinances or their sections and subsections.

**Passed by City Council March 31, 2025**  
**Delivered to Mayor April 3, 2025**

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#### **ORDINANCE NO. C36647**

An ordinance recodifying a section relating to animals into the correct chapter; repealing SMC Chapter 10.24 and Section SMC 10.24.060; and adopting new Section 10.74.075 of the Spokane Municipal Code.

**WHEREAS**, the Spokane City Council adopted Ordinance C36289 in 2022 which recodified several local statutes and created an independent Chapter entitled "Offenses Involving Animals"; and

**WHEREAS**, SMC Section 10.24.060 was inadvertently not transferred to this new chapter; and

**WHEREAS**, this ordinance recodifies SMC 10.24.060 into the correct code chapter and repeals the duplicative Animals code chapter.

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

**Section 1.** That Chapter 10.24 of the Spokane Municipal Code is repealed.

**Section 2.** That there is a new section 10.74.075 added to Chapter 10.74 of the Spokane Municipal Code to read as follows:

#### **Section 10.74.075 Property Damage**

No owner or custodian of any animal may cause or knowingly permit the animal to enter upon or do damage to any public park or any private premises to the injury of the owner or occupant of such premises.

**Passed by City Council March 31, 2025**  
**Delivered to Mayor April 3, 2025**

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#### **ORDINANCE NO. C36648**

An ordinance relating to mechanical newspaper dispensers; repealing Section 08.02.0212 and Chapter 10.38 of the Spokane Municipal Code.

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

**Section 1.** That Section 08.02.0212 (Newspaper Dispensers) of the Spokane Municipal Code is repealed.

**Section 1.** That Chapter 10.38 (Mechanical Newspaper Dispensers) of the Spokane Municipal Code is repealed.

**Passed by City Council March 31, 2025**  
**Delivered to Mayor April 3, 2025**

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**ORDINANCE NO. C36649**

An ordinance relating to the Purchasing & Contracts department and Director of Purchasing and Contracts; amending Sections 03.01A.315, 07.06.020, 07.06.030, 07.06.035, 07.06.097, 07.06.155, 07.06.160, 07.06.170, 07.06.173, 07.06.190, 07.06.200, 07.06.220, 07.06.270, 07.06.290, 07.06.310, and 07.06.330 of the Spokane Municipal Code.

**WHEREAS**, the City Budget describes the Purchasing and Contracts department, and operational documents refer to the Purchasing and Contracts department; and

**WHEREAS**, SMC 03.01A.315 and other sections of the Spokane Municipal Code refer to the Contracts & Purchasing department; and

**WHEREAS**, this proposed ordinance seeks to align and make consistent the naming of the Purchasing and Contracts Department and Director of Purchasing and Contracts in the Spokane Municipal Code and operational documents.

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

**Section 1.** That Section 03.01A.315 of the Spokane Municipal Code is amended to read as follows:

**Section 03.01A.315 ((~~Contracts and Purchasing~~)) Purchasing and Contracts Department**

- A. The ((~~Contracts and Purchasing~~)) Purchasing and Contracts Department is a financial administrative department responsible for the administration and operational support to program managers including contract engagement and compliance monitoring, relative performance and financial tracking, and budget review. Additionally, the department is responsible for the procurement of public works, goods and services by competitive bid, quote or proposal; processing purchase orders and contracts; managing inventories; and the disposal of surplus property.
- B. The department director, Director of Purchasing and Contracts, shall act as the Chief Compliance & Procurement Officer for all City activities involving purchasing.

**Section 2.** That Section 07.06.020 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.020 Designees**

Reference to the Mayor, City Clerk or ((~~Contracts and Purchasing Director~~)) Director of Purchasing and Contracts includes their respective designees.

**Section 3.** That Section 07.06.030 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.030 Guidelines**

The ((~~Contracts and Purchasing Director~~)) Director of Purchasing and Contracts is authorized to establish procedures to serve as guidelines for the implementation of this chapter.

**Section 4.** That Section 07.06.035 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.035 “Committee to Receive Bids” Defined**

The committee to receive bids consists of the ((~~Contracts and Purchasing Director~~)) Director of Purchasing and Contracts and the City Clerk. The committee receives bids and refers them to the department requesting the work, or the purchaser, for evaluation and recommendation to the City Council for acceptance or rejection. In the case of a joint bid with another governmental agency, only one (1) committee member need be present to receive bids.

**Section 5.** That Section 07.06.097 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.097 Use of Credit Cards**

- A. The Director of Finance, Treasury and Administration maintains a credit card account with a suitable financial institution
- B. The ((~~Contracts and Purchasing Director~~)) Director of Purchasing and Contracts distributes cards to such employees as appropriate for their use in making small purchases.
- C. Should a charge be disallowed, the charging employee must pay the amount of any disallowed charge to the City immediately. Should the employee fail to timely pay, the City has a lien against any sums payable to the employee, including wages.



- D. Use of procurement cards is subject to such rules and regulations as detailed in the City's policies and procedures. A card may not be used for cash advances.

**Section 6.** That Section 07.06.155 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.155 Bid Protests**

**A. Definitions.**

1. "Bid Protest" means a written objection by an interested party to a solicitation issued by an agency for bids for a proposed contract for Public Works or a written objection by an interested party to a proposed award or the award of such a contract (31 U.S.C. Section 3551[1]). If the protest does not meet the time or content requirements, the ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts may reject the protest.
  2. "Interested Party" means any party person (a) who is an actual bidder or prospective bidder or offeror whose direct economic interest would be affected by the award of the contract or by the failure to award (31 U.S.C. Section 3551((2)).
  3. "Filing of a Bid Protest" – any interested party may file a bid protest on a Public Works project which is the subject of competitive bids on the basis that the City has failed to comply with applicable Federal or State law or with local regulations. Valid bid protests shall be heard by City Council. The protest must be filed in accordance with the timing requirements set forth in this subsection herein, and must include:
    - a. The name, address, telephone numbers of the protestor;
    - b. The number of the specification/contract solicitation;
    - c. All information indicating the protestor is an interested party;
    - d. A written statement of the grounds for the protest and in particular the Federal, or State law or local regulation alleged to have been violated. This statement should be accompanied by any relevant support documentation, and a statement regarding the course of action the protestor desires that ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts take.
    - e. All information establishing the timelines of the protest; and
    - f. The signature of the protestor.
- B. Any bid protest must be filed within five (2) days of bid opening
- C. Upon receipt of a proper filing of a bid protest regarding the award of a contract, the City will not issue a notice to proceed to the contractor until the protest has been resolved, unless the work is necessary to protect the interests of the City.
- D. A decision on a protest will be made as expeditiously as possible after receiving all relevant information. The ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts reserves the right to proceed with the appropriate action in the procurement process or under the contract in the following cases:
1. Where the Public Works project is urgently required;
  2. Where the ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts determines that protest was frivolous; and
  3. Where delivery or performance will be unduly delayed or other undue harm will occur, by failure to make the award promptly.
- E. All valid protests will be forwarded to City Council for review and the City shall not execute a contract for the project with anyone other than the protesting bidder without first providing at least two (2) full business days' written notice of the City's intent to execute a contract for the project; provided, that the protesting bidder submits notice in writing of its protest no later than two (2) full business days following bid opening (RCW 39.04.105).
- F. The determination by the City Council on a bid protest is final and may not be appealed.

**Section 7.** That Section 07.06.160 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.160 Alternatives to Public Bidding**

- A. When it is considered impractical to initially prepare a procurement description to support an award based upon price, the ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts and the requesting department may utilize a Request for Information (RFI) or a Request for Proposals (RFP), including in appropriate cases design-build proposals. The information received in response to the requests may serve as the basis for a future ITB or as the basis for competitive negotiation.
- B. When the City pursues an alternative Public Works contracting procedure, such as for design-build proposals or procurement under an approved general contractor/construction manager ("GC/CM") procurement method pursuant to Chapter 39.10 RCW, the City shall include, as part of the evaluation factors for all Requests for Qualifications (RFQ), the firm's proximity to the project location.

**Section 8.** That Section 07.06.170 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.170 Sole Source Procurement**

The City Council by resolution may, for contracts above the Minor Contract threshold, waive public bid requirements for purchases:

- A. Public Works and services that are clearly and legitimately limited to a single source of supply as determined by documented research;
  - B. Public Works and services involving special facilities or market conditions;
  - C. of insurance or bonds; or
  - D. of pharmaceuticals
- The ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts conducts negotiations, as appropriate, as to price, delivery and terms.

**Section 9.** That Section 07.06.173 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.173 Purchase of Used Goods**

- A. The City Council may authorize the purchase of used goods without public bidding if the requesting department and ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts have fully justified the acquisition of the used goods without bidding.
- B. Justification requires using independent appraisals to establish that the proposed purchase price is not above the fair market value of the goods.
  - 1. At least two appraisals will be done whenever possible, but in no event may there be fewer than one (1).
  - 2. The appraisals are to be made by competent persons, not associated with either the prospective seller or the City, who are knowledgeable of the goods' market value.

**Section 10.** That Section 07.06.190 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.190 Minor Procurement**

- A. Procurements not subject to public bid shall be made with such competition as is practicable under the circumstances and as provided by the City's policies and procedures. Procurement requirements may not be artificially divided so as to constitute a minor procurement under this section.
- B. In accordance with state law, the City or third-party vendor shall at least twice a year publish a notice of the existence of vendor lists and solicit the names of vendors for the lists. In accordance with state law, the ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts shall establish a procedure for securing appropriate quotations from vendors.
- C. The mayor on a case-by-case basis may authorize securing in the open market, without quotation, any supplies, materials, equipment or services when the delay and expense in handling quotations would not be advantageous to the City.

**Section 11.** That Section 07.06.200 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.200 Cancellation of Invitations for Bids**

An ~~((ITB))~~ invitation to bid may be canceled, or any and all bids may be rejected in whole or in part, when the ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts determines that it is in the best interests of the City. The City Council also may reject any or all bids prior to formal award of the contract.

**Section 12.** That Section 07.06.220 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.220 Specifications – Maximum Practicable Competition**

- A. All specifications are to be drafted to promote overall economy for the intended purposes and encourage competition while satisfying the City's needs, and not be unduly restrictive.
- B. In following the obligations of this section, the ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts may consider lease, lease-purchase or purchase methods of procurement.

**Section 13.** That Section 07.06.270 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.270 Purchase Order Contracts**

The ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts is designated to execute Purchase Order (PO) contracts in a representative capacity for the Mayor, except contracts:

- A. which have been publicly bid; and
- B. exceeding the then current Minor Contract threshold, in a twelve-month period require prior City Council approval.

**Section 14.** That Section 07.06.290 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.290 Selection Process**

- A. In the procurement of Architect, Engineer, and Land Surveyor services, the ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts encourages firms engaged in the lawful practice of their profession to submit annually a Statement of Qualifications (SOQ) and performance data.
- B. Current ~~((SOQ))~~ Statement of Qualifications and performance data on file with the ~~((Purchasing Director))~~ Director of Purchasing and Contracts or third-party manager, together with those that may be submitted by other firms regarding the proposed project, are evaluated by the City to determine the most qualified professional service provider for the proposed project.
- C. Discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services are conducted and the selection is made from those discussions, based upon criteria established by the City, of the firm deemed to be the most highly qualified to provide the services required for the proposed project.

**Section 15.** That Section 07.06.310 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.310 Bid Security - Public Works**

- A. When Required.  
Bid security is required for all public bidding of Public Works contracts. Bid security is a bond provided by a surety company authorized to do business in the state of Washington, or the equivalent in cash, or otherwise supplied in a form satisfactory to the City. Nothing herein prevents the requirement of such security on Public Works contracts under the public bid limits when the circumstances warrant.
- B. Amount of Bid Security.  
Bid security is at least five percent (5%) of the total amount of the bid.
- C. Rejection of Bids for Noncompliance with Bid Security Requirements.  
When the ITB requires security, noncompliance requires that the bid be rejected unless it is determined that the bid fails to comply in a nonsubstantial manner with the security requirements.
- D. Withdrawal of Bids.  
After the bids are opened they are irrevocable for the period specified in the ITB. If a bidder is permitted to withdraw its bid before award, no action is had against the bid or the bid security. Withdrawal of inadvertently erroneous bids before or after award or cancellation of awards or contracts based on such bid mistakes may be permitted. Except as otherwise provided by regulation, all decisions to permit the withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the ~~((Purchasing Director))~~ Director of Purchasing and Contracts.

**Section 16.** That Section 07.06.330 of the Spokane Municipal Code is amended to read as follows:

**Section 07.06.330 Bid and Performance Bonds on Purchase and Other Contracts**

- A. Bid and performance bonds or other security may be requested for purchase contracts and other contracts as the ~~((Contracts and Purchasing Director))~~ Director of Purchasing and Contracts or requesting department deems advisable to protect the City's interest.
- B. Bid or performance bonds are not to be used as a substitute for a determination of a bidder or offeror's responsibility.

**Passed by City Council March 31, 2025  
Delivered to Mayor April 3, 2025**

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**ORDINANCE NO. C36651**

An ordinance consolidating the general business license and regulatory business license codes into a single code section; clarifying licensing requirements under state law; eliminating conflicting and duplicative code and regulatory requirements; repealing SMC Chapter 04.04 and SMC Sections 08.01.025, 08.01.110, 08.01.130, 08.01.200, 08.01.210, 08.01.230, and 08.01.320; adopting a new SMC Section 08.01.321; amending SMC Sections 08.01.020, 08.01.070, 08.01.090, 08.01.120, 08.01.150, 08.01.160, and 08.01.220 of the Spokane Municipal Code.

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

**Section 1.** That SMC Chapter 04.04 (Special Administrative Procedures – Licensing) is repealed.

**Section 2.** That Section 08.01.020 is amended to read as follows:

**Section 08.01.020 Definitions**

Words are to be given their usual meaning except the following terms and their derivations have the meaning given when used in this chapter. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular((,)) and words in the singular include the plural. The word “shall” is always mandatory and not merely directory.

- A. “Business” includes all activities, occupations, trades, pursuits, professions, and matters located or engaged in within the city with the object of gain, benefit, or advantage to the registrant or to another person or class, directly or indirectly.
- B. “Business License Service” means the office within the Washington State Department of Revenue handling the application for the City of Spokane general business licensing and issuing the document to registered taxpayers to display at the respective places of business.
- ~~((B))~~ C. “Certified B Corporation” means any for-profit company certified by the non-profit B Lab to meet rigorous standards of social and environmental performance, accountability, and transparency.
- D. “City” means the City of Spokane.
- E. “City Council” means the City Council of the City of Spokane
- F. “Consumer show” is an organized exhibition, display, or show that lasts for not more than five consecutive days and involves ten or more exhibitors It includes those events that partake the character of a unified display as well as those that are open to the public or limited to a prospective clientele It does not include shows exempted under SMC 8.01.090(C).
  - 1. A consumer show includes events that may occur:
    - i. within a building.
    - ii. within a connected set of buildings.
    - iii. at parks or on grounds, or
  - 2. The term “consumer show” includes in addition to its common meaning any of the following:
    - i. An antique show, boat show, sports show, arts and crafts or hobby show, agricultural show, street fair, festival, consumer show, horticultural show, or industrial show.
    - ii. An art exhibit, coin, stamp, or hobby show.
    - iii. A home show or recreational vehicle show.
    - iv. A commercial or business fair; or
    - v. Any other show or exhibition of a similar nature.
  - 3. “Consumer show” excludes a farmer’s market, “flea” market, antique mart, bazaar, or similar congregation of vendors and/or exhibitors that offer goods or services to the public at the same location on a recurrent basis more than four times per year or other events of similar character.
- ~~((G))~~ G. “Engaging in business” means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
- H. “General business license” has the same meaning as “General business license” in RCW 35.090.010.
- ~~((D))~~ I. “Gross income” means the total income to the registering entity from engaging in business within the city without any deductions for taxes, bad debt, or other deductions. It is not computed separately for each individual partner, principal, employee, or other constituent part of the registrant.
- J. “Insignia”, or its singular number, “insigne”, is any tag, plate, badge, emblem, sticker or any other kind of device required for use in connection with any license.

((E)) K. "Itinerant Vendor", as used in this section is defined in SMC 10.40.010.

L. "License" includes the words "permit" or "permittee" means the general privilege or the holder of any privilege, respectively, under this code or other law or ordinance.

M. "License officer" is the Chief Financial Officer or their designee, unless otherwise designated.

((F)) N. "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.

O. "Person" or "Persons" is meant to include individual natural persons, partnerships, joint ventures, societies, associations, clubs, trustees, trusts, or corporations.

((G)) P. "Personnel" means any person employed by or working for any business located within the city, and/or persons who perform any part of their duties within the city. This includes officers, owners, agents, or other staff functions.

1. All officers, agents, dealers, LLC members, etc., of a corporation or business trust, and all partners of a partnership are counted as personnel within this definition.
2. A sole proprietor, owner and spouse are not counted as personnel.
3. Each part-time or each temporary person must be counted as one personnel.
4. Volunteers are not counted as personnel in determining the business registration fee.

Q. "Premises" is meant to include all lands, structures, places, equipment, and appurtenances connected or used in any business, and any personal property or fixture used in connection with any business.

((H)) R. "Registrant" includes any person who:

1. Engages in business,
2. Is required to have a business license and/or registration,
3. Is liable for any license fee, registration fee, or tax, or
4. Performs any act for which a license fee, registration fee, or tax is imposed by this chapter.

S. "Regulatory business license" has the same meaning as "Regulatory business license" in RCW 35.090.010.

((I)) T. "Social Purpose Corporation" means a corporation that has elected to be governed as a social purpose corporation under chapter 23B.25 RCW.

**Section 3.** That Section 08.01.025 (Consumer Show Definitions) is repealed.

**Section 4.** That Section 08.01.070 is amended to read as follows:

### **Section 08.01.070 Business Registration Required**

A. No person may engage in business in the ((City)) city of Spokane or with the City without first having obtained and being the holder of a valid annual business registration or temporary business registration with a Spokane city endorsement as provided in this chapter. Annual general business ((registrations)) licenses with a Spokane city endorsement shall be issued and registered through the Washington State Department of Revenue's Business Licensing Service (BLS). A general business license is good for twelve months and must be renewed before expiration for the next twelve months. Any temporary registrations, to include itinerant vendor registrations shall be issued and registered by the City of Spokane ((taxes and licenses department)) Taxes and Licenses Office. In addition, persons whose activities fall within the definition of SMC 10.40.010 must obtain an "itinerant vendor" permit as provided in SMC 10.40.010, in addition to a business registration. A business ((registration)) license does not authorize illegal activities.

B. If a business changes names or locations during a registration year, it must notify the Washington State Business Licensing Service to obtain a new registration document to display in the place of business that reflects the change of name or location. A change of location may require the filing of a new application through the Business Licensing Service, as described in this chapter.

C. A person or business conducting the following activities shall register for an annual regulatory business license or obtain an annual permit in addition to obtaining a general business license and shall follow the requirements of the activity's respective chapter:

Annual Regulatory Licenses and Permits	Licensing Requirements
Amusement Facility License	SMC 10.23A
Commercial Tree License	SMC 10.25
Building Moving and Relocation Permit	SMC 10.26
Sidewalk Café Permit	SMC 10.28
Contractors and Workers Licensing: Blaster, Boiler Operator, Fire Equipment Servicer, Gas Hearing Mechanic	SMC 10.29
Fireworks Permit	SMC 10.33A
For-hire Vehicle Driver and For-hire Operator License	SMC 10.34A
Infectious Waste License	SMC 10.35
Itinerant Vendor License	SMC 10.40
Special Police Officer License	SMC 10.41A
Charitable Solicitation License	SMC 10.42
Telephone and Telegraph Construction Permit	SMC 10.43
Emergency Medical Transport Permit	SMC 10.47
Mobile Food Vendor License	SMC 10.51
Food Delivery License	SMC 10.515
Short Term Rental License	SMC 10.52
Parklets and Streateries Licenses	SMC 10.55
Residential Rental House License	SMC 10.57

**Section 5.** That Section 08.01.090 is amended to read as follows:

**Section 08.01.090 General Business Exemptions**

Unless otherwise provided, the following exemptions apply to the requirement to obtain a general business ~~((registration))~~ license with Spokane city endorsement under this chapter:

- A. Presenters of a show, such as a trade show, that is directly associated with or ancillary to a convention or a major national meeting, when entry is limited to those attending the convention or meeting and the immediate family or associates of the conventioners.
- B. Consumer Show Exhibitors.  
Consumer show organizers remain responsible ~~((to purchase))~~ for purchasing a ~~((regular))~~ general business registration unless otherwise exempted.
- C. Persons or entities otherwise subject to the requirement to obtain a business registration, but only to the extent such requirement arises from operating at locations operated or managed by an airport board pursuant to interlocal agreement arising under the authority of chapter 14.08 RCW, where such locations have been annexed to the city, said annexation taking effect on or after January 1, 2012; and
- D. Where preempted by the federal or state constitution or laws.
- E. Operators of market gardens under chapter 17C.380 SMC or any farmer or gardener selling, delivering, or peddling any fruits, vegetables, berries, eggs, or any farm produce or edibles raised, gathered, produced, or manufactured by such person as described in RCW 36.71.090.
- F. A school group conducting occasional sales from a temporary location when the proceeds from such sales are used for school-related activities.
- G. A business or person in a City-initiated contractual relationship with one or more contracts with no more than \$12,000 in accumulated value.

**Section 6.** That Section 08.01.110 (Registration - Class) is repealed.

**Section 7.** That Section 08.01.120 is amended to read as follows:

**Section 08.01.120 Registration – Application**

- A. The application for a general business license (~~((registration))~~) shall be made on forms (~~((which))~~) set forth by the (~~((:))~~) Washington State Department of Revenue through the Business License Service.  
~~((1. name of the applicant,~~  
~~2. applicant's residence,~~  
~~3. place of business,~~  
~~4. nature of the business,~~  
~~5. number of personnel, and~~  
~~6. amount of the registration fee.))~~
- B. Applicants (~~((whose circumstances fall under the definition of SMC 10.40.010 must further disclose information as required in SMC 10.40.030))~~) engaging in businesses requiring an annual regulatory business license shall provide any additional information as required under its respective SMC chapter to the City of Spokane Taxes and Licenses Office.

**Section 8.** That Section 08.01.130 (Term of Registration) is repealed.

**Section 9.** That Section 08.01.150 is amended to read as follows:

**Section 08.01.150 (~~((Registration – Transfer))~~) Transfer of Licenses**

All general business (~~((registrations))~~) licenses and regulatory business licenses are personal and non-transferable. Whenever there is a change of ownership a new (~~((registration))~~) license must be applied for by the new owner as provided for in this chapter.

**Section 10.** That Section 08.01.160 is amended to read as follows:

**Section 08.01.160 Multiple Businesses or Locations**

- A. Except as otherwise provided in this paragraph, when a registrant operates two or more businesses in the City, or two or more business locations within the City, whether or not related, a separate City general business (~~((registration))~~) license is required for each business or business location. For purposes of this paragraph, a single registrant that is in the business of renting multiple residential real property units in Spokane may register as a single business(~~((:))~~) but must list all residential units by street address separately as required in SMC 10.57.020(B).
- B. If a single business has at least one permanent location in the (~~((City))~~) city and also conducts business on a temporary or seasonal basis from temporary or mobile locations, such as from portable stands or vehicles, the (~~((registrant))~~) must obtain a secondary location (~~((registration))~~) license for each such location or stand or vehicle directly from the City as provided in SMC 8.01.070.
1. To the extent such temporary or mobile activities include those activities defined in SMC 10.40.010 (Itinerant Vendor Designation) the requirements of that chapter shall also apply.
  2. The (~~((chief of police))~~) Chief Financial Officer or their designee may temporarily suspend or relocate a secondary location (~~((registration))~~) license allowing business activity on or adjacent to a public street or other public place within the boundaries of a permitted special event under chapter 10.39 SMC when such business activity may conflict with the special event.

**Section 11.** That Section 08.01.200 (Businesses Within City) is repealed.

**Section 12.** That Section 08.01.210 (Businesses Outside City) is repealed.

**Section 13.** That Section 08.01.220 is amended to read as follows:

**Section 08.01.220 Temporary General Business (~~((Registration))~~) License – Itinerant Vendor Permit**

- A. Temporary general business (~~((registrations))~~) licenses available for a period of ninety days or less shall be issued by the City of Spokane (~~((taxes and licenses division))~~) Taxes and Licenses Office.
- B. All "itinerant vendor" permits per SMC 10.40.010, shall be issued by the City of Spokane (~~((taxes and licenses division))~~) Taxes and Licenses Office. An "itinerant vendor" permit must be obtained in addition to a general business (~~((registration))~~) license (temporary or regular) per SMC 10.40.010.
- C. A school group conducting occasional sales from a temporary location when the proceeds from such sales are used for school-related activities are exempt from obtaining an itinerant vendor permit.



**Section 14.** That Section 08.01.230 (Name or Location Change) is repealed.

**Section 15.** That Section 08.01.320 (Denial or Revocation of Business License – Illegal Activity) is repealed.

**Section 16.** That there is a new Section 08.01.321 to read as follows:

**Section 08.01.321 Denial, Revocation or Refusal to Renew License or Permit**

- A. The City of Spokane may refuse to issue, revoke, or refuse to renew any license issued under the provisions of this chapter. The City shall notify such applicant or registrant of the refusal to issue, revocation of, or refusal to renew and include on the notice what grounds such a decision was based. The City may refuse to issue, may revoke, or may refuse to renew any license issued under this chapter on one or more of the following grounds:
1. The applicant or registrant has not made good tender of the license fee, failed to comply with local, state, or federal laws or requirements, or is otherwise ineligible for the license;
  2. The license was procured by fraud, or false representation of fact, or for the violation of, or failure to comply with, any of the provisions of this chapter by the person holding such license, or any of the person's servants, agents, or employees, while acting within the scope of their employment;
  3. The property at which the business is located has been determined by a court to be a chronic nuisance property as provided in SMC 10.68;
  4. The applicant or registrant is a person subject within the last ten years to a court order entering final judgment for violations of chapters 49.46, 49.48, or 49.52 RCW, and the judgment was not satisfied within 30 days of the later of either:
    - a. The expiration of the time for filing an appeal from the final judgment order under the court rules in effect at the time of the final judgment order, or
    - b. if a timely appeal is made, the date of the final resolution of that appeal and any subsequent appeals resulting in the final judicial affirmation of the findings of violations of chapters 49.46, 49.48, or 49.52 RCW.
  5. Within the last ten years the applicant or registrant is a person subject to a final and binding citation and notice of assessment from the Washington State Department of Labor and Industries for violations of chapters 49.46, 49.48 or 49.52 RCW, and the citation amount and penalties assessed therewith were not satisfied within 30 days of the date the citation became final and binding.
  6. An applicant or registrant has been convicted of an offense under Chapter 9A.88 RCW or a comparable law of another state, and no person convicted of an offense under Chapter 9A.60 RCW or a comparable law of another state, when such violation of Chapter 9A.60 RCW or comparable law of another state is related to the operation of a massage business or reflexology business as defined in RCW 18.108.010.
- B. An applicant or registrant whose application has been denied, revoked, or refused to renew may file within fourteen days of the denial, revocation, or refusal to renew an appeal to the Hearing Examiner. The appeal shall contain a factual statement and legal grounds for the appeal and be filed with the City Clerk. The Hearing Examiner causes a verbatim record of testimony, and a file of documents introduced to be made and causes findings or conclusions on the issues in dispute to be made in writing as part of the record and affirms, overrules, modifies, or remands the decision appealed.

**Passed by City Council March 31, 2025**  
**Delivered to Mayor April 3, 2025**

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**ORDINANCE NO. C36652**

An ordinance correcting municipal code references resulting from the streamlining of general business and regulatory licensing processes and procedures; amending Sections 10.23A.010, 10.23A.020, 10.23A.070, 10.25.010, 10.26.010, 10.26.070, 10.29.010, 10.29.020, 10.29.031, 10.29.060, 10.29.070, 10.39.070, 10.40.010, 10.40.025, 10.41A.010, 10.41A.040, 10.42.030, 10.51.020, 10.51.110, 10.51.130, 10.515.060, 10.52.020, 10.52.030, 10.55.020, and 17C.316.050; repealing Sections 10.23A.075, 10.28.020, and 10.40.020 of the Spokane Municipal Code.

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

**Section 1.** That Section 10.23A.010 of the Spokane Municipal Code is amended to read as follows:

**Section 10.23A.010 Definitions**

For the purpose of this chapter:

- A. "All ages venue" is an entertainment facility where live or recorded entertainment involving music, singing, dancing, or other similar entertainment is presented to the public, where patrons of all ages are admitted.

- B. "Amusement facility," or "entertainment facility" is any business, club, or location that is required to have a City business license or permit in accordance with chapter ~~((4.04))~~ 08.01 SMC where concerts, dances, carnivals, circuses, teen club, all ages venue, or a cabaret is presented to the public as a regular course of doing business, not including
1. a government entity, public or private schools or college; or
  2. a facility operated by an organization which has been recognized as exempt from federal income taxation and when the entertainment activities are but an occasional activity not related to the facility's primary purposes; or
  3. licensed businesses whose primary function is to provide products or services and where the entertainment provided is not material to the economic viability of the business.
- C. "Cabaret" is an entertainment venue involving live or recorded music, singing, dancing, or other similar entertainment that is presented to the public.
- D. "Carnivals" are any organized event for the primary purpose of presenting a traveling show having sideshows, rides, games of skill, and food vendors, whether indoors or outdoors.
- E. "Circuses" are any organized event for the primary purpose of exhibition of feats of performers, entertainers, acrobats, and trained animals, whether indoors or outdoors.
- F. "Concerts" are any organized event for the primary purpose of presenting live or recorded music or other amplified sounds for entertainment, whether indoors or outdoors.
- G. "Dance" is any organized event for the primary purpose of presenting live or recorded music for dancing, whether indoors or outdoors.
- H. "Event facility" is any establishment, licensed under this chapter, where an admission fee is charged and/or tickets are sold for entry which is being presented to the public."
- I. "Outdoor entertainment" is a venue involving live or recorded music, singing, or other similar entertainment that is presented to the public.
- J. "Teen club" is any building, or part of, or other enclosed facility, or place where a teen dance or venue is held or teen dancing is permitted.
- K. "Teen dance" is a dance or venue open to the public to which persons under the age of twenty-one years are admitted.
- L. "Venue" is an entertainment facility involving live or recorded music, singing, dancing, or other similar entertainment presented at a facility, location, or established place of business licensed under this chapter.

**Section 2.** That Section 10.23A.020 of the Spokane Municipal Code is amended to read as follows:

**Section 10.23A.020 License Required**

- A. No person may conduct or maintain an entertainment or amusement facility without first obtaining an entertainment facility license.

~~((B The entertainment facility license is a class IIA license as provided in chapter 4.04 SMC.))~~

~~((C))~~ B. Anyone conducting or operating a business, event, or venue where concerts, dances, carnivals, or circuses are presented to the public as a regular course of doing business shall have a license or permit issued under this chapter, unless otherwise exempted by this chapter.

**Section 3.** That Section 10.23A.070 of the Spokane Municipal Code is amended to read as follows:

**Section 10.23A.070 Application, Transfer, and Renewal**

- A. An entertainment facility license issued under this chapter is not transferable as to person or place.
- B. Application for License.
1. The application is filed and all applicable license fee(s) are paid to, the ~~((Department of Taxes and Licenses))~~ Taxes and Licensing Office.
  2. The ~~((Chief of Police, or designated))~~ license officer, does not approve the license until the application has been reviewed and approved by a designated building official, fire marshal, and director of taxes and licenses as required.
- C. An entertainment facility shall be at all times during normal business hours available for access by any law enforcement

- D. This chapter is subject to the administrative provisions of chapter ((4.04)) 08.01 SMC.
1. An entertainment facility license may be suspended, revoked, or denied if:
    - a. any datum furnished on the application is false or is not updated in a timely fashion;
    - b. the structure ceases to comply with all applicable building, fire, and zoning provisions;
    - c. any condition of the license, or voluntary consent agreement issued under this chapter has been violated; or
    - d. any provision of this chapter is violated.
  2. Any authorized City official may issue a warning order requiring licensee to correct any condition or practice that presents a threat to the public health or safety.
  3. Authorized City departments may invoke their powers granted under the Spokane Municipal Code to immediately close an entertainment facility if the conditions present an imminent threat to public health and safety.
- E. Renewal of application:
1. Application for renewal shall be made no later than thirty days prior to expiration of license.
  2. The applicant shall pay all applicable fees.
  3. The applicant must obtain relevant confirmations from the fire department; the building services department; and the police department.
- F. All license fees are non refundable.
- G. Any person required to obtain a license under this chapter and who fails to do so in the time required by this code is subject to payment of interest on the outstanding balance at the rate of one percent per month or part of a month. In addition to the interest, penalties are assessed at the rate of:
1. Fifteen percent for the amount due for any amount past due more than thirty days; and
  2. Twenty percent for the amount past due more than sixty days.
- H. Penalties and interest provided for in this section are collected as part of the license fee. Collection of the penalties and interest, or discontinuance of the activity, does not excuse noncompliance and is not a defense to prosecution.

**Section 4.** That Section 10.23A.075 of the Spokane Municipal Code is repealed

**Section 5.** That Section 10.25.010 of the Spokane Municipal Code is amended to read as follows:

**Section 10.25.010 Commercial Tree License**

- A. Any person or entity retained or hired to prune, plant, or remove a public tree (~~((, as defined in SMC 12.02.945))~~) or street tree as defined in (~~((SMC 12.02.952))~~) SMC 12.02.910 must be licensed to perform commercial tree work by the City under this section. Each day of a continuing violation is a new and separate violation. (Cross Reference: SMC 12.02.910, et seq., pruning permit)
- B. A license to perform commercial tree work is issued to each applicant who meets the following qualifications:
1. Is, or has an employee who is, an arborist certified through the International Society of Arboriculture.
  2. Uses only International Society of Arboriculture certified arborist or certified tree workers in performing work which involves tree climbing or tree pruning, planting, or removal.
  3. Has not been found in violation of any requirements of chapter 12.02 SMC within the preceding year.
  4. Maintains public liability insurance with combined bodily injury and property damage limits of at least one million dollars. At the time of permit application, the applicant must furnish proof of such insurance, naming the City of Spokane as an additional insured. The insurance must include a provision for at least thirty days written notice to the City risk manager prior to cancellation or material change in coverage to be given. The risk manager may allow insurance to be provided on an annual basis and may increase the amount of coverage for more extensive work as the public interest may require.
- C. The license expires one year from the date of issuance, or sooner if the liability insurance lapses.

~~((D. Licenses required by this section are class IIIA licenses under chapter 4.04 SMC.))\~~

~~((E))~~ D. Enforcement.

1. Whenever it appears to the City that there has been a violation of the Spokane Municipal Code by a licensee in connection with the enjoyment of licensed privileges, a warning letter is issued specifying the apparent violation and any other information. If the City believes damages apply, the warning letter may include that information and demand for payment. The letter shall state a time for response and offer to meet with the party. The City may always independently seek restitution for any damages through any lawful means.
2. If it appears to the City that a second violation has arisen within a three-year period after the first warning letter under subsection (E)(1) of this section, the matter is referred to the City prosecutor to seek penalties and full restitution for any apparent violations and damages claimed, including any items not resolved from the first warning letter. In addition, upon a court determination of any violation by a party required to hold a license

under SMC 10.25.010, said party's license is suspended six months. A party may apply for reinstatement after that time, conditioned on payment of all fines, penalties and damages applicable.

3. If it appears to the City that a third violation has arisen within a three-year period after the first warning letter under subsection (E)(1) of this section, the matter is referred to the City prosecutor to seek penalties and full restitution for any apparent violations and damages claimed, including any items not resolved from prior accrued violations. In addition, upon a court determination of an additional violation by a party required to hold a license under SMC 10.25.010 beyond any prior court determination under subsection (E)(2) of this section, said party's license is suspended two years. A party may apply for reinstatement after that time, conditioned on payment of all fines, penalties and damages applicable.
4. Nothing herein prevents the City from contacting a party and resolving issues by any means outside the procedures stated herein.

**Section 6.** That Section 10.26.010 of the Spokane Municipal Code is amended to read as follows:

#### **Section 10.26.010 Relocation Permit Required**

- A. A person needs a relocation permit issued by the ~~((development services center))~~ Development Services Center to relocate or place a building or structure upon any property in the ~~((City))~~ city.
- B. The applicant must be either the owner of the building or a state-registered contractor.
- C. The relocation permit is in addition to the building moving permit and the street obstruction permit as provided in SMC 17G.010.210(B) and (D) and chapter 12.02 SMC. ~~((While the moving and street obstruction permits are class III licenses under chapter 4.04 SMC, the))~~ The relocation permit is a species of building permit.

**Section 7.** That Section 10.26.070 of the Spokane Municipal Code is amended to read as follows:

#### **Section 10.26.070 Building Moving - Additional Provisions**

- A. Notwithstanding and in addition to the provisions of ~~((chapter 4.04 SMC,))~~ chapter 12.02 SMC and chapter 17G.010 SMC with respect to the permits for relocating a building, moving a building and obstructing a street, the moving of the building is subject to the further provisions of this section.
- B. The building official coordinates review and comment on the proposal among the City departments of police, development services center, engineering services, street, and among all utility companies having lines or other facilities along the proposed route.
- C. Before the moving permit is issued the building official incorporates, by endorsement or attachment, a written description of the approved route and the time and date of the move. At least fifteen days before the move the applicant must sign the permit thereby agreeing to:
  1. the route and time frame;
  2. notifying the police department, the street department and affected utilities at least twenty-four hours in advance of the move; and
  3. reimburse the affected departments and utility companies for the actual costs of inspections, moving lines or otherwise enabling the move.

When the holder of a building moving permit gives notice as provided in this section, every owner of utility facilities is required to raise, remove and replace, bypass or take other reasonable action regarding such facilities to accommodate the moving of the building.

**Section 8.** That Section 10.28.020 of the Spokane Municipal Code is repealed:

**Section 9.** That Section 10.29.010 of the Spokane Municipal Code is amended to read as follows:

#### **Section 10.29.010 License and Permit**

- A. A. No person may work as a blaster or operate as a contractor using explosives or blasting agents without a current license issued by the city engineer, bond and insurance as provided in SMC 17G.010.210.
- B. No person may conduct blasting operations without a blasting permit as provided in SMC 17G.010.210(A).
- C. The blasting license ~~((and permit are in the nature of a class IIE license under chapter 4.04 SMC))~~ is an annual license subject to the licensing procedures of 08.01 SMC.
- D. Additionally, IFC section 105.6.15 requires a permit from the fire official to:

1. manufacture, possess, store, sell, use or dispose of explosives or blasting agents;
2. operate a terminal for handling explosives or blasting agents, and to deliver or receive same at a terminal during the hours of darkness; or
3. transport explosives or blasting agents or transport blasting caps on the same vehicle with explosives.

**Section 10.** That Section 10.29.020 of the Spokane Municipal Code is amended to read as follows:

#### **Section 10.29.020 Operator's License**

No person may operate or have charge of a steam boiler of any size or a hot water heating or supply boiler of five hundred thousand BTU input or larger without a license, issued by the building services department, of the appropriate class as follows:

- A. A low-pressure boiler operator's license authorizes the holder to have charge of and operate any specifically described and located fifteen-pound steam boiler or hot water boiler used for heating purposes only not exceeding four million BTU; or
- B. A small high-pressure boiler operator's license authorizes the holder to have charge of and operate a small high-pressure boiler not exceeding eight hundred thousand BTU input or one hundred fifty pounds psi.
- C. A third-class boiler operator's license authorizes the holder to have charge of and operate a high-pressure (power) boiler not exceeding four million BTU input, or
  1. and operate any size low-pressure boiler, or
  2. an opposite shift to a second-class boiler operator.
- D. A second-class boiler operator's license authorizes the holder to have charge of:
  1. and operate a high-pressure boiler not exceeding eight million BTU, or
  2. an opposite shift to a first-class boiler operator, or
  3. and operate any size low-pressure boiler.
- E. A first-class boiler operator's license authorizes the holder to have charge of any size high-pressure or low-pressure boiler.
- F. ~~((Boiler operator's licenses are class IIB licenses under chapter 4.04 SMC))~~ Boiler Operator is an annual subject to the licensing procedures of 08.01 SMC.  
~~((1. They are annual licenses which expire on December 31st.))~~

**Section 11.** That Section 10.29.031 of the Spokane Municipal Code is amended to read as follows:

#### **Section 10.29.031 ~~((Term of Licenses))~~ Heating Mechanics License**

~~((Licenses))~~ A license for heating mechanics ((are class IIB licenses under chapter 4.04 SMC which expire on December 31st.)) is an annual regulatory license subject to the licensing procedures of 08.01 SMC.

**Section 12.** That Section 10.29.060 of the Spokane Municipal Code is amended to read as follows:

#### **Section 10.29.060 Registered Fire Equipment Servicer**

- A. Fire equipment servicer registration is listed in SMC 17F.080.270.
- B. A registered fire equipment servicer license is ~~((a class IIF))~~ an annual regulatory license ((under chapter 4.04 SMC)) subject to the licensing procedures of 08.01 SMC.

**Section 13.** That Section 10.29.070 of the Spokane Municipal Code is amended to read as follows:

#### **Section 10.29.070 License Suspension**

- A. In supplementation of ~~((chapter 4.04 SMC))~~ chapter 08.01 SMC, the building official may order the suspension of a license under this chapter, except a blasting license, upon any of the following grounds attributable to the licensee:
  1. Unworkmanlike installations.
  2. Code infractions.
  3. Habitual excessive use of alcohol or drugs.
  4. Misrepresentation in obtaining the license.
  5. Special circumstances which require suspension in the interests of public safety and welfare.
- B. The licensee may appeal as provided in ~~((SMC 4.04.100))~~ SMC 08.01.

**Section 14.** That Section 10.39.070 of the Spokane Municipal Code is amended to read as follows:

**Section 10.39.070 Appeal of Denial of Special Event Permit**

A denial of a special events permit may be appealed pursuant to (~~(SMC 4.04.100)~~) SMC 08.01.

**Section 15.** That Section 10.40.010 of the Spokane Municipal Code is amended to read as follows:

**Section 10.40.010 Itinerant Vendor Designation & Permit - When Required**

A regular or temporary business issued a registration under chapter 8.01 SMC must obtain a separate "itinerant vendor" permit from the City of Spokane (~~(taxes and licenses division)~~) Taxes and Licensing Officer under any of the following circumstances:

- A. Where the person is engaged in the business of selling or delivering goods or services within the City from a fixed or temporary location as an itinerant vendor, except those vendors operating under the provisions of chapter 10.51 SMC Mobile Food Vending shall not be considered itinerant vendors.
  - 1. Examples are people selling prepackaged food or wares from roving vehicles in the streets, except mobile food vendors. (Cross Reference: SMC 8.01.220 and chapter 10.51 SMC.).
- B. Where the person travels from door to door as the principle means of conducting business offering, exposing for sale, or selling within the City any goods, merchandise, service or product.
- C. Where the person engages in any business in the City with no permanent location. (Cross Reference: SMC 8.01.070).
- D. A person who engages in constitutionally protected expressive activities in the public right-of-way shall not be required to obtain a business registration unless the person engages in business activities. Constitutionally protected expressive activities conducted in the public right-of-way shall include, but is not limited to, street performers. For the purposes of this section, a street performer means an individual, including street musicians, who performs any form of artistic expression. The voluntary contribution of money or other items of value by members of the public to the individual in association with the expressive activity shall not result in the requirement of obtaining a business registration. A person who engages in constitutionally protected expressive activities in the public right-of-way must still comply with all other regulations regarding conduct in the public right-of-way.

**Section 16.** That Section 10.40.020 of the Spokane Municipal Code is repealed:

**Section 17.** That Section 10.40.025 of the Spokane Municipal Code is amended to read as follows

**Section 10.40.025 Violation**

- A. If a person engages in activities defined in SMC 10.40.010 without a current itinerant vendor permit issued by the City of Spokane (~~(taxes and licenses division)~~) Taxes and Licensing Office, they are subject to a penalty.
- B. A violation of this chapter is a class 1 civil infraction. Each day upon which a violation occurs or is knowingly continued constitutes a separate violation.
- C. Itinerant vendors must comply with all state and local laws.

**Section 18.** That Section 10.41A.010 of the Spokane Municipal Code is amended to read as follows:

**Section 10.41A.010 In General**

- A. This chapter (~~(supplements and)~~) specifies the general administrative procedures of (~~(chapter 4.04 SMC)~~) chapter 08.01 SMC and provides substantive regulations of special police officers.
- B. Special or private police officers under this chapter differ from private detectives and security guards licensed under chapter 18.165 RCW and chapter 18.170 RCW in that they have a police commission and they differ from members of the police reserve force.

**Section 19.** That Section 10.41A.040 of the Spokane Municipal Code is amended to read as follows:

**Section 10.41A.040 License Required**

- A. No person may act or pretend to act as a special police officer without a current valid commission.
- B. No person may employ an individual as a special police officer unless the individual has a current valid commission.

- C. The license required for a special police officer is in the form of a commission from the chief of police and is a ~~((class 4))~~ license as provided in ~~((chapter 4.04 SMC))~~ chapter 08.01 SMC.

**Section 20.** That Section 10.42.030 of the Spokane Municipal Code is amended to read as follows:

**Section 10.42.030 Charitable Solicitation Permit Required**

- A. No person may solicit for charitable purposes without a charitable solicitation permit.
- B. A permit is not required for solicitation by members of a charitable or religious organization among its members or persons present at a regular meeting of the organization.
- C. A charitable solicitation ~~((permit is a class 1))~~ annual license ~~((as provided in chapter 4.04 SMC))~~ subject to the licensing procedures in 08.01 SMC.

**Section 21.** That Section 10.51.020 of the Spokane Municipal Code is amended to read as follows:

**Section 10.51.020 Mobile Food Vending License ~~((Class))~~**

Mobile food vending ~~((permits are Class III E))~~ annual licenses ~~((as provided in chapter 4.04 SMC))~~ subject to the procedures in chapter 08.01 SMC.

**Section 22.** That Section 10.51.110 of the Spokane Municipal Code is amended to read as follows:

**Section 10.51.110 Indemnity-Permit Revocation (Mobile Food Vendor)**

The applicant for a mobile food vendor permit shall deliver to the City, on a form supplied by the City, signed and acknowledge agreement by the applicant to defend, indemnify, and hold the City harmless from any and all claims, actions or damages or liabilities of every kind and description which may accrue to, or be suffered by, any persons by reason of or related to the operation of such mobile food vending unit. In addition, the agreement shall contain a provision that the permit is wholly of a temporary nature, that it vests no permanent right whatsoever, that it may be suspended or revoked pursuant to the procedures set forth in ~~((SMC 4.04.080))~~ chapter 08.01 SMC.

**Section 23.** That Section 10.51.130 of the Spokane Municipal Code is amended to read as follows:

**Section 10.51.130 Violation**

- A. This chapter is subject to the administrative provisions of chapter ~~((4.04 SMC))~~ 08.01 SMC. In the event of an appeal, the hearing officer shall be the City of Spokane hearing examiner.
- B. Mobile food vendors must comply with all state and local laws.
- C. A violation of this chapter is a class 1 civil infraction. Each day upon which a violation occurs or is permitted to continue constitutes a separate violation.

**Section 24.** That Section 10.515.060 of the Spokane Municipal Code is amended to read as follows:

**Section 10.515.060 Violation and penalty**

- A. It is a violation of this chapter to fail to comply with any provision of this chapter.
- B. This chapter is subject to the administrative provisions of ~~((chapter 4.04 SMC))~~ chapter 08.01 SMC. In the event of an appeal, the hearing officer shall be the City of Spokane hearing examiner.
- C. Violation of this chapter by any business is a Class 1 Civil Infraction and subject to the penalties set forth in chapter 1.05 SMC.
- D. Each day of a continuing violation is a separate offense.

**Section 25.** That Section 10.52.020 of the Spokane Municipal Code is amended to read as follows:

**Section 10.52.020 License Officer**

For purposes of chapter ~~((4.04))~~ 8.01 SMC, the Director of Planning and Economic Development Services shall be the license officer.



**Section 26.** That Section 10.52.030 of the Spokane Municipal Code is amended to read as follows:

**Section 10.52.030 Violation**

- A. This chapter is subject to the administrative provisions of chapter ((4.04)) 08.01 SMC. In the event of an appeal, the hearing officer shall be the City of Spokane hearing examiner.
- B. Short-term rental owners and operators must comply with all state and local laws.
- C. A violation of this chapter is a class 2 civil infraction. Each day upon which a violation occurs or is permitted to continue constitutes a separate violation.

**Section 27.** That Section 10.55.020 of the Spokane Municipal Code is amended to read as follows:

**Section 10.55.020 ((License Class)) Parklet and Streatory License**

Parklet and streatory licenses are ((Class III E)) annual licenses ((and are)) subject to ((SMC Chapter 04.04)) chapter 08.01 SMC.

**Section 28.** That Section 17C.316.050 of the Spokane Municipal Code is amended to read as follows:

**Section 17C.316.050 Short-Term Rentals in Other Zones**

- A. Allowed Structure Types. A short-term rental is allowed only in a conforming residential structure or a residential dwelling unit within a mixed-use building. All other structures must complete the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC.
- B. Maximum number of short-term rental units. Maximum short-term rental units are calculated by structure rather than per lot.
  - 1. One short-term rental is allowed in a detached single-family structure, accessory dwelling unit, or an attached single-family structure. One short-term rental is allowed in one of the units of a duplex.
    - a. One short-term rental is allowed in both a detached or attached single-family structure and an accessory dwelling unit, subject to the owner occupancy requirements in Section 17C.300.110(B) SMC.
  - 2. All other multifamily or mixed-use buildings are limited to a maximum percentage of short-term rental units dependent on the below requirements:
    - a. Buildings that are fire sprinklered may have no more than thirty percent of the total number of residential units as short-term rentals within the building. All calculations will be rounded up to the nearest full unit.
    - b. Buildings that are not fire sprinklered must go through the Change of Use/Occupancy process to establish a Retail Sales and Service use, as defined in 17C.190.270 SMC.
    - c. When calculating the maximum number of units results in a fraction, the units allowed are rounded up to the next whole number.
- C. Standards.
  - 1. All short-term rentals must comply with the consumer safety and liability insurance requirements as listed in Chapter 64.37 RCW.
  - 2. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:
    - a. Meets the current building code requirements for a sleeping room
    - b. Meets current fire code requirements;
    - c. Common areas, such as but not limited to living rooms, lofts, or closets shall not qualify as sleeping accommodations for the purposes of determining maximum occupancy.
  - 3. Number of residents and guests. The total number of residents and guests occupying a dwelling unit that includes a short-term rental may not exceed any lawful limits on occupant load per square foot or generally applicable health and safety provisions as established by applicable building or fire code, as provided in RCW 35.21.682.
  - 4. Parking. See Spokane Municipal Code Chapter 17C.230 Parking and Loading.
  - 5. Advertising. All advertising for the short-term rental must include short-term rental permit number and is subject to sign requirements of Chapter 17C.240 Signs.
- D. Permit Required. The owner or operator of a short-term rental must obtain a permit. The permit requires the owner and operator to agree to abide by the requirements of this section and to comply with the requirements outlined in Chapter 64.37 RCW.
  - 1. Required information for permit.
    - a. Completed application form bearing the address of the property, the name, signature, address, and telephone number of the owner and operator if operator is not also an owner, and an emergency contact.
    - b. A short-term rental application and permit fee established by SMC 08.02.066.
    - c. A copy of the owner's current City of Spokane business license.
    - d. A site plan and floor plan.
    - e. A completed and notarized Life Safety Compliance form.

- E. Renewal of and Revoking a Short-Term Rental Permit. A short-term rental permit must be renewed per the procedures in Chapter ((04.04)) 08.01 SMC and can be revoked according to the outlined procedures for failure to comply with the regulations of this chapter.
1. A permit may be revoked for activities on site such as nuisances, littering, or public disturbance as listed under Title 10 SMC.
  2. For revocation of permit the owner or operator receives one warning of violation. Non-compliance or a repeat of non-compliance in a 12-month period shall result in revocation of permit per a type two civil infraction as referenced in SMC 01.05.160.
  3. When a short-term rental permit has been revoked, a new short-term rental permit will not be issued to the owner at that site for 2 years.

**Passed by City Council March 31, 2025**

**Delivered to Mayor April 3, 2025**

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### **ORDINANCE NO. C36653**

AN ORDINANCE relating to the public ways and property, adopting new sections 12.13, 12.13.010, 12.13.020, 12.13.030, 12.13.040, 12.13.050, 12.13.060, 12.13.070, 12.13.080, 12.13.090, 12.13.100, 12.13.110, 12.13.200, 12.13.210, 12.13.220, 12.13.230, 12.13.240, and 12.13.250; to chapter 12 of the Spokane Municipal Code; and setting an effective date.

#### **The City of Spokane does ordain:**

**Section 1.** That there is adopted a new section SMC 12.13.010 to read as follows:

#### **Chapter 12.13. Road, Street, and Highway Transportation Project Cost Recovery**

##### **Section 12.13.010 Purpose of Chapter**

Pursuant to the authority conferred by chapter 35.72 RCW, this chapter is enacted to encourage the private construction of specified public roads, streets and highway transportation projects required by ordinance by providing means for the recovery of the costs of installation by developers through a charge to later users of the systems who did not contribute to the capital costs thereof. Further, this chapter also authorizes the City, as determined by the Director of Public Works and approval of the City Council, to establish Assessment Reimbursement Areas to permit the City to recover the cost of specified public roads, streets, and highway projects funded by the City which directly benefit those in the Assessment Reimbursement Area required for further development.

**Section 2:** That there is adopted a new section SMC 12.13.020 to read as follows:

#### **Article I. Private Project Cost Recovery – Latecomer Agreements**

##### **Section 12.13.020 Application**

- A. Any property owner who uses private funds to construct transportation projects required by City ordinance for the purpose of serving the area in which the real property of such owner is located may apply to the City to establish a latecomer agreement under RCW 35.72 et seq. to recover a pro rata share of the costs from subsequent users of the system.
- B. The application must be on forms prescribed by the City Engineer and must be accompanied by a nonrefundable application fee determined by the City Engineer.
- C. The City Engineer establishes policies and procedures for processing applications and initially determining eligibility of a system for a latecomer agreement.
- D. The applicant is required to submit to the City Engineer a certified statement by a State of Washington licensed professional engineer containing an itemization of the total projected cost of the system which may include the design plans.

**Section 3.** That there is adopted a new section SMC 12.13.030 to read as follows:

##### **Section 12.13.030 Processing of Application and Charges**

- A. Upon receipt of the applicant's statement of project costs, the City Engineer prepares for the City Council a report setting forth the agreement terms, which shall include:

1. the total area and frontage of property currently paying or sharing the costs of construction of the transportation project;
  2. the total area and frontage of property directly benefited by the transportation project;
  3. the names and mailing addresses of the owners of the property determined to be within the area;
  4. the fair pro rata share of the cost for each property in the benefited area which:
    - i. would directly benefit from the transportation project;
    - ii. would require similar transportation projects upon development;
    - iii. did not contribute to the original cost of the transportation project;
  5. a determination whether the transportation project is consistent with the plan of the department of engineering services and the City's Comprehensive Plan;
  6. a list of other necessary services presently available or planned for the area as part of the adopted plan;
  7. a recommendation whether the application meets the criteria of this chapter and the policies and procedures of the City Engineer and ought to be accepted.
- B. If the City Council accepts the application, it shall pass a resolution declaring its intent to enter into a transportation project latecomer agreement, subject to the further requirements of this chapter.
- C. After the transportation project is completed, the applicant must present to the City Engineer a final statement detailing the actual total project costs, including application fees, design, construction and inspection fees.
1. In addition, the applicant must submit "as-built" plans showing the transportation project and the service area.
- D. If both the as-built plans and the final statement of costs are consistent with the improvement contemplated, the City shall enter into the latecomer agreement.
- E. If the final statement exceeds or is inconsistent with the projected cost, or if the as-built plans significantly differ from the original design, the City Engineer shall meet with the applicant to determine the reason for the increased cost or different design.
- F. The City Engineer will make a further report and recommendation to the City Council. The City Council may approve, reject or modify the latecomer agreement.

**Section 4.** That there is adopted a new section SMC 12.13.034 to read as follows:

#### **Section 12.13.040 Ownership of System**

- A. To be eligible, a transportation project must comply with all City ordinances, rules and regulations applicable to the design and construction of the transportation project.
- B. Upon approval of the latecomer agreement the constructed transportation project becomes the property of the City.
1. Maintenance and operation costs of the system are the responsibility of the City.

**Section 5.** That there is adopted a new section SMC 12.13.050 to read as follows:

#### **Section 12.13.050 Restrictions on Development**

- A. Under the terms of the latecomer agreement the City will not allow any person to develop any property within the reimbursement area without prior payment, or assurance of payment, to the applicant or the applicant's successor(s) or assign(s), herein referred to collectively as "beneficiary", of the latecomer charge, including interest and costs of administration.
- B. The latecomer agreement obligates the City to exercise its best efforts to assure compliance with this section, but the City shall not incur liability for an unauthorized development.

**Section 6.** That there is adopted a new section SMC 12.13.060 to read as follows:

#### **Section 12.13.060 Payment of Charge**

- A. Payment shall be made by those property owners within the agreement area who develop their property within the period of time that the contract is effective and at the time of development were not required to install similar street projects because they were already provided for by the agreement.
- B. Payments of the latecomer charge may be made to the City or to the beneficiary in accordance with the City's rules.
- C. Payment to the City must be by one lump sum including administrative costs.
1. The City pays amounts due the beneficiary within sixty days of receipt.

- D. If payment of the latecomer charge is made to someone other than the City, the City will require proof of payment in the form of a release from the beneficiary before allowing development, including but not limited to, issuance of a permit, or preliminary plat approval.
  - 1. The City will not be involved in enforcing private payment arrangements or mediating payment disputes between parties.
- E. Throughout the term of the agreement the beneficiary must, in writing, certify in January every two years the name(s) and address(es) of the beneficiary.
  - 1. The City is not responsible for locating any person who may be entitled to benefits under any agreement.
  - 2. Failure to receive the annual certification required under this subsection gives the City cause to refuse to make payment under the agreement and money received may become the sole and exclusive property of the City.

**Section 7.** That there is adopted a new section SMC 12.13.070 to read as follows:

**Section 12.13.070 Interest on Latecomer Charge**

- A. The latecomer agreement will provide that the beneficiary will receive interest.
- B. If a latecomer pays the charge within thirty days from the date of execution of the agreement, no interest is payable. Otherwise, interest is payable from the date of execution of the agreement to the date of payment of the latecomer charge.
- C. The rate of interest will be the rate payable on 12.00% at the time the City signs the latecomer agreement.
- D. Interest is calculated on the basis of a three-hundred-sixty-five-day year and is not compounded.
- E. Total interest payable may not exceed the principal amount of the latecomer charge.

**Section 8.** That there is adopted a new section SMC 12.13.080 to read as follows:

**Section 12.13.080 Term of Agreement**

No latecomer agreement can have a term longer than fifteen years, except that the agreement may provide for an extension of the reimbursement period for a time not to exceed the duration of any moratorium, phasing ordinance, concurrency designation, or other governmental action that prevents making applications for, or the approval of, any new development within the benefit area for a period of six months or more. Upon the extension of the reimbursement period, the agreement must specify the duration of the agreement extension and must be filed and recorded with the county auditor. Property owners who are subject to the reimbursement obligations shall be notified by the City of the extension.

**Section 9.** That there is adopted a new section SMC 12.13.090 to read as follows:

**Section 12.13.090 City Liability Limited**

- A. The agreement will provide that the developer of the transportation project waives and releases the City from all claims arising from the establishment, administration and enforcement of the latecomer agreement.
- B. In no event will the City be considered a guarantor of any project or improvement by virtue of this chapter or any agreement made pursuant to this chapter.
- C. By entering into an agreement, the City is not obligating itself to make any improvements to any state facilities.

**Section 10.** That there is adopted a new section SMC 12.13.100 to read as follows:

**Section 12.13.100 Notice of Agreement, Recording of Agreement, and Releases**

- A. The preliminary determination of area boundaries and assessments, along with a description of the property owners' rights and options, shall be forwarded by certified mail to the property owners of record within the proposed agreement area. If any property owner requests a hearing in writing within twenty days of the mailing of the preliminary determination, a hearing shall be held before the City Council, notice of which shall be given to all affected property owners in the agreement area. The City Council's ruling is determinative and final.
- B. The agreement must be recorded in the appropriate county auditor's office within thirty days of the final execution of the agreement, and shall be binding on owners of record within the assessment area who are not party to the contract.

- C. When the latecomer charge for a particular lot or parcel has been paid, the City Engineer shall furnish proof of payment to the owner of the lot or parcel and within thirty days record with the auditor of the county in which the property is located a release, giving the legal description of the lot or parcel.

**Section 11.** That there is adopted a new section SMC 12.13.110 to read as follows:

**Section 12.13.110 City Option to Participate in Agreement**

As an alternative to financing projects under this chapter solely by owners of real estate, the City may join in the financing of improvement projects and may be reimbursed in the same manner as the owners of real estate who participate in the transportation projects.

**Section 12.** That there is adopted a new section SMC 12.13.200 to read as follows:

**Article II. Assessment Reimbursement Areas**

**Section 12.13.200 Creation of Transportation Assessment Reimbursement Area**

As an alternative to the provisions set forth in SMC 12.13.020, the City may create an assessment reimbursement area and may construct transportation projects without the participation of a private owner, finance the costs of the road or street improvements, and become the sole beneficiary of the reimbursements that are contributed. The City may be reimbursed only for the costs of improvements that benefit that portion of the public who will use the developments within the assessment reimbursement area established pursuant to RCW 35.72.040(1) and SMC 12.13.210. which will permit development of a limited number of properties within a defined geographic area, and by resolution, create an assessment reimbursement area. Any assessment reimbursement areas shall only be created for locations where the City's ordinances and comprehensive plan require transportation facilities to be improved or constructed as a prerequisite to further property development or redevelopment. The City is not obligated to improve any state facilities due to creation of an assessment reimbursement area.

**Section 13.** That there is adopted a new section SMC 12.13.210 to read as follows:

**Section 12.13.210 Reimbursement Area Boundaries and Assessment Calculation**

The boundaries of an assessment reimbursement area shall be formulated by the City Engineer, or qualified third-party expert, based upon a determination of which parcels in the proposed area would require transportation facilities upon development or redevelopment.

The reimbursement assessment shall be the fair pro rata share of the cost for each property in the benefited area which:

1. would directly benefit from the transportation project;
2. would require similar transportation projects upon development;
3. did not contribute to the original cost of the transportation project;

**Section 14.** That there is adopted a new section SMC 12.13.220 to read as follows:

**Section 12.13.220 Preliminary Determination and Notice**

Upon Resolution of the City Council, a preliminary determination of the assessment reimbursement area boundaries and assessments, along with a description of property owners' rights and options, shall be sent by certified mail to each owner of record of real property within the proposed assessment reimbursement area. Owners of property within the proposed area may request a public hearing by submitting a written request to the City within twenty days of the preliminary determination's mailing. If a written request is submitted, the City Council shall hold a public hearing on the assessment reimbursement area. Notice of the hearing shall be provided to all affected property owners. Any rulings of the City Council are determinative and final, subject to judicial review.

**Section 15.** That there is adopted a new section SMC 12.13.230 to read as follows:

**Section 12.13.230 Final Determination; Recording**

The final determination of the assessment reimbursement area boundaries and assessments will be recorded in the Spokane County Auditor's office.

**Section 16.** That there is adopted a new section SMC 12.13.240 to read as follows:

**Section 12.13.240 Reimbursement Area Payment**

- A. Payment shall be made by those property owners within the assessment reimbursement area who develop their property within the period of time that the assessment area is effective, as set forth in SMC 12.13.080, and at the time of development were not required to install similar street projects because they were already provided for by City development and funds.
- B. Payments of the charge shall be made at the time of issuance of a permit, or preliminary plat approval, whichever comes first. The City may, by development agreement, administrative policy, or other lawful mechanism, allow for delayed or phased payment based upon an approved phasing plan for development project. The property owner accepts the alternate payment plan voluntarily and may elect to submit full payment up front if desired.

**Section 17.** That there is adopted a new section SMC 12.13.250 to read as follows:

**Section 12.13.250 Interest on Assessment Charges**

If the assessment reimbursement charge is paid within 30 days from the date the ordinance confirming the assessment reimbursement goes into effect, no interest is payable. Otherwise, interest is payable from the date the ordinance confirming the assessment goes into effect. Interest is calculated on the basis of a 360-day year and is not compounded. Total interest payable may not exceed the principal amount of the assessment reimbursement charge.

**Section 18.** This ordinance shall take effect and be in force on \_\_\_\_\_.

**Passed by City Council March 31, 2025  
Delivered to Mayor April 3, 2025**

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**ORDINANCE NO. C36654**

AN ORDINANCE relating to utility cost recovery methods, repealing SMC 13.03.0702, 13.03.0704, 13.03.0706, 13.03.0708, 13.03.0710, and 13.03.0712 to chapter 13.03; amending 13.08.010, and 13.08.020 to chapter 13.08; and adding new SMC sections 13.08.200, 13.08.210, 13.08.220, 13.08.230, 13.08.240, 13.08.250, 13.08.300, 13.08.310, 13.08.320, 13.08.330, 13.08.340, 13.08.350, and 13.08.360 to chapter 13.08 of the Spokane Municipal Code; and setting an effective date.

**The City of Spokane does ordain:**

**Section 1.** That SMC section 13.03.0702 entitled "Special Connection Agreements – Execution" is repealed.

~~((13.03.0702 Special Connection Agreements – Execution~~

~~Whenever the connection to a City public sewer requires a written agreement, the director of engineering services is authorized to execute it on behalf of the City.))~~

**Section 2.** That SMC section 13.03.0704 entitled "Special Connection Charge Authorized – Basis" is repealed.

~~((13.03.0704 Special Connection Charge Authorized – Basis~~

- ~~A. In addition to sewer connection permit fees required by this code, there is imposed, and the owners of properties which have not been assessed or charged or borne an equitable share of the cost of the City's sewerage system must pay prior to connection to a City sewer, a special connection charge in an amount to be computed under SMC 13.03.0712.~~
- ~~B. Property owners subject to the special connection charge must execute and record all appropriate documents required by this chapter necessary to secure full payment and costs of collection, including reasonable attorney's fees.~~
- ~~C. Projects subject to the special connection charge are specifically identified by the City and are subject to the express review and approval of the city council.))~~

**Section 3.** That SMC section 13.03.0706 entitled "Notice" is repealed.

~~((13.03.0706 Notice~~

- ~~A. The City records appropriate notice with the county auditor concerning real property (which has been specifically identified by the director of engineering services and approved by the city council as property for which sewer~~

~~facilities either have been constructed or which it contemplates will be constructed) for which a special connection charge will be levied upon connection of such property to the City sewer system, pursuant to the requirements of RCW 65.08.170 and RCW 65.08.180.~~

- ~~B. Such notice shall be effective until there is recorded with the county auditor a certificate of payment and release executed by the City, which certificate must be recorded within thirty days of full payment of such special connection charge.))~~

**Section 4.** That SMC section 13.03.0708 entitled "Payment" is repealed

**((13.03.0708 Payment**

~~A. Cash or Contract.~~

- ~~1. The special connection charge is paid in cash or under installment contract within the discretion of the City.
  - a. Interest charged under an installment contract is at the same rate as the effective annual interest of the most recent City of Spokane local improvement district bond issue, computed annually on unpaid balances.~~
- ~~2. Such contract must provide:
  - a. for a down payment of twenty percent of the total connection charge, payable upon execution of the contract;
  - b. for payment of the balance in ten installments, payable annually;
  - c. that any unpaid balance may be paid in full in any year at the time the annual payment of such year is due and payable.Such contract contains the legal description of the property served by the sewer, is executed and acknowledged by the property owner and is recorded by the City with the county auditor, at the expense of the property owner.~~
- ~~3. The special connection charge is paid in full or the installment contract is executed, as a condition precedent to the issuance of a permit for connection to the City sewer system.~~

~~B. Unpaid Charges.~~

- ~~1. Delinquent payments of special collection charges under such installment contract or otherwise unpaid special collection charges are a lien upon the described property as provided in RCW 35.67.220, enforceable in accordance with RCW 35.67.220 through RCW 35.67.280.~~
- ~~2. Upon full payment of the charges due, the finance, treasury and administration division director on behalf of the City executes and delivers to the property owner a release of such lien.))~~

**Section 5.** That SMC section 13.03.0710 entitled "Project Accrued Interest" is repealed

**((13.03.0710 Project Accrued Interest**

- ~~A. In addition to interest charges allowable under payment by installment contract, the amount of the special connection charge includes the project accrued interest on the construction costs, computed from the date of construction of the sewer system until the date of connection, except that the computation period shall not exceed ten years.~~
- ~~B. The project accrued interest is set by the City treasurer at a rate commensurate with the interest rate of the local improvement district bond issue most recent to the date of city council approval of the project for special connection charges, or as otherwise determined pursuant to RCW 35.92.025, except the:
  1. interest may not exceed ten percent, and
  2. aggregate amount of interest charge to a property may not exceed the share of the cost of the system allocated to that property.))~~

**Section 6.** That SMC section 13.03.0712 entitled "Special Connection Charge - Computation" is repealed

**((13.03.0712 Special Connection Charge - Computation**

~~A. Determination by Director of Engineering Services.~~

~~The special connection charge imposed pursuant to this chapter is paid into the sewer fund and is computed based on the areas to be served by the sewer, which determination is made by the director of engineering services. Notwithstanding the methods of computing the special connection charge provided below, the City may use any other method or combination of methods to compute special connection charges which may be deemed to most fairly reflect the sewer service to the properties subject to the special connection charge. The amount may be computed as follows:~~

~~1. Method I: Lineal Front Footage - Square Footage.~~

~~a. Lateral Sewers.~~

~~The lineal feet of frontage of property to be served by the sewer, as determined by the director of engineering services, is multiplied by the average cost per front foot of lateral sewers constructed in the City for the year in which the sewer to which the property is to be connected was constructed and accepted.~~

- i. ~~Exhibit "A" to Ordinance C26649 shall set forth those costs per front foot of lateral sewers previously completed and accepted by the City.~~
- b. ~~Trunk Sewers.~~  
The number of square feet of property to be served, as determined by the director of engineering services, is multiplied by the cost per square foot of service area (in the year of actual construction) of the trunk sewer to which a connection is being made.
- i. ~~Exhibit "A" to Ordinance C26649 shall set forth those costs per area served of trunk sewers previously completed and accepted by the City.~~

2. ~~Method II: Actual Cost.~~

~~For those specifically identified projects (as determined by the director of engineering services) where the computation of special connection charges for trunk sewer can be determined based on actual cost and where the City can identify at the outset of the project the service area and those properties for which the sewer facilities have been constructed, the special connection charge may be computed as follows:~~

- a. ~~Trunk Sewers.~~  
The trunk service area is divided generally into those zones which are immediately serviceable by the trunk (with the addition of lateral lines) and those zones which are not serviceable by the existing trunk without an extension or subtrunk (plus the necessary laterals). Each separate lot, tract, parcel or other property within the trunk sewer service area is divided into those zones, as determined by the director of engineering services.
  - i. ~~Based upon the specific project cost, the director of engineering services computes an estimated cost of completing the trunk system necessary to serve the entire service area.~~
  - ii. ~~A cost per acre is then computed for the entire service area and this cost is the basis for special connection charges within the zone receiving immediate trunk sewer service from the completed project.~~
  - iii. ~~The special connection charges outside the immediately serviceable zone are based upon the average cost per acre after the charges for the immediately serviceable zone are deducted from the specific project costs.~~
- b. ~~Lateral Service in Conjunction with Trunk Service.~~  
Where lateral service is provided together with trunk sewer service (i.e., a side sewer connecting directly into the trunk line), a lateral service fee may be charged as a part of the special connection fee.
  - i. ~~This lateral fee is determined by multiplying the average cost, per square foot of area served, of lateral sewers constructed and accepted in the City in the year in which the sewer being connected to was constructed and accepted, by the area being served by the new connection.~~
- c. ~~The projects described above are subject to the approval of the city council for this charge and are specified in Exhibit "B" to Ordinance C26649.~~

B. ~~Annual Average.~~

~~The director of engineering services is authorized to annually compute and establish the average cost per area for lateral and trunk sewers completed by local improvement district and accepted by the City during the previous calendar year, which average assessment is used in computing the special connection charge imposed under this section.~~

- 1. ~~The director of engineering services is also authorized to compute and establish the special connection charges based on actual construction costs for lateral and trunk sewers, constituting special projects for which properties subject to the special connection charge can be identified at the outset of the project.~~
- 2. ~~Such actual costs and the manner in which the special connection charges will be computed are determined by the director of engineering services upon completion and acceptance of the project by the City.~~
- 3. ~~Such special projects shall be designated by project name and shall conform to the notice requirements of SMC 13.03.0706.~~
- 4. ~~A copy of the rates for computation of special connection charges is delivered and filed with the city clerk. Annual rate computations based on average costs are filed with the city clerk each year.)~~

**Section 7.** That SMC section 13.08 is amended to read as follows:

**Chapter 13.08 ((Private)) Utility Cost Recovery Methods**

**Section 8.** That SMC section 13.08.010 is amended to read as follows:

13.08.010 Purpose of Chapter

Pursuant to the authority conferred in the Municipal Water and Sewer Facilities Act, chapter 35.91 RCW, this chapter is enacted to encourage the private construction of municipal water and sewer systems by providing means for the recovery of the costs of installation through a charge to later users of the systems who did not contribute to the capital costs thereof. Further, this chapter also authorizes the City, as determined by the Director of Public Works and approval of the City Council, to establish assessment reimbursement areas as a means for the City to recover the cost of utility improvements funded by the City, (or obligated by the City for reimbursement) which directly benefit those properties located within the assessment reimbursement area.



**Section 9.** That SMC section 13.08.020 is amended to read as follows:

**Article I. Private Utility Cost Recovery – Latecomer Agreements**

**13.08.020 Application**

- A. Any property owner who uses private funds to construct domestic water and/or sewer systems in the City or within ten miles from the city limits to connect to existing public City water or sewerage systems for the purpose of serving the area in which the real property of such owner is located may apply to the City to establish a latecomer agreement under RCW 35.91.020 in order to recover a pro rata share of the costs from subsequent users of the system.
- B. The application must be on forms prescribed by the ~~((city engineer))~~ Director of Engineering Services and must be accompanied by a nonrefundable application fee determined by the ~~((city engineer))~~ Director of Engineering Services.
- C. The Director of Engineering Services ~~((city engineer))~~ establishes policies and procedures for processing applications and initially determining eligibility of a system for a latecomer agreement.
- D. The applicant is required to submit to the Director of Engineering Services ~~((city engineer))~~ a certified statement by a State of Washington licensed professional engineer containing an itemization of the total projected cost of the system which may include the design plans.

**Section 10.** That there is adopted a new section 13.08.200 to chapter 13.08 SMC to read as follows:

**Article II. Special Connection Charges (formerly 13.03.0702 to 13.03.0712)**

**Section 11.** That there is adopted a new section 13.08.200 to chapter 13.08 SMC to read as follows:

**13.08.200 Special Connection Agreements - Execution**

Whenever the connection to a City public water or sewer requires a written agreement, the Director of Engineering Services is authorized to execute it on behalf of the City.

**Section 12.** That there is adopted a new section 13.08.210 to chapter 13.08 SMC to read as follows:

**13.08.210 Special Connection Charge Authorized - Basis**

- A. In addition to connection, permit, tap and meter fees required by this code, there is imposed, upon the owners of properties which have not been assessed or charged or contributed the property's pro-rata share of the cost of construction of the City's sewerage or water system, must pay prior to connection to a City utility, a special connection charge in an amount to be computed under SMC 13.08.250.
- B. Property owners subject to the special connection charge must execute and record all appropriate documents required by this chapter necessary to secure full payment and costs of collection, including reasonable attorney's fees.
- C. Projects subject to the special connection charge are specifically identified by the City and are subject to the express review and approval of the city council.

**Section 13.** That there is adopted a new section 13.08.220 to chapter 13.08 SMC to read as follows:

**13.08.220 Notice**

- A. The City records appropriate notice with the Spokane County Auditor concerning real property (which has been specifically identified by the Director of Engineering Services and approved by the City Council as property for which water or sewer facilities either have been constructed or which it contemplates will be constructed) for which a special connection charge will be levied upon connection of such property to the City water or sewer system, pursuant to the requirements of RCW 65.08.170 and RCW 65.08.180.
- B. Such notice shall be effective until there is recorded with the county auditor a certificate of payment and release executed by the City, which certificate must be recorded within thirty days of full payment of such special connection charge.

**Section 14.** That there is adopted a new section 13.08.230 to chapter 13.08 SMC to read as follows:

**13.08.230 Payment**

- A. Cash or Contract.
  - 1. The special connection charge is paid in cash or under installment contract within the discretion of the City.

- a. Interest charged under an installment contract is the Washington State investment pool rate of interest on the date that the ordinance confirming the special connection charge by the City Council. calculated based on a 360-day year and is not compounded. Total interest payable may not exceed the principal amount of the assessment reimbursement charge.
2. Such contract must provide:
  - a. for a down payment of twenty percent of the total connection charge, payable upon execution of the contract;
  - b. for payment of the balance in ten installments, payable annually;
  - c. that any unpaid balance may be paid in full in any year at the time the annual payment of such year is due and payable.Such contract contains the legal description of the property served by the water or sewer, is executed and acknowledged by the property owner and is recorded by the City with the county auditor, at the expense of the property owner.
3. The special connection charge is paid in full or the installment contract is executed, as a condition precedent to the issuance of a permit for connection to the City water or sewer system.

**B. Unpaid Charges.**

1. Delinquent payments of special collection charges under such installment contract or otherwise unpaid special collection charges are a lien upon the described property as provided in RCW 35.67.220, enforceable in accordance with RCW 35.67.220 through RCW 35.67.280.
2. Upon full payment of the charges due, the finance, treasury and administration division director on behalf of the City executes and delivers to the property owner a release of such lien.

**Section 15.** That there is adopted a new section 13.08.240 to chapter 13.08 SMC to read as follows:

**13.08.240 Project Accrued Interest**

- A. In addition to interest charges allowable under payment by installment contract, the amount of the special connection charge includes the project accrued interest on the construction costs, computed from the date of construction of the water or sewer system until the date of connection, except that the computation period shall not exceed ten years.
- B. The project accrued interest is set as the Washington State investment pool rate of interest on the date that the ordinance confirming the special connection charge by the City Council of the project for special connection charges, or as otherwise determined pursuant to RCW 35.92.025, except the:
  1. interest may not exceed ten percent, and
  2. aggregate amount of interest charge to a property may not exceed the share of the cost of the system allocated to that property.

**Section 16.** That there is adopted a new section 13.08.250 to chapter 13.08 SMC to read as follows:

**13.08.250 Special Connection Charge – Computation**

- A. Determination by Director of Engineering Services.

The special connection charge imposed pursuant to this chapter is paid into the sewer or water fund, as applicable and is computed based on the areas to be served by the water or sewer, which determination is made by the Director of Engineering Services. Notwithstanding the methods of computing the special connection charge provided below, the City may use any other method or combination of methods to compute special connection charges which may be deemed to most fairly reflect the sewer service to the properties subject to the special connection charge. The amount may be computed as follows:

  1. Method I: Lineal Front Footage – Square Footage.
    - a. Lateral Lines.

The lineal feet of frontage of property to be served by the water or sewer, as determined by the director of engineering services, is multiplied by the average cost per front foot of lateral line constructed in the City for the year in which the water or sewer to which the property is to be connected was constructed and accepted.
    - b. Trunk/Distribution/Transmission Lines.

The number of square feet of property to be served, as determined by the director of engineering services, is multiplied by the cost per square foot of service area (in the year of actual construction) of the trunk/distribution/transmission line to which a connection is being made.
  2. Method II: Actual Cost.

For those specifically identified projects (as determined by the Director of Engineering Services) where the computation of special connection charges for trunk/distribution/transmission line can be determined based on actual cost and where the City can identify at the outset of the project the service area and those properties for which the water or sewer facilities have been constructed, the special connection charge may be computed as follows:

    - a. Trunk/Distribution/Transmission Lines.

The trunk service area is divided generally into those zones which are immediately serviceable by the trunk (with the addition of lateral lines) and those zones which are not serviceable by the existing trunk without an

extension or sub line (plus the necessary laterals). Each separate lot, tract, parcel or other property within the trunk/distribution/transmission liner service area is divided into those zones, as determined by the director of engineering services.

- i. Based upon the specific project cost, the Director of Engineering Services computes an estimated cost of completing the trunk/transmission/distribution system necessary to serve the entire service area.
  - ii. A cost per acre is then computed for the entire service area and this cost is the basis for special connection charges within the zone receiving immediate trunk/distribution/transmission line service from the completed project.
  - iii. The special connection charges outside the immediately serviceable zone are based upon the average cost per acre after the charges for the immediately serviceable zone are deducted from the specific project costs.
- b. Lateral Service in Conjunction with Trunk/Distribution/Transmission Service.
- Where lateral service is provided together with trunk line service (i.e., a side water or sewer connecting directly into the trunk/distribution/transmission line), a lateral service fee may be charged as a part of the special connection fee.
- i. This lateral fee is determined by multiplying the average cost, per square foot of area served, of lateral lines constructed and accepted in the City in the year in which the water or sewer being connected to was constructed and accepted, by the area being served by the new connection.

**B. Annual Average.**

The Director of Engineering Services is authorized to annually compute and establish the average cost per area for lateral and trunk/distribution/transmission lines completed by the City during the previous calendar year, which average assessment is used in computing the special connection charge imposed under this section.

1. The Director of Engineering Services is also authorized to compute and establish the special connection charges based on actual construction costs for lateral and trunk/distribution/transmission lines, constituting special projects for which properties subject to the special connection charge can be identified at the outset of the project.
2. Such actual costs and the manner in which the special connection charges will be computed are determined by the Director of Engineering Services upon completion and acceptance of the project by the City.
3. Such special projects shall be designated by project name and shall conform to the notice requirements of SMC 13.08.220.
4. A copy of the rates for computation of special connection charges is delivered and filed with the city clerk. Annual rate computations based on average costs are filed with the city clerk each year.

**Article III: Assessment Reimbursement Areas**

**Section 17.** That there is adopted a new section 13.08.300 to chapter 13.08 SMC to read as follows:

**13.08.300 Creation of Utility Assessment Reimbursement Area Application**

As an alternative to the provisions set forth in SMC 13.08.020 and consistent with RCW 35.91.060, the City may construct a sewer or water system improvement which will provide service to or benefit only a limited number of properties within a defined geographic area, and by resolution, create an assessment reimbursement area. Any assessment reimbursement areas shall only be created for locations where the City's ordinances require water or sewer facilities to be improved or constructed as a prerequisite to further property development or redevelopment.

**Section 18.** That there is adopted a new section 13.08.310 to chapter 13.08 SMC to read as follows:

**13.08.310 Reimbursement Area Boundaries and Assessment Calculation**

The boundaries of an assessment reimbursement area shall be formulated by the Director of Engineering Services, based upon a determination of which parcels in the proposed area would require construction or improvement of water or sewer facilities upon development or redevelopment, or would be allowed connection to or usage of constructed or improved water or sewer facilities.

The reimbursement assessment shall be no greater than a property's pro rata share of costs associated with construction of the water or sewer facilities required to meet utility service and fire suppression standards. The City shall determine the reimbursement share of each property owner by using a method of cost apportionment that is based on the benefit to the property owner from the costs to design, engineer, construct, and install the project. The calculation shall be consistent with the method used to determine the cost and reimbursement share under RCW 35.91.020(1) (a) and (b). The City shall not assess reimbursement of costs for the portion of construction or improvements that only benefit property outside of the assessment reimbursement area. The City may recalculate the reimbursement assessment charge based on final project costs. If the City adopts revised Additional Connection Charges, then the City will refund the difference if costs are smaller.

**Section 19.** That there is adopted a new section 13.08.320 to chapter 13.08 SMC to read as follows:

**13.08.320 Preliminary Determination and Notice**

Upon Resolution of the City Council, a preliminary determination of the assessment reimbursement area boundaries and assessments, along with a description of property owners' rights and options, shall be sent by certified mail to each owner of record of real property within the proposed assessment reimbursement area. Owners of property within the proposed area may request a public hearing by submitting a written request to the municipality within twenty days of the preliminary determination's mailing. If a written request is submitted, the City Council shall hold a public hearing on the assessment reimbursement area. Notice of the hearing shall be provided to all affected property owners. Any rulings of the City Council are determinative and final, subject to judicial review.

**Section 20.** That there is adopted a new section 13.08.330 to chapter 13.08 SMC to read as follows:

**13.08.330 Final Determination; Recording**

The final determination of the assessment reimbursement area boundaries and assessments will be recorded in the Spokane County Auditor's office.

**Section 21.** That there is adopted a new section 13.08.340 to chapter 13.08 SMC to read as follows:

**13.08.340 Reimbursement Area Charge Triggers**

The Additional Connection Charges are triggered by any of the following actions:

- any development on a vacant site; or
- any new construction requiring a new connection to or extension of the water system; or
- redevelopment of a parcel(s) based on value of improvements as defined by the Spokane Municipal Code; or
- the installation of a new water meter for the property

**Section 22.** That there is adopted a new section 13.08.350 to chapter 13.08 SMC to read as follows:

**13.08.350 Assessment Area Charge Process**

Applications for connection to the water or sewer systems shall be made to the City of Spokane Development Services Center for that purpose, and the Public Works Department shall calculate the applicable additional Connection charge, including interest, at that time. The additional Connection Charges will be paid by the applicant at the same time the City collects the General Facility Charges for the parcel(s). A development consisting of multiple parcels and/or buildings will pay the additional connection charges for the entire Development with the first building's General Facility Charge. General Facility Charge credits not used towards the first connection will remain available towards any remaining connections planned as part of the Development.

**Section 23.** That there is adopted a new section 13.08.360 to chapter 13.08 SMC to read as follows:

**13.08.360 Interest on Assessment Charges**

Pursuant to RCW 35.92.025, interest charges may be applied from the date of construction of the water or sewer system until the connection, or for a period not to exceed ten years, at a rate commensurate with the rate of interest applicable to the city or town at the time of construction or major rehabilitation of the water or sewer system, or at the time of installation of the water or sewer lines to which the property owner is seeking to connect but not to exceed ten percent per year.

**Section 24.** 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.

**Section 25.** This ordinance shall take effect and be in force on \_\_\_\_\_.

**Passed by City Council March 31, 2025**

**Delivered to Mayor April 3, 2025**

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# Policies & Procedures

**NOTICE: The following Administrative Policy and Procedure was inadvertently missed for publishing.**

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0750-24-1 LGL 2024-0030
TITLE: <b>ECONOMIC DEVELOPMENT PRIORITY REVIEW POLICY</b> EFFECTIVE DATE: April 11, 2024 REVISION DATE (IF APPLICABLE)	

## GENERAL

### 1.1 PURPOSE

This policy is intended to support the city's economic development strategy, specifically the American Aerospace Materials Manufacturing Center (Spokane Tech Hub), a creative economy, and the development and operation of large-scale technological, clean industrial, and high-tech manufacturing uses that will increase the tax base and/or provide jobs for the city's residents. The standards and processes of the base or underlying zone shall be applicable.

### 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 all City departments and divisions.

### 3.0 REFERENCES

City of Spokane Comprehensive Plan Chapter 7 – Economic Development  
Resolution 2010-0049  
Resolution 2015-0084  
Resolution 2022-0064  
Resolution 2024-0022

### 4.0 DEFINITIONS

- 4.1 "Administrative Policies and Procedures" are used by City departments to inform other departments and staff of policies / procedures for the direction and management of Citywide operations.
- 4.2 "Departmental Policies and Procedures" are used to inform and provide direction for internal departmental management and operation of City departments. They affect primarily or exclusively single departments or divisions.
- 4.3 "Executive Orders" are issued from time-to-time formalizing specific mayor / city administrator decisions.
- 4.4 "Tenant Improvement (TI) Permit" is a Building Permit required for completing, remodeling, or altering a space within an existing building.

### 5.0 POLICY

5.1 Projects consisting of the following land uses shall be provided a priority review as set forth in Section 6.0 below:

- A. Aerospace manufacturing, sales, assembly, and associated services.
- B. Automotive manufacturing, sales, assembly, and associated services.

- C. National or regional corporate campuses or offices.
- D. Electronic data management businesses.
- E. Food processing, packaging, and manufacturing.
- F. Laboratory and testing services.
- G. Clean advanced materials manufacturing or advanced manufacturing businesses.
- H. Research and development use including life sciences, medical, or electronic assembly and associated light manufacturing.
- I. Creative economy uses, including but not limited to advertising, architecture, arts and crafts, design, fashion, film, video, photography, music, performing arts, publishing, software development, electronic publishing, and TV/radio.
- J. Other uses that will increase the tax base and/or provide significant living wage jobs or housing developments (with below market housing) for the city's residents as determined by the Economic Development Rapid Response Team (RRT).

5.2 In coordination with the Economic Development RRT, the Community and Economic Development Division shall *evaluate and improve the City of Spokane's development standards and permitting process to ensure that they are equitable, cost-effective, timely, and meet community needs and goals* (Goal ED 7, Policy 7.6)

## 6.0 PROCEDURE

Projects consisting of the land uses listed in Section 5.1 above, shall qualify for priority review. All projects shall follow the approval processes outlined in Chapter 17G SMC and other applicable chapters with the following modifications:

- A. The city shall assign a case manager/project coordinator to serve as a single point of contact for both applicants and city staff related to the relevant review and permitting process(es).
- B. Expedited Review for Tenant Improvements. Upon receipt of a complete application for a tenant improvement building permit, the Development Services Center (DSC) shall review all aspects of the application and provide the applicant with initial comments within five (5) business days. The DSC shall provide feedback or a final decision within five (5) business days of each submittal or resubmittal and may approve the application with conditions to be completed during construction or require resubmittal with changes prior to approval.
- C. For new development projects that do not qualify as Tenant Improvements, the assigned case manager/project coordinator will convene a special project review team.
- D. Grading and Excavation. A permit for grading and excavation may be issued, at the applicant's risk, prior to any project submittal or approval by the DSC.
  - 1. SEPA. Projects subject to SEPA review must complete the necessary process prior to any ground disturbing activities.

## 7.0 RESPONSIBILITIES

7.1 The City of Spokane Community and Economic Development Division shall administer this policy.

7.2 The Economic Development RRT shall have regular meetings and additional meetings as needed for specific projects. The RRT will work in coordination with the Community and Economic Development Division to lead on policy development, evaluate and propose changes to processes and procedures, and to facilitate efficient plan review, permitting and inspection to meet the needs of the community.

## 8.0 APPENDICES

# 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**

### COMMUNITY JUSTICE COUNSELOR

SPN 954

(Announcement of 01/27/2025)

The above titled announcement is hereby amended to read:

**Closing Date: April 28<sup>th</sup>, 2025 at 4:00 PM.**

**DEPUTY BUILDING OFFICIAL SPN 333**

## Open Entry

**DATE OPEN:** Monday, April 7, 2025**DATE CLOSED:** Monday, April 14, 2025**SALARY:** \$100,641.60 annual salary, payable bi-weekly, to a maximum of \$143,445.60**CLASS SUMMARY:**

Provides responsible professional and supervisory work in the enforcement of building and related codes as required by law and accepted engineering practices.

**EXAMPLES OF JOB FUNCTIONS:**

- Coordinates final inspection of private and public building construction within the City. Issues Certificates of Occupancy as required by local and state law.
- Reviews construction plans for compliance with codes and laws. Explains and interprets building codes and resolves technical questions for inspectors, building contractors, architects, City employees, and private citizens. Responsible for evaluating and approving variances to building codes.
- Communicates with the City fire official to determine applicability and interpretations of codes, and to coordinate inspection and approval work. Jointly responsible with the Fire Chief or designated fire official to enforce regulations related to building construction, architecture, engineering, health, and safety.
- Coordinates and evaluates the work of plans examiners and inspectors. Resolves internal and external disputes, and renders complex technical decisions. Issues building permits through appropriate staff. Trains employees in inspection methods, policies, or codes.
- Conducts hearings to determine the disposition of boarded-up, substandard, or unfit buildings. Acts as hearing officer on appeals of decisions made by the Spokane County Building Official. Develops and revises policies and processes for issuance of building-related permits, interprets internal policies for subordinate staff, and ensures policies are followed consistently. Writes, prepares, and recommends revisions to codes, ordinances, or policies.
- Issues temporary certificates of occupancy, stop work orders, and condemnation orders.
- Discusses ongoing work projects at public or media events. Researches problems and complaints regarding commercial and residential buildings, building construction, and code compliance.
- Prepares and presents information to elected or appointed officials. Attends or leads meetings with tradespersons, professionals, and industry groups.
- Detects existing or potential hazards and violations of code through on-site inspection and office review of plans, blueprints, specifications, and other documents. Travels regularly to City and county locations, and rarely to more distant locations.
- Maintains detailed records of projects and actions taken.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

*Combinations of education and experience that are equivalent to the following minimum qualifications are acceptable.*

**Open-Entry Requirements:**

- **Education:** A bachelor's degree from an accredited four-year college or university in architecture, engineering, or building technology; or possession of a Certified Building Official (CBO) certification.
- **Experience:** Five years of building or fire code experience as an inspector, plan or permit reviewer, architect, engineer, building contractor, or construction superintendent. At least two of those years must be in a supervisory capacity.
- **Substitutions:** A master's degree in a related field or a Master Code Professional (MCP) certification will substitute for three years of the non-supervisory experience

**Licenses and Certifications**

Employees must possess Certified Building Official certification through the International Code Council within six months of appointment.

**Procedural Note:** Selection of a Senior Administrative Assistant, Rule V, Section 8, Rules of the Civil Service Commission, applies.

**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.

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

- T&E 100%

**TRAINING AND EXPERIENCE EVALUATION DETAILS:**

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

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, April 7, 2025, and Monday, April 14, 2025, will test Thursday, April 17, 2025, through Monday, April 21, 2025.

**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 3rd day of April 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**REFUSE COLLECTOR II SPN 550**  
Promotional

**DATE OPEN:** Monday, April 7, 2025

**DATE CLOSED:** Monday, April 21, 2025

**SALARY:** \$48,900.96 annual salary, payable bi-weekly, to a maximum of \$76,942.80

**CLASS SUMMARY:**

Performs heavy manual work in the collection of refuse or recyclables normally on residential collection route.

**EXAMPLES OF JOB FUNCTIONS:**

- Drives and operates a refuse collection packer on an assigned route or a refuse collection dump truck on special trash collections; supervises the activities of assigned subordinate collectors and assists in moving, carrying and emptying refuse carts/cans; maintains daily route sheets of customers noting collection starts, stops, increases or decreases in service, and any extra charges; maintains records of charges for special collections.
- Drives and operates a rear-load collection truck on an assigned route. On occasion trains others to operate a rear-load truck. Tags single stream recycling and yard-waste for contaminants and performs related assigned duties.
- Must be able to learn several routes. Must be able to drive different trucks on various routes and not expect to be on any given route or to be using the same truck with any regularity.
- Drives and operates cart delivery truck. Maintains cart inventory in serviceable condition. Cleans, stores, repairs and replaces carts as needed.
- Explains ordinances, procedures and charges regarding refuse or recycling collection to property owners; receives, acts on or refers collection complaints to supervisor; advises property owner as to condition or location of containers; reports to supervision any damage done to private or public property.
- Maintains daily route computer sheets; prepares accident and injury reports as required; prepares private or public property damage reports as required. Reports vehicle maintenance needs to appropriate department.
- May fill in for Refuse Collector III when needed.
- Performs related work as required.



**MINIMUM QUALIFICATIONS:**

**SHORTAGE RECRUITMENT** - Employees in the classification of Refuse Collector I, who have obtained a Class "B" CDL with air brake endorsement, may apply on a promotional basis.

**EXAMINATION DETAILS:**

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

All candidates must meet the minimum qualifications and pass the examination for this classification to be eligible for promotion by the City of Spokane. Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online 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.

This exam will consist of a multiple-choice examination, with scoring weights assigned as follows:

- Multiple-Choice Examination: 100%

**MULTIPLE-CHOICE EXAMINATION DETAILS:**

- Test Date: Thursday, April 24th, 2025
- Test Time: 2:00 p.m.
- Test Location: Civil Service Test Room, 4th Floor, City Hall
- Approximate Duration of Exam: 1 hour and 30 minutes

The written test may include such subjects as:

- Driving Knowledge
- City Street Knowledge
- Safety & First Aid
- Refuse Procedures
- Interpersonal Skills

**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 3rd day of April 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**STREET MAINTENANCE OPERATOR II SPN 562**  
Promotional

**DATE OPEN:** Monday, April 7, 2025

**DATE CLOSED:** Monday, April 21, 2025

**SALARY:** \$51,030.72 annual salary, payable bi-weekly, to a maximum of \$79,803.36

**CLASS SUMMARY:**

Performs skilled manual or minor supervisory street maintenance work which requires previous experience and special knowledge acquired on the job.

**EXAMPLES OF JOB FUNCTIONS:**

- Assigned to and works on one of the following street maintenance crews; however, employee is expected to work on other crews, perform specialized or unskilled manual work, or perform other duties as conditions require.
  - ◇ Asphalt Crew: Serves as lead worker to all or a portion of the crew; leads the forward team preparing road surfaces for patching, repair or resurfacing; may operate several types of asphalt pavers, 10 ton rollers, asphalt milling machine and other related paving equipment.
  - ◇ Street Cleaning and Maintenance Crew: Operates independently or as lead worker on a team, sweeper, grader with attachments, belt or auger loader, ditching machine or power shovel over 1/4 yard capacity, backhoe, excavator, front-end loader, boom truck, thirty thousand pound truck-trailer or lo-boy or other equipment.

- Services equipment to which assigned, makes minor field repairs, reports major repairs needed, prepares necessary reports.
- Employee is usually assigned to one type of equipment, but is required to operate other types of equipment depending on the job assigned, performs manual laboring tasks, answers calls and performs such duties as necessary during emergency winter operations.
- Performs related work as required.

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

- *Experience:* Current service in the Street Department and completion of one year of experience with the City in the classification of Street Maintenance Operator I or Asphalt Raker; OR, three years of experience in the classification of Bridge Maintainer I, Bridge Maintainer II, or a combination thereof.

**License and Certifications:**

(Employees in this job class must meet these requirements.)

- *Licenses:* Applicants must possess a valid Class "A" Commercial Driver's License (CDL) with a tank vehicle endorsement; OR, possess a valid Class "B" CDL and must obtain a Class "A" CDL with a tank vehicle endorsement within six months of appointment.

**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 and performance test, with weights assigned as follows:

- Multiple-Choice Test 50%
- Performance Test 50%

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

- Test Date: Thursday, April 24, 2025
- Test Time: 9:00 a.m.
- Test Method: On paper
- Test Location: Civil Service Test Room, 4<sup>th</sup> floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 2 Hours
- Test Subjects May Include:
  - ◇ Interpersonal Relations
  - ◇ Mathematical Reasoning
  - ◇ Road Work and Pavement
  - ◇ Safety
  - ◇ Supervision

**PERFORMANCE TEST DETAILS:**

The performance test will be conducted on **May 13, 2025**, with the possibility of extending into **May 15, 2025**, depending on the number of qualified candidates. The performance test will take place at the **Ranch** located at **5205 N Florida St, Spokane, WA, 99217**. Qualified candidates will be notified via email of appointment details after the multiple-choice test has been completed.

**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 31<sup>st</sup> day of March 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**WTE ASH OPERATOR SPN 576**  
Open Entry

**DATE OPEN:** Monday, April 7, 2025

**DATE CLOSED:** Monday, April 21, 2025

**SALARY:** \$48,900.96 annual salary, payable bi-weekly, to a maximum of \$76,942.80

**CLASS SUMMARY:**

Performs skilled manual work in the operation of ash handling equipment at the waste to energy plant.

**EXAMPLES OF JOB FUNCTIONS:**

- Operates and maintains the ash management system.
- Moves ash containers using a yard tractor, levels loads in ash containers, ensures ash containers are within the required weight range, and operates conveyors and related equipment.
- Inspects and cleans all assigned areas to ensure compliance with safety regulations, environmental permits, and operating permits. Corrects deficiencies as required.
- Operates metals separation equipment.
- Maintains records of the quantity of ash removed per day.
- Operates other equipment including, but not limited to, industrial forklifts, manlifts, skid steer type loaders, and other mobile equipment.
- Participates in boiler cleaning and other assigned outage work.
- Prepares necessary reports, forms, and miscellaneous paperwork related to associated tasks being performed, such as records of the quantity of ash removed per day.
- Drives trucks or vehicles with trailers with a weight rating of 10,000 pounds or less.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Assists mechanic in the repair and maintenance of plant equipment.
- Inspects assigned equipment, recording or reporting damage and mechanical problems.
- Performs related work as required.

**MINIMUM QUALIFICATIONS:**

**Open Entry Requirements:**

- *Education:* High school diploma or equivalent; **AND**
- *Experience:* One year of experience in an industrial setting operating equipment such as industrial forklifts, manlifts, skid steer loaders, other mobile equipment, and mechanical systems such as conveyors, transfer screws, or similar equipment.
- *License and Certifications:* Possession of a valid driver's license. Employees in this classification must obtain a Class "B" Commercial Driver's License (CDL) with air brake endorsement within one year of appointment, to be maintained throughout employment.

**NOTE:** Individuals in this classification must successfully complete the Ash Operator training program and additional required environmental, health, and safety training (as designated on the Environmental Training Matrix and the Training Requirements spreadsheet) within their probationary period.

**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 written test, with scoring weight 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, April 7, 2025, and Monday, April 21, 2025, will test Thursday, April 24, 2025, through Monday, April 28, 2025.

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

The examination may include such subjects as:

- Interpersonal Relations
- Mathematical Reasoning
- Operator Mechanics
- Oral & Written Communication
- Safety
- Utility Plant Operations
- Vehicle Operation

**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 2nd day of April 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

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**WTE ASH OPERATOR SPN 576**  
Promotional

**DATE OPEN: Monday, April 7, 2025**

**DATE CLOSED: Monday, April 21, 2025**

**SALARY: \$48,900.96 annual salary, payable bi-weekly, to a maximum of \$76,942.80**

**CLASS SUMMARY:**

Performs skilled manual work in the operation of ash handling equipment at the waste to energy plant.

**EXAMPLES OF JOB FUNCTIONS:**

- Operates and maintains the ash management system.
- Moves ash containers using a yard tractor, levels loads in ash containers, ensures ash containers are within the required weight range, and operates conveyors and related equipment.
- Inspects and cleans all assigned areas to ensure compliance with safety regulations, environmental permits, and operating permits. Corrects deficiencies as required.
- Operates metals separation equipment.
- Maintains records of the quantity of ash removed per day.
- Operates other equipment including, but not limited to, industrial forklifts, manlifts, skid steer type loaders, and other mobile equipment.
- Participates in boiler cleaning and other assigned outage work.
- Prepares necessary reports, forms, and miscellaneous paperwork related to associated tasks being performed, such as records of the quantity of ash removed per day.
- Drives trucks or vehicles with trailers with a weight rating of 10,000 pounds or less.
- Services assigned equipment. Makes minor field repairs. Reports major defects. Assists mechanic in the repair and maintenance of plant equipment.
- Inspects assigned equipment, recording or reporting damage and mechanical problems.
- Performs related work as required.

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

- *Education:* High school diploma or equivalent; **AND**
- *Experience:* One year of experience in an industrial setting operating equipment such as industrial forklifts, manlifts, skid steer loaders, other mobile equipment, and mechanical systems such as conveyors, transfer screws, or similar equipment.
- *License and Certifications:* Possession of a valid driver's license. Employees in this classification must obtain a Class "B" Commercial Driver's License (CDL) with air brake endorsement within one year of appointment, to be maintained throughout employment.

**NOTE:** Individuals in this classification must successfully complete the Ash Operator training program and additional required environmental, health, and safety training (as designated on the Environmental Training Matrix and the Training Requirements spreadsheet) within their probationary period.

**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 written test, with scoring weight assigned as follows:

- Multiple-choice Test 100%

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

- Test Date: Wednesday, April 23, 2025
- Test Time: 9:00 a.m.
- Test Method: On paper
- Test Location: Civil Service Test Room, 4<sup>th</sup> floor City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201
- Approximate Duration of Exam: 2 Hours
- Test Subjects May Include:
  - ◇ Interpersonal Relations
  - ◇ Mathematical Reasoning
  - ◇ Operator Mechanics
  - ◇ Oral & Written Communication
  - ◇ Safety
  - ◇ Utility Plant Operations
  - ◇ Vehicle Operation

**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 2<sup>nd</sup> day of April 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

**FIREFIGHTER SPN 931**

## Open Entry

**DATE OPEN: Monday, April 7, 2025****DATE CLOSED: Monday, August 25, 2025****SALARY: \$67,254.48 annual salary, payable bi-weekly, to a maximum of \$127,604.70****CLASS SUMMARY:**

The Spokane Fire Department seeks applicants that are interested in joining a team of dedicated individuals to protect and serve Spokane citizens. SFD is responsible for emergency medical services, fire suppression, mitigating the consequences from disasters, and rescue activities. In addition to emergency work, members provide a wide range of services to the community, including blood pressure screening, tours of fire stations and apparatus, and on-duty fire and life safety presentations within the community.

**EXAMPLES OF JOB FUNCTIONS:**

- Responds to fire incidents with a company; lays hose; holds and directs nozzle and water streams; raises and climbs ladders; uses standard firefighting equipment; removes persons from danger; administers emergency medical treatment; performs salvage and overhaul operations.
- Performs fire prevention functions such as inspection of business establishments, apartment complexes and schools in assigned district. Assists residents in eliminating hazards and fire dangers.
- Performs general housekeeping and maintenance work in the upkeep of the assigned station and equipment. Participates in the recovery, cleaning and inspection of equipment after incidents.
- Drives and operates various automotive, mechanical, and auxiliary fire apparatus.
- May be assigned specialized duties in addition to regular duties.
- Responds to medical emergencies and operates emergency medical equipment and exercises clinical judgment within the licensed scope of practice.
- May be assigned as a member of any apparatus staffed or operated by the Fire Department.
- Periodically inspects assigned "first-due" area and become familiar with buildings, locations and condition of fire hydrants, streets potential fire hazards and dangers and to compile comprehensive pre-incident plans.
- Performs related work as required.

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

(Open entry applicants must meet all requirements at the time of application.)

- *Education:* High school diploma or equivalent.
- *Experience:* No previous experience necessary.
- All applicants must possess a valid driver's license.

**NOTE:** Minimum medical and health standards for this classification are established by state laws. All successful candidates who have been offered a position will be required to pass the necessary examinations prior to appointment.

**PHYSICAL REQUIREMENTS**

- Ability to see, with or without corrective lenses, well enough to read fine print, such as maps, identify shapes at night such as house numbers and to distinguish shapes through smoky conditions.
- Ability to hear, with or without a hearing aid, and speak well enough to converse on a radio or telephone and give or receive orders in muffled conditions.
- Ability to climb a variety of ladders.
- Enough body mobility to maintain balance in precarious positions and to crawl in confined spaces.
- Enough manual dexterity to maintain and operate necessary equipment and tools.
- Enough strength to rescue heavy people while in protective clothing and carry equipment up a ladder.
- Tolerance and stamina to work under adverse, hazardous conditions, such as smoke, gas, heat, cold and confined spaces, for extended periods of time.

**EXAMINATION DETAILS:**

**Recruitment for this job classification is open until further notice.** Firefighter applicants must pass the Public Safety Testing, Inc., examination to be eligible for hire by the City of Spokane. After you have completed the PST exam, you must apply through the City website for review and placement on the eligible list. PST scores must be less than one year old. Applicants may reapply every twelve months with new PST scores.

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.

**Sign up through the Public Safety Testing, Inc. website, here: [www.publicsafetytesting.com](http://www.publicsafetytesting.com).**

**NOTE:** The standard PST written test cost is \$61, which allows applicants to choose up to two (2) agencies to receive their results. Applicants may select more agencies, for additional fees. Applicants who apply to agencies other than City of Spokane, or who take the test at a date or location other than the designated free test date in Spokane, are responsible for all costs incurred. City of Spokane is offering a free test on May 18th.

**NOTE: A CPAT is required at time of interview.** CPAT costs are the responsibility of the candidate. The cost is \$154.00.

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

**TO APPLY:**

**An application is required for 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 3rd day of April 2025.

SCOTT STEPHENS  
Chair

KELSEY PEARSON  
Chief Examiner

# Notice for Bids

## Paving, Sidewalks, Sewer, etc.

### PW INVITATION TO BID PAVING SERVICES – ON-CALL PUBLIC WORKS Water & Hydroelectric Services Department Solicitation PW ITB #6366-25

**Description:** The City of Spokane is seeking electronic bids for on-call paving. Work must be completed in accordance with the bid provisions and City Standard Specifications. This work will be awarded for an initial three (3) year term.

**Bid Opening:** Sealed electronic bids will be accepted until **Monday, April 28th, 2025, at 1:00pm**. Bids will be publicly opened at 1:15pm. To participate in bid opening, please visit the City's website at <https://my.spokanecity.org/administrative/purchasing/> for the link to attend virtually and the number to attend by telephone. All bid responses must be submitted electronically through the City of Spokane's bidding portal at <https://spokane.procureware.com> before the aforementioned deadline. Hard copy and/or late bids will not be accepted.

The Public Work Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.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 Public Work Invitation to Bid.

Questions from potential Bidders 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, April 28<sup>th</sup> 2025**. Hard copy and/or late submittals will not be accepted. Proposals must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

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

Tanya Lester  
Purchasing Department

Publish: April 2 and 9, 2025



**REHABILITATION OF CSO FACILITIES (10, 34-2, AND 34-3)  
Engineering Services File No. 2020097**

This project consists of the reconstruction of overlay slabs and concrete channeling, replacement of existing gravity activated flush system with powered flush control system, providing temporary sewer bypass, electrical conduit and conductors, utility service, site lighting, associated electrical wiring, conduit, & panels, relocation of existing flap check valve, reinforced grassed driveway, ventilation pipe repairs, reconstruction of access manholes, sealing CSO tank roof, wall and roof penetrations, and access risers, removal and replacement of concrete curb, steel access gate, and other related miscellaneous items at three combined sewer overflow (CSO) sites.

The City of Spokane will receive bids until 1:00 p.m. April 28, 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 2024 Standard Specifications.

**Note regarding new apprentice program requirements:** Section 1-07.9(3) herein has been substantially revised including a new bid item and larger penalties for non-compliance.

A prebid conference will be held at the office of the Engineering Services Construction Management Office, (998 E. North Foothills Dr., Spokane, WA 99208) at 1:30 p.m. on Wednesday, April 16, 2025.

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

Publish: April 9, 16, and 23, 2025

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**Maxwell from Pettet to Walnut WSDOT Bike - Ped  
Engineering Services File No.2023111**

This project consists of the construction of approximately 1600 square yards sidewalk, 500 square yards of shared use path, 17 ADA accessible wheelchair ramps, 15 traffic islands, 170 linear feet of storm sewer, 4 drainage structures, signal work at 2 intersections, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. April 21, 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.

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.

**Note regarding funding source:**

The Maxwell from Pettet to Walnut WSDOT Bike-Ped project received funding from Washington's Climate Commitment Act (CCA). To strengthen public awareness of how CCA funding is used, the Office of the Governor is directing state agencies that administer funding or manage a CCA-support program to ensure consistent branding and funding acknowledgements are used in all communications and included in funding agreements and contracts. The "Climate Commitment Act" logo and funding acknowledgement make it easy for consumers and the public to see how the state is using CCA funds to reduce climate pollution, create jobs, and improve public health and the environment, particularly for low-income and overburdened populations.

Refer to **Appendix C** for a list of provision that apply to all contractors, subcontractors, service providers and others who assist the City of Spokane in implementing the Maxwell from Pettet to Walnut WSDOT Bike-Ped project.

**Rockwood Grind and Overlay – Grand to Cowley  
Engineering Services File No. 2024056**

This project consists of the construction of approximately 4,500 square yards of pavement milling, 7,600 square yards of 1-inch thick HMA paving, 500 square yards of sidewalk, 1,300 linear feet of curbing, traffic island concrete, sundry utility adjustments, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. April 28, 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.

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

Publish: April 9, 16, and 23, 2025

# Notice for Bids

## Supplies, Equipment, Maintenance, etc.

**REQUEST FOR INFORMATION #6369-25  
Concert Booking, Production and Ticketing Services  
City of Spokane Parks & Recreation Department**

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

**Proposal Submittal:** Proposals must be submitted electronically through the City of Spokane's online procurement system portal until **1:00 p.m. on MONDAY, APRIL 28, 2025**. Hard copies, emails, and late submittals will not be accepted.

To view this solicitation and submit a Proposal, the Proposer must be a registered supplier on the City's online procurement system at <https://spokane.procureware.com>. Solicitation documents will not be mailed, e-mailed, or provided in person. Once registered, Proposers will also be added to the solicitation's notification list for Addenda posting or other communication via email. Registration is free.

Questions will be accepted through the procurement system in the "Clarifications" tab of the applicable solicitation number.

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

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

**Public Bid Opening:** Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, APRIL 28, 2025**. For the link to attend virtually, visit the City's Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

This project may be funded by federal and state grant monies. Firms are warned to take into consideration applicable federal requirements in making their Proposal and performing the work.

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or [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.

Thea Prince  
Senior Procurement Specialist,  
City of Spokane Purchasing & Contracts

Publish: April 9 and 16, 2025

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