



Official Gazette

City of Spokane, Washington

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

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AUGUST 6, 2025

Issue 32



MAYOR AND CITY COUNCIL

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Minutes

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, July 21, 2025**

The minutes for the Monday, July 21, 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, August 13, 2025, issue of the *Official Gazette*.

NOTICE**MEETING MINUTES OF SPOKANE CITY COUNCIL****Monday, July 28, 2025**

The minutes for the Monday, July 28, 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, August 13, 2025, issue of the *Official Gazette*.

General Notices

**Spokane City/County Historic Landmarks****Preliminary Agenda****Wednesday, August 20, 2025****3:00 PM****Hybrid Meeting - <https://www.historicspokane.org/current-agenda-items>****Microsoft Teams/City Council Briefing Center****TIMES GIVEN ARE AN ESTIMATE AND ARE SUBJECT TO CHANGE****3:00 PM****Public Hearing:****A. Special Valuation Application (per SMC 17D.100.310):**

1. Contributing Property to Browne's Addition LHD – 2012 W. Pacific Avenue

B. Certificate of Appropriateness (per SMC 17D.100.200):

1. Contributing Property to Cannon Streetcar Suburb LHD – 1204 W. 11th Avenue
2. Contributing Property to Cannon Streetcar Suburb LHD – 1026 S. Monroe Street

C. Spokane Register Nomination (per SMC 17D.100.020):

1. William & Anne Murgittroyd House – 516 W Sumner Avenue
2. Cannon Hill Park Local Historic District – 18th to 22nd Ave and Lincoln to Bernard St

4:30 PM**Commission Briefing Session:**

1. Call to Order
2. Approve [5/21/2025](#) meeting minutes
3. Old Business
4. New Business
5. Chairman's Report
6. HPO Staff Report
7. Other (Announcement and events)

Adjournment:

The next SHLC meeting will be held on Wednesday, September 17, 2025

Updates to this agenda may occur prior to the meeting – please see <https://www.historicspokane.org/current-agenda-item> for the most current agenda.

Members of the general public are encouraged to join the on-line meeting using the following information. To participate via video follow the link on your computer or mobile device (click on “Join the meeting”)

Microsoft Teams meeting

Join on your computer, mobile app or room device

Click here to join the meeting

Meeting ID: 290 383 617 842

Passcode: LZSZcZ

Download Team | Join on the web

Or call in (audio only)

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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 Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd., Spokane, WA, 99201; or ddecorde@spokanecity.or. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

**CANCELLATION NOTICE
REGULAR MEETING OF THE CIVIL SERVICE COMMISSION
AUGUST 19, 2025**

The regularly scheduled meeting of the Civil Service Commission, scheduled for 9:30 a.m. on August 19, 2025, is hereby cancelled.

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. C36551

An ordinance amending Ordinance C-22045 that vacated “C” Street from the north line of Sixteenth Avenue to the south line of Fourteenth Avenue and Fifteenth Avenue from the east line of “C” Street to a line drawn parallel to and 330 feet east of the east line of “C” Street, in the City and County of Spokane, Washington, and providing for the effective date of this ordinance.

WHEREAS, the City Council of the City of Spokane having found that the public use and benefit will be served; -
NOW THEREFORE,

The City of Spokane does ordain:

Section 1. That “C” Street from the north line of Sixteenth Avenue to the south line of Fourteenth Avenue, and Fifteenth Avenue from the east line of “C” Street to a line drawn parallel to and 330 feet east of the east line of “C” Street. In the City and County of Spokane, Washington, be, and the same are hereby vacated, subject to the following conditions:

1. **Easements shall be reserved for the construction, repair and maintenance of existing public and private utilities and services.**
2. **No buildings or structures shall be constructed over, or closer than ten feet from, any existing storm and/or sanitary sewer line now constructed within the area to be vacated.**

Section 2. This ordinance shall take effect and be in force thirty (30) days from and after its passage.

**Passed by City Council July 28, 2025
Delivered to Mayor August 4, 2025**

ORDINANCE NO. C36643

An ordinance vacating the Grace Avenue Right-of-Way west of Northwest Boulevard and more particularly described below,

WHEREAS, a petition for the vacation of the Grace Avenue Right-of-Way west of Northwest Boulevard and more particularly described below, has been filed with the City Clerk representing 73% of the abutting property owners, and a hearing has been held on this petition before the City Council as provided by RCW 35.79; and

WHEREAS, the City Council has found that the public use, benefit and welfare will best be served by the vacation of said public way; -- **NOW, THEREFORE**,

The City of Spokane does ordain:

Section 1. That the right of way described below and located in the Northwest Quarter of Section 12, Township 25 North, Range 42 East, W.M. is hereby vacated. Parcel number not assigned.

BEGINNING at a PK Nail marking the intersection of the North Hemlock Street monument line and the West Cleveland Avenue monument line; thence South 8708'38" West 459.97 feet to a PK Nail marking the intersection of the North Nettleton Street monument line and the West Cleveland Avenue monument line; thence South 0542'21" West 168.41 feet to a point at the intersection of the Southwesterly right of way of West Northwest Boulevard and the Westerly right of way of vacated North Nettleton Street (City of Spokane Ordinance No. C14947); thence South 5835'25" East 203.46 feet along the southwesterly right of way of West Northwest Boulevard to the **TRUE POINT OF BEGINNING** of this description; thence South 8708'38" West 100.71 feet along the North right of way of West Grace Avenue; thence along the arc of a tangent curve to the left, with a radius of 37.50 feet, through a central angle of 9000'00", an arc length of 58.90 feet (long chord bears South 4208'38" West 53.03 feet); thence South 8708'38" West 30.00 feet; thence South 0249'52" East 10.00 feet; thence North 8708'38" East 31.36 feet; thence along the arc of a non-tangent curve to the left, with a radius of 37.50 feet, through a central angle of 7432'02", an arc length of 48.78 feet (long chord bears South 5535'21" East 45.41 feet) to a point on the Southerly right of way of West Grace Avenue; thence North 8708'38" East 210.80 feet along the Southerly right of way of West Grace Avenue to a point on the Southwesterly right of way of West Northwest Boulevard; thence North 5835'25" East 133.21 feet to the **TRUE POINT OF BEGINNING**, and containing 0.326 acres, more or less.

Section 2. An easement is reserved and retained over and through that portion of right-of-way described below for City of Spokane to protect an existing water main.

BEGINNING at a PK Nail marking the intersection of the North Hemlock Street monument line and the West Cleveland Avenue monument line; thence South 8708'38" West 459.97 feet to a PK Nail marking the intersection of the North Nettleton Street monument line and the West Cleveland Avenue monument line; thence South 0542'21" West 168.41 feet to a point at the intersection of the Southwesterly right of way of West Northwest Boulevard and the Westerly right of way of vacated North Nettleton Street (City of Spokane Ordinance No. C14947); thence South 5835'25" East 232.80 feet along the Southwesterly right of way of West Northwest Boulevard to the **TRUE POINT OF BEGINNING** of this description; thence South 8658'04" West 160.50 feet; thence South 4306'26" West 2.72 feet to a point on the centerline of vacated North Nettleton Street (City of Spokane Ordinance No. C14947); thence along said centerline South 0249'52" East 18.60 feet; thence South 8708'38" West 19.22 feet; thence South 4306'26" West 14.39 feet; thence North 8708'38" East 29.56 feet to a point on the centerline of vacated North Nettleton Street; thence South 0249'52" East 13.15 feet along said centerline; thence North 4306'26" East 19.67 feet; thence North 8658'04" East 192.17 feet to a point on the Southwesterly right of way of West Northwest Boulevard; thence North 5835'25" West 53.04 feet along said Southwesterly right of way to the **TRUE POINT OF BEGINNING**, and containing 0.135 acres, more or less.

Passed by City Council July 28, 2025
Delivered to Mayor August 4, 2025

ORDINANCE NO. C36716

An ordinance expanding the duties of the Spokane Human Rights Commission to include automatic review of proposed changes to Title 18 of the Spokane Municipal Code and related provisions.

WHEREAS, the City of Spokane established the Spokane Human Rights Commission by ordinance C30424 in 1992 with the stated purpose of advising and making recommendations to the Spokane City Council on issues concerning human rights and discrimination as well as the implementation of the programs consistent with the needs of all residents; and

WHEREAS, one of the specific powers and duties of the Spokane Human Rights Commission identified in SMC 04.10.040 is to “make recommendations for public policy relating to human rights” and;

WHEREAS, in order to fulfill the spirit of the purpose of the Spokane Human Rights Commission and their powers and duties, the City Council desires to amend the duties of the Spokane Human Rights Commission to include automatic review of any proposed ordinances amending Title 18 of the Spokane Municipal Code and other provisions relating to discriminatory practices; and

NOW THEREFORE, the City of Spokane does ordain:

Section 1. That section 04.10.010 of the Spokane Municipal Code is amended to read as follows:

Section 04.10.010 Purpose

The human rights commission advises and makes recommendations to the city council regarding issues related to human rights and unjust discrimination and the implementation of programs consistent with the needs of all residents of the City of Spokane. The commission shall review all proposed ordinances modifying or expanding the provisions of Title 18 of the Spokane Municipal Code, as well as other provisions of the Spokane Municipal Code that regulate discriminatory practices and claims.

Section 2. That section 04.10.040 of the Spokane Municipal Code is amended to read as follows:

Section 04.10.040 Duties and Functions

The commission has the power and duty to:

- A. adopt rules;
- B. hold regular public meetings and keep a written record of its proceedings which is a public record;
- C. serve as a complaint channel to which human rights grievances of all types can be reported;
- D. maintain statistical data on incidents of human rights violations and make appropriate recommendations for correction;
- E. conduct public hearings to receive citizen concerns about issues relating to human rights;
- F. conduct and arrange for surveys, studies, and polls to factually determine problem areas and perceptions;
- G. provide conflict management and dispute resolution services such as conciliation and mediation;
- H. provide and arrange for victim assistance and support groups;
- ((A)) I. convene and develop work groups such as sub-committees, ad hoc committees, task forces, and coalitions consisting of concerned organizations, agencies, and individuals to achieve coordinated focus on priority problem areas;
- J. provide and develop community education projects such as conferences, forums, and workshops in collaboration and co-sponsorship with organizations and other agencies;
- K. conduct diversity training programs for public and private employers, citizen groups and agencies;
- L. create a speaker's bureau to address cultural diversity issues;
- M. publish a periodic newsletter on current events and special reports on studies and related findings and recommendations;
- N. develop a mass media program consisting of the appropriate use of press releases, press conferences, public service announcements, and production;

- O. make recommendations for public policy relating to human rights;
- P. issue quarterly reports to the City Council concerning the number of complaints received by the City, the number and type of complaints referred to other entities by the name of the entity, the number of complaints dismissed by the City without either investigation or referral, the number of complaints referred by the City to mediation and the number and type of results of those mediations, the number of complaints referred to the City Prosecutor and the resulting outcomes, and any other actions which the City Council determines to be helpful, provided that in no event will such reports contain personally-identifying information; and
- Q. issue an annual report to the mayor and city council on the health of human rights along with achievements for the past year and goals for the coming year; and
- R. provide guidance for the city's anti-discrimination efforts without limitation, including federal Title VI compliance efforts ((-)) ; and
- S. review and comment on proposed ordinances amending Title 18 of the Spokane Municipal Code as well as other provisions of the Spokane Municipal Code that regulate discriminatory practices and claims. The Commission shall be provided a draft copy of each ordinance prior to appearing on a Council committee agenda. The Commission may submit its written comments to the Council at any time before final action by the Council on such applicable ordinance. The Council may bypass this requirement pursuant to Section 01.01.080 of the Spokane Municipal Code.

Section 3. 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 4. 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 July 28, 2025

Delivered to Mayor August 4, 2025

ORDINANCE NO. C36720

An ordinance updating the City of Spokane's Complete Streets Program; amending Sections 04.40.080, 17H.020.010, 17H.020.030, 17H.020.040, and 17H.020.060; adopting new Sections 17H.020.015, 17H.020.055, 17H.020.070, and 17H.020.080; and repealing Sections 17H.020.020 of the Spokane Municipal Code.

WHEREAS, the Transportation Commission was created in 2024 when the City Council enacted Ordinance C36517, which, when codified in Chapter 04.40 of the Spokane Municipal Code, established the commission and set forth its duties and responsibilities; and

WHEREAS, since creation of the Transportation Commission in 2024, the City Council has enacted changes to Chapter 16A.64 of the Spokane Municipal Code, including changing the name of the traffic calming program to the "Safe Streets for All," program; and

WHEREAS, the "Complete Streets Program," codified in Chapter 17H.020 of the Spokane Municipal Code in 2011, has not been updated since its initial enactment and does not reflect creation of the Transportation Commission; and

WHEREAS, the City Council desires that the "Complete Streets" concept be incorporated in all aspects of construction, maintenance and repair of transportation infrastructure in the City of Spokane, and result in a complete, connected network; and

WHEREAS, the City Council wishes to update the Complete Streets Program and make additional changes to the Transportation Commission duties to reflect its role with respect to Complete Streets Program;

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 04.40.080 of the Spokane Municipal Code is amended to read as follows:

Section 04.40.080 Duties and Responsibilities

The Transportation Commission shall have the following duties and responsibilities:

- A. The Transportation Commission shall study significant transportation issues and make recommendations to the Mayor and Council, consistent with Chapter 16A.84 and Chapter 17H.020 of the Spokane Municipal Code and the City's Comprehensive Plan (Transportation Element), and with due regard for the following considerations:

1. Meet mobility needs by providing complete and connected facilities for all transportation options, including walking, bicycling, public transportation, private vehicles, and other choices.
 2. Promote healthy communities by providing and maintaining a safe transportation system with viable active mode options that provides for the needs of all travelers, particularly the most vulnerable users.
 3. ~~((Encourage))~~ Consistent with a complete and connected network, encourage open, accessible, internal multi-modal transportation connections to adjacent properties and streets on all sides.
 4. Study and promote technological advancements in transportation infrastructure design, materials, and methods that improve safety, reduce maintenance costs, and enhance performance.
 5. Prioritize the safety of people walking, pursuant to SMC 16A.84.020.
 6. Collaborate with the Plan Commission to make recommendations for the City's transportation system that further the goals of the Comprehensive Plan and support the City's vision for the development and redevelopment of land.
- B. The Transportation Commission may consider and make recommendations on specific transportation projects as determined by the annual work plan and upon request by City staff or major stakeholders.
- C. Six-Year Comprehensive Street Program - The Transportation Commission, in consultation with the Plan Commission, shall review and make recommendations on street improvements as part of the Six-Year Comprehensive Street Program. The Transportation Commission shall review requested exceptions to the Complete Streets Program as required by SMC Chapter 17H.020. Integrated Capital Management shall provide staff support to the Transportation Commission to help fulfill this duty.
- D. Transportation Benefit District - The Transportation Commission shall make recommendations to the City Council regarding a comprehensive program for the following programs:
1. Use of Transportation Benefit District (TBD) program funds; and
 2. Use of funds allocated by the Street Department for residential/local access street maintenance; and
 3. Required investments in pedestrian improvements per SMC 08.16.060.
- The Transportation Benefit District (TBD) Administrator and Integrated Capital Management shall provide staff support to the Transportation Commission to help fulfill this duty. The Street Department shall assist with identification of residential/local access streets appropriate for repair.
- E. Bicycle Master Plan - The Transportation Commission, in consultation with the Plan Commission and Bicycle Advisory Board, may initiate revisions to the Bicycle Master Plan and recommend projects and policies that support bicycling as a viable and safe form of transportation in the city of Spokane. The Planning and Economic Development Services Department and Integrated Capital Management shall provide staff support to the Transportation Commission to help fulfill this duty.
- F. Pedestrian Master Plan - The Transportation Commission, in consultation with the Plan Commission, shall review and recommend updates to the Pedestrian Master Plan as required by SMC 16A.84.030. The Planning and Economic Development Services Department and Integrated Capital Management shall provide staff support to the Transportation Commission to help fulfill this duty.
- G. Parking System - The Transportation Commission shall make recommendations for changing parking rates for on-street parking and recommend policies or projects to improve the parking environment. The Transportation Commission shall make funding recommendations for Parking System Fund eligible projects and activities as prioritized by the City Council in SMC 07.08.130. The City Parking Manager and the Code Enforcement and Parking Services Department shall provide staff support to the Transportation Commission to help fulfill this duty.
- H. ~~((Traffic Calming))~~ Spokane Safe Streets for All Program - The Transportation Commission shall make annual recommendations to the City Council on the following:
1. the addition, relocation, or removal of automated traffic safety cameras consistent with Chapter 16A.64 of the Spokane Municipal Code and state law;
 2. Recommendations for projects and priorities to be funded by revenues generated from automated traffic safety cameras, consistent with state and local provisions governing the use of such funds; and
 3. the operation of the automated safety program and any contracts associated with its implementation.
- The Commission may make recommendations more frequently than annually as needed. Nothing in this subsection shall affect camera locations, projects or expenditures previously approved by the City Council as of the effective date of this ordinance. The Manager of Neighborhood Connectivity Initiatives and Integrated Capital Management shall provide staff support to the Transportation Commission to help fulfill these duties.
- I. Annual Report – The Transportation Commission shall issue an annual report on the state of transportation in the city of Spokane. This report shall include the status of transportation projects, progress of Complete Streets Implementation, transportation improvement expenditures, revenues, construction schedules, any newly acquired data and predictive analytics, and the status and outcome of any transportation studies. Pursuant to RCW 36.73.160, the report shall satisfy the reporting requirements of the Transportation Benefit District.
- J. Annual Work Plan - The Transportation Commission shall establish an annual work plan in consultation with the directors of Integrated Capital Management, Planning and Economic Development Services, Street Department, Code

Enforcement and Parking Services, the Transportation Benefit District Administrator, and the Manager of Neighborhood Connectivity Initiatives. The annual work plan shall be adopted by the City Council.

- K. At least once per year the Commission shall convene an ad hoc subcommittee, composed of Commission members and city staff, to review the details of all collisions occurring in the prior year that involve vehicles, bicycles and/or pedestrians and which result in death or serious injury on public ways within the City. After such review, the ad hoc subcommittee may propose design modifications to enhance roadway safety. Such recommendations need not be limited to the particular location of the incident and may propose system-wide changes if appropriate. The ad hoc subcommittee shall present its findings to the full commission either separately or as part of an annual report on fatal and serious injuries in the publicway.
- L. The Commission shall meet no less than once per month, and may meet more frequently as needed or cancel regular meetings as circumstances may dictate.

Section 2. That Section 17H.020.010 of the Spokane Municipal Code is amended to read as follows:

Section 17H.020.010 Purpose

~~((The purpose of the Complete Streets Program is to ensure all users are planned for in the construction of all City transportation improvement projects as outlined in the Comprehensive Plan and detailed in the adopted Bike Master Plan and Pedestrian Plan. In enacting this ordinance, the City of Spokane encourages healthy, active living, reduction of traffic congestion and fossil fuel use, and improvement in the safety and quality of life of residents in the City of Spokane by providing safe, convenient, and comfortable routes for walking, bicycling, and public transportation. The Complete Streets Program will improve street connectivity of all modes.))~~

The purpose of the Complete Streets Program is the integration of transportation and land use planning in order to ensure all users are accommodated in the construction of all City transportation improvement projects as outlined in the Comprehensive Plan and detailed in the adopted Bicycle Master Plan, Bicycle Priority Network, Pedestrian Master Plan, and the American with Disabilities Act (ADA) Transition Plan.

Implementation of complete streets planning will create a balanced transportation system that provides safe, accessible, and efficient routes among priority destinations for walking, bicycling, and public transport, that encourages healthy and active living, and that reduces traffic congestion, greenhouse gas emissions, tire particulate pollution, and noise pollution.

Section 3. That there is adopted a new Section 17H.020.015 of the Spokane Municipal Code to read as follows:

Section 17H.020.015 Definitions

For the purpose of this chapter, the following words shall be defined as follows:

Term	Definition
Complete Street	A "Complete Street" is a road designed to be safe for users of all ages and abilities and exhibits a high degree of multimodal level of service informed by various plans adopted by the City of Spokane. The "Complete Street Program" focuses not just on individual roads but on changing the community and engineering decision-making process so that all users are routinely considered during the planning, designing, building, and operating of all roadways.
Street Project	"Street Project" means the construction, reconstruction, retrofit, maintenance, alteration, or repair of any street, and includes the planning, design, approval, and implementation processes, except that "Street Project" does not include minor routine upkeep such as cleaning, sweeping, mowing, spot repair or patching potholes, paving unpaved streets, or interim measures on detour routes. If safety and convenience can be improved within the scope of pavement resurfacing such as grind and overlay and restriping, such projects shall implement Complete Streets as outlined in the adopted Bicycle Master Plan, Bicycle Priority Network, Pedestrian Master Plan and the Americans with Disabilities Act Transition Plan to provide access and increase safety for all users. Grind and overlay and restriping projects shall be limited to striping elements as called for in the Bicycle Master Plan, the Bicycle Priority Network, and the Pedestrian Master Plan. Changes to existing signalization shall not trigger additional Complete Streets elements.
Users	"Users" mean individuals that use streets, including people walking, people using wheeled assisted mobility devices such as wheelchairs, people riding bicycles, people using micromobility devices, people driving automobiles, people driving freight delivery vehicles, and people using transit options, people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities.

Section 4. That Section 17H.020.020 of the Spokane Municipal Code is hereby repealed.

Section 5. That Section 17H.020.030 of the Spokane Municipal Code is amended to read as follows:

Section 17H.020.030 Freight/Truck Routes

Because freight is important to the basic economy of the City and has unique right-of-way needs to support that role, freight will be ~~((the major))~~ a priority on streets classified as truck routes as designated by SMC 12.08.020. Complete Street improvements that are consistent with freight mobility but also support other modes shall be considered for these streets.

Section 6. That Section 17H.020.040 of the Spokane Municipal Code is amended to read as follows:

Section 17H.020.040 Complete Streets Implementation

- A. All street projects shall include Complete Streets elements as called for in the Bicycle Master ((Bike)) Plan, ((and)) Pedestrian Master Plan, and the Americans with Disabilities Act (ADA) Transition Plan. Complete Streets shall be achieved either through single projects or through a series of smaller improvements or maintenance activities over time. It is the City's intent that all allowable sources of transportation funding be drawn upon to implement Complete Streets projects. ~~((The City believes that maximum financial flexibility is important to implement Complete Streets principles. The City believes a Complete Streets program will increase connectivity for all modes of travel within the City.))~~
- B. The implementation of various Complete Streets elements will utilize the ~~((latest and best design criteria and the design of various complete streets components to be implemented shall be based on a context sensitive approach, with the analysis of the street's existing conditions, and the present/future needs for all users.))~~ National Association of City Transportation Officials (NACTO) Design Guidance, including Urban Street Design Guide and Urban Bikeway Design Guide, as well as the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities and other best practices; provided, certain projects may be required to follow the Washington State Department of Transportation (WSDOT) or Federal Highway Administration (FHWA) standards, which may supersede other design standards.
- C. Complete Streets components to be implemented shall be based on a context- sensitive approach, using a Safe Systems framework as defined in RCW 47.04.010, with the analysis of the street's existing conditions, and the present and future needs for all users.
- D. The City will provide continuing education opportunities through various state and national providers, associations, and experts on Complete Streets and urban street design and implementation for identified staff that implement Complete Streets.
- E. During all maintenance, construction, and ongoing operations, the City will prioritize continued access to all sidewalks, crosswalks, bike lanes and bus stops, including detours and alternate access as appropriate.

Section 7. That Section 17H.020.050 of the Spokane Municipal Code is hereby repealed.

Section 8. That there is adopted a new Section 17H.020.055 of the Spokane Municipal Code to read as follows:

Section 17H.020.055 Limited Exceptions to the Complete Streets Program

- A. The following situations are limited exceptions to the Complete Streets Program:
1. Major catastrophic repairs where roadway function has been significantly lost due to situations such as wildfires, sinkholes, flooding, or sudden unanticipated bridge failure.
 2. Where a reasonable and equivalent project with a high degree of multimodal level of service that provides transit or active transportation access to the most significant trip generators on the street, along the same corridor, is already programmed to provide Complete Streets elements.
 3. Grind and overlays, chip seals, crack sealing, and similar maintenance projects may not be required to install new curb, gutter or sidewalk for the length of the project; provided, new and replacement ADA ramps must be installed with grind and overlays. City staff shall look for opportunities to install smaller improvements, including but not limited to bus boarding pads and crosswalk elements that best fit within the scope and budget of the project.
- B. Requested exceptions to the Complete Streets program shall be reviewed by the Transportation Commission, and recommendations regarding exceptions shall be made to the City Council. The City Council must approve exceptions in conjunction with the annual adoption of the 6-Year Street Plan or through a separate Council approval and action on specific project(s). Exceptions requested for major catastrophic repairs may be reviewed by the City Council on an emergency basis without prior review by the Transportation Commission.

Section 9. That Section 17H.020.060 of the Spokane Municipal Code is amended to read as follows:

Section 17H.020.060 Performance Measures

- A. Performance measures monitoring the progress of Complete Streets implementation will be ~~((established and an annual progress report which will be submitted))~~ included with the Transportation Commission's annual report to the ~~((city council))~~ City Council.
- B. Performance measures established through the Complete Streets program shall utilize existing reporting done for concurrency certification and state and federal grant programs.
- C. Performance measures shall include but are not limited to annual fatalities and serious injuries of all modes of travel, measurements of vehicle miles travelled in the city of Spokane, transit boardings in the city of Spokane, annual micromobility trips with a provider under contract with the City of Spokane, and new transit and active transportation facilities built in the city of Spokane.

Section 10. That there is adopted a new Section 17H.020.070 of the Spokane Municipal Code to read as follows:

Section 17H.020.070 Land Use Integration

- A. The City's Design Standards shall include context-sensitive elements determined by the adjacent land use.
- B. All new or revised land use policies, plans, zoning ordinances, or other relevant documents shall specify how they will support and complement the Complete Streets Program.

Section 11. That there is adopted a new Section 17H.020.080 of the Spokane Municipal Code to read as follows:

Section 17H.020.080 Multijurisdictional Coordination

The City recognizes that multi-jurisdictional contributions are necessary for an effective Complete Streets program and will work cooperatively with the Washington State Department of Transportation, the Spokane Regional Transportation Council, the Spokane Regional Health District, the Spokane Transit Authority, Spokane County Accessible Communities Advisory Committee and surrounding counties, cities, school districts, neighborhood councils, citizens, businesses and other interest groups to implement this chapter.

Section 12. 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 13. 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 July 28, 2025
Delivered to Mayor August 4, 2025

ORDINANCE NO. C36721

An Ordinance relating to alcohol advertising regulations established by the Washington State Liquor Control Board, and adopting a new Chapter 10.63 to the Spokane Municipal Code.

WHEREAS, the Washington State Liquor Control Board (LCB) has established administrative regulations in Washington Administrative Code (WAC) 314-52 that regulate advertising by licensed retail outlets, which regulations are intended to promote public safety; and

WHEREAS, pursuant to WAC 314-52-070, the LCB limits each licensed retail licensed premises to a total of four outdoor advertising signs, totaling no more than 1,600 square inches, and which refer to alcoholic beverages, brand names, or manufacturers; and

WHEREAS, WAC 314-52-070 (2) specifically provides that a local jurisdiction has the option to exempt liquor licenses located within that local jurisdiction from the limitation on the number of signs regulated under WAC 314-52-070 or other applicable sections of the WAC;

NOW, THEREFORE, the City Council of the City of Spokane, Washington, does ordain as follows:

Section. 1. That there is added a new Chapter 10.63 to read as follows:

10.63 - Alcohol Advertising Signage Regulations

10.63.010 Retail Alcohol Advertising Signage

Premises located within the City of Spokane and licensed by the Washington State Liquor Control Board to sell alcohol are exempt from all provisions in Washington Administrative Code (WAC) 314-52-070 (2) restricting the number and size of signs referring to alcoholic beverages, brand names, or manufacturers that are affixed or hanging in the windows and on the outside of the premises. Premises so licensed remain subject to the sign regulations contained in Chapter 17C.240 of the Spokane Municipal Code to the extent applicable. All other provisions of WAC 314-52-070 shall remain in effect. As used herein, the term "premises" shall be as defined in WAC 314-01-005 and used in WAC 314-52-070.

Section 2. 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 3. 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 July 28, 2025

Delivered to Mayor August 4, 2025

ORDINANCE NO. C36722

An ordinance relating to Imprest Funds; amending Sections 07.03.020, 07.03.040; Repealing Sections 07.03.050, 07.03.060, 07.03.070, 07.03.075, 07.03.090, 07.03.095, 07.03.100, 07.03.110, 07.03.112, 07.03.120, 07.03.121, 07.03.122, 07.03.123, 07.03.150, 07.03.151, 07.03.152, 07.03.153, 07.03.154, 07.03.155, 07.03.162, 07.03.170, 07.03.171, 07.03.190, 07.03.200, and 07.03.230 of the Spokane Municipal Code.

WHEREAS, certain City departments utilize fixed-amount imprest accounts for making routine cash payments; and

WHEREAS, the last review and update to this ordinance was ten years ago; and

WHEREAS, after review by Administration staff, this ordinance repeals closed accounts, places each fund into a table, and updates position titles.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 07.03.020 of the Spokane Municipal Code is amended to read as follows:

Section 07.03.020 Amount

A. The amount of any imprest fund shall not exceed the amount fixed in the ~~((establishing ordinance))~~ table below:

Department	Amount not to exceed
Accounting and Grants Department Imprest Fund	\$1,000.00
City Attorney Imprest Fund	\$1,000.00
Development Services Center Imprest Fund	\$1,500.00
My Spokane Imprest Fund	\$4,800.00
Parks and Recreation Imprest Fund	\$2,500.00
Parks and Recreation Imprest Fund – Riverfront Park	\$25,000.00
Risk Management Imprest Fund	\$300,000.00
Solid Waste Collection Department Imprest Fund	\$200.00
Solid Waste Disposal Department Imprest Fund	\$9,000.00
Spokane Fire Department Imprest Fund	\$700.00
Spokane Municipal Court Imprest Fund	\$1,300.00
Spokane Municipal Court Imprest Fund – Parking Violations	\$300.00
Spokane Police Department Imprest Fund – Administration	\$1,500.00

Spokane Police Department Imprest Fund – Investigations	\$60,000.00
Spokane Police Department Imprest Fund - Patrol Anti-Crime Team (PACT)	\$10,000.00
Spokane Police Department Imprest Fund – Records	\$3,000.00
Spokane Police Department – Travel Expense Cash Advance Fund	\$20,000.00
Spokane Public Library – Imprest Fund	\$3,000.00
Spokane Public Library – Travel Expense Cash Advance Fund	\$10,000.00
Street Department Imprest Fund	\$500.00
Water and Hydroelectric Services Department Imprest Fund	\$1,000.00

- B. The ~~((mayor))~~ Mayor may increase, subject to subsection (A) of this section, or decrease the amount in an imprest fund from time to time.

Section 2. That Section 07.03.040 of the Spokane Municipal Code is amended to read as follows:

Section 07.03.040 Rules and Regulations

- A. The ~~((accounting and grants director))~~ Director of Accounting establishes in writing rules and regulations regarding disbursement, replenishment, accounting, and use of imprest funds.
- B. The ~~((accounting and grants director))~~ Director of Accounting authorizes travel advances and adopts the rules and regulations for authorization, documentation, accounting, and recovery of unspent advances, in accordance with state statutes and regulations.

Section 3. That Section 07.03.050 of the Spokane Municipal Code is hereby repealed.

Section 4. That Section 07.03.060 of the Spokane Municipal Code is hereby repealed.

Section 5. That Section 07.03.070 of the Spokane Municipal Code is hereby repealed.

Section 6. That Section 07.03.075 of the Spokane Municipal Code is hereby repealed.

Section 7. That Section 07.03.090 of the Spokane Municipal Code is hereby repealed.

Section 8. That Section 07.03.095 of the Spokane Municipal Code is hereby repealed.

Section 9. That Section 07.03.100 of the Spokane Municipal Code is hereby repealed.

Section 10. That Section 07.03.110 of the Spokane Municipal Code is hereby repealed.

Section 11. That Section 07.03.112 of the Spokane Municipal Code is hereby repealed.

Section 12. That Section 07.03.120 of the Spokane Municipal Code is hereby repealed.

Section 13. That Section 07.03.121 of the Spokane Municipal Code is hereby repealed.

Section 14. That Section 07.03.122 of the Spokane Municipal Code is hereby repealed.

Section 15. That Section 07.03.123 of the Spokane Municipal Code is hereby repealed.

Section 16. That Section 07.03.150 of the Spokane Municipal Code is hereby repealed.

Section 17. That Section 07.03.151 of the Spokane Municipal Code is hereby repealed.

Section 18. That Section 07.03.152 of the Spokane Municipal Code is hereby repealed.

Section 19. That Section 07.03.153 of the Spokane Municipal Code is hereby repealed.

Section 20. That Section 07.03.154 of the Spokane Municipal Code is hereby repealed.

Section 21. That Section 07.03.155 of the Spokane Municipal Code is hereby repealed.

Section 22. That Section 07.03.162 of the Spokane Municipal Code is hereby repealed.

Section 23. That Section 07.03.170 of the Spokane Municipal Code is hereby repealed.

Section 24. That Section 07.03.171 of the Spokane Municipal Code is hereby repealed.

Section 25. That Section 07.03.190 of the Spokane Municipal Code is hereby repealed.

Section 26. That Section 07.03.200 of the Spokane Municipal Code is hereby repealed.

Section 27. That Section 07.03.230 of the Spokane Municipal Code is hereby repealed.

Passed by City Council July 28, 2025

Delivered to Mayor August 4, 2025

ORDINANCE NO. C36725

AMENDING ORDINANCE NO. C36626, ENTITLED IN PART, "AN ORDINANCE ADOPTING A BIENNIAL BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT THE COMMERCE CLIMATE PLANNING PHASE 2 GRANT, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the biennial budget Ordinance No. C36626, as above entitled in part, and which passed the City Council December 9, 2024, it is necessary to make changes in the appropriations of the Miscellaneous Grants Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

Section 1. That in the budget of the Miscellaneous Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$280,000.
 - A) Of the increased revenue, \$280,000 is provided solely for grant funding awarded by the Department of Commerce for the Planning department.
- 2) Increase appropriation by \$280,000.
 - A) Of the increased appropriation, \$280,000 is provided solely for contractual services.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the award and acceptance of the Dept. of Commerce's climate planning phase two grant, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council July 28, 2025
Delivered to Mayor August 4, 2025

ORDINANCE NO. C36726

An ordinance repealing duplicate code sections in Spokane Municipal Code Chapter 12.02; repealing Sections 12.02.1004 and 12.02.1008 of the Spokane Municipal Code.

WHEREAS, there are two duplicative code sections in SMC Chapter 12.02; and

WHEREAS, SMC 12.02.1004, related to "Injury to Tree on Public Property – Violation" is duplicated in SMC 12.02.970, adopted by the City Council in 2019; and

WHEREAS, SMC 12.02.1008, related to "Unlawful Disposal of Litter on Public Property" is duplicative of RCW 70A.200.060, which was adopted by reference in SMC 10.58.020.

WHEREAS, this ordinance repeals the duplicative code sections SMC 12.02.1004 and SMC 12.02.1008.

NOW, THEREFORE, the City of Spokane does ordain:

Section 1. That Section 12.02.1004 of the Spokane Municipal Code is repealed.

Section 2. That Section 12.02.1008 of the Spokane Municipal Code is repealed.

Passed by City Council July 28, 2025
Delivered to Mayor August 4, 2025

ORDINANCE NO. C36728

AMENDING ORDINANCE NO. C36626, ENTITLED IN PART, "AN ORDINANCE ADOPTING A BIENNIAL BUDGET FOR THE CITY OF SPOKANE", AND AMENDING IT TO ACCEPT THE ADMINISTRATIVE OFFICE OF THE COURTS THERAPEUTIC COURT GRANT, AND DECLARING AN EMERGENCY.

WHEREAS, subsequent to the adoption of the biennial budget Ordinance No. C36626, as above entitled in part, and which passed the City Council December 9, 2024, it is necessary to make changes in the appropriations of the Miscellaneous Grants Fund, which changes could not have been anticipated or known at the time of making such budget ordinance; and

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

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

Section 1. That in the budget of the Miscellaneous Grants Fund, and the budget annexed thereto with reference to the Fund, the following changes be made:

- 1) Increase revenue by \$430,330.
- A) Of the increased revenue, \$430,330 is provided by the Administrative Office of the Courts for the therapeutic courts in the Municipal Court department.
- 2) Increase appropriation by \$430,330.
- A) Of the increased appropriation, \$319,121 is provided solely for base wages and benefits.
- B) Of the increased appropriation, \$2,790 is provided solely for minor equipment.
- C) Of the increased appropriation, \$38,000 is provided solely for operational travel.
- D) Of the increased appropriation, \$70,419 is provided solely for professional services.

Section 2. It is, therefore, by the City Council declared that an urgency and emergency exists for making the changes set forth herein, such urgency and emergency arising from the need to accept the Administrative Office of the Courts therapeutic court grant, and because of such need, an urgency and emergency exists for the passage of this ordinance, and also, because the same makes an appropriation, it shall take effect and be in force immediately upon its passage.

Passed by City Council July 28, 2025

Delivered to Mayor August 4, 2025

Policies & Procedures

CITY OF SPOKANE	ADMIN 5600-25-01 ADMINISTRATIVE POLICY AND PROCEDURE	LGL 2004-0019
TITLE: PURCHASING CARD PROGRAM		
EFFECTIVE DATE: November 18, 1997		
REVISION DATE: May 16, 2025		

1.0 GENERAL

1.1 This document sets forth the City's policy by which the City will conduct the Purchasing Card Program.

1.2 Any questions or comments should be directed to the Accounting Department.

1.3 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. The Library department follows the City's purchasing card policy as it applies beyond the Library's procurement policy.

3.0 REFERENCES

Centralized Fleet Management Admin Policy 5100-11-02
Purchasing Admin Policy 5600-19-03
Travel Admin Policy 0410-21-4
Uniform Guidance 2 CFR 200.320(a)(1)(ii).

4.0 DEFINITIONS

"Approving Supervisor" is an individual who is the first level of review and approves a Cardholder's monthly charges on their account as being reasonably necessary and an allowable business expense.

"Business Expense" is an expense that has been deemed appropriate to the circumstances regarding the purchase and was done so with the best interest of the City and its citizens (see Admin Policy 5600-24-04)

"Cardholder" is a full-time permanent City employee who has been authorized to make purchases in accordance with the established policies and procedures of the City.

"Micro Purchases" means the acquisition of supplies (goods) or services without competitive solicitation, the aggregate dollar amount which does not exceed the micro-purchase threshold when using federal dollars per Uniform Guidance 2 CFR 200.320(a)(1).

"Public Works" as defined RCW 39.04.010 and SMC 07.06.080, means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

"Purchasing Card Administrator" means the person responsible for all Purchasing Card Program details, including all Cardholder inquiries. This person will act as the liaison between the Bank and the City's designated Purchasing Card Coordinator's citywide.

"Purchasing Card Coordinator" means department level person in charge making sure all charges are coded correctly, and correct receipts are attached before being approved.

"Purchasing Card Program" means the process in which individuals can apply for a Purchasing Card to use for small necessary purchases.

"Purchasing Limit" a set dollar limit for both a single per transaction and per month limitations are assigned to each Cardholder. The limitations may vary depending on the card usage. The standard single transaction limit is \$1,000 and the monthly limit is \$5,000. Any deviations from the standard limitations must be pre-approved by the department head and the Director of Accounting.

5.0 POLICY

5.1 It is the policy of the City of Spokane to allow employees to make small purchases via the use of Purchasing Cards. The Purchasing Card Program allows the City to gather and manage accounting information needed from credit card transactions after a charge has taken place. Purchasing cards are designed to provide a convenient and efficient method of procuring low value goods and services. City users will be able to make these small purchases simply and easily when a need arises. Purchasing Cards will reduce costs associated with processing requisitions, purchase orders and accounts payable, while creating good business relations with suppliers by speeding up payments to them. These efficiencies will allow all groups and individuals involved to be more effective and focused on the value-added aspect of their jobs.

5.2 Cardholder Eligibility.

5.2.1 If you are designated as an "Approver" you cannot be a cardholder.

5.2.2 A purchasing card applicant must already be established as a Department Buyer in good standing with the Purchasing Department. The applicant must provide their buyer number.

5.2.3 Purchasing Cards can be issued to authorized full-time City employees only. The department head is responsible for authorizing his/her employees to use a Purchasing Card. The Director of Accounting has final approval.

- Temp/Seasonal and Project Employees working on long term projects are eligible for a Purchasing Card with the approval of the Division Director and the Director of Accounting.
- A memo will be required

5.2.4 The employee whose name appears on the card is the only individual who may use the card. Furthermore, a cardholder's personal credit is not affected, even though the purchasing cards are issued in an employee's name. Instead, all Purchasing Card transactions are billed centrally to the City and paid directly to the card-sponsoring bank.

- The Fire Department will be granted the exception of having department cards issued to have on hand for any potential emergency situations. The cards will not be issued to any single person, but to the department itself. These will be virtual cards only (no physical card). A review of the number of department cards will occur between the Fire Chief and Director of Accounting on an annual basis.

5.2.5 An authorized employee will be required to sign the Purchasing Card application along with the cardholder agreement. The authorized employee will attest that they have read the policy by signing the policy confirmation form. The authorized employee will be required to do a virtual training in City training software and contracting bank prior to receiving their card. The authorized employee will also be required to adhere to the signed cardholder agreement and is subject to cancellation for violation. Both documents can be found on the Accounting SharePoint page under Purchasing Card.

5.3 Purchasing Card Use – General.

5.3.1 The maximum transaction amount, and the maximum monthly card limit, are set at a default of \$1,000 per transaction and \$5,000 per month limit unless requesting different amounts on the application. On occasion these limits can be adjusted if requested by filling out a Purchasing Card maintenance form. The form must be signed by the department head and the Director of Accounting. The City's aggregate monthly limit will be established by the Chief Financial Officer or their designee.

5.3.2 As stated above, higher purchasing card limits may be considered but are not to exceed \$5,000 per transaction and \$25,000 per month limit. Any requests for higher purchasing card limits will require an additional review and can only be authorized by the Chief Financial Officer or their designee.

5.3.3 A department head may establish lower limits for department employees as well.

5.3.4 Use of the Purchasing Card does not relieve the cardholder from complying with City and departmental policies and procedures. The Purchasing Card is not intended to replace effective procurement planning which can result in quantity discounts, reduced number of trips, and more efficient use of City resources. See Purchasing Admin Policy for purchasing thresholds and standard procurement guidance.

5.3.5 Use of the Purchasing Card for federally funded micro-purchases as defined by uniform guidance 2 CFR 200.320(a)(1) is allowable and within the restrictions of the City's Purchasing Admin Policy.

5.3.6 The cardholder will be responsible to report a lost or stolen card by notifying his/her department head and the Purchasing Card Administrator. The Purchasing Card Administrator will confirm the loss via phone with the Bank.

5.3.7 Cardholders are responsible to immediately inform the Purchasing Card Administrator in writing of any fraud directly relating to their Purchasing Card which occurred outside of their control, such as unauthorized charges. If the Cardholder is still in possession of the card, they must contact the bank to report the fraud and follow the steps set forth by the bank relating to Fraud. If the Purchasing Card Administrator is informed of potential fraud by the Bank, it will be forwarded to the Cardholder who will work with the bank directly to determine if Fraud has occurred.

5.4 The following conditions must be met when using the Purchasing Card:

5.4.1 Each single purchase may be comprised of multiple items, but the total must not exceed the maximum established transaction limit.

5.4.2 When a purchase exceeds the maximum established transaction limit, the normal procedure of using purchase orders must be followed. Purchases must not be split to circumvent the transaction limit.

5.4.3 The least expensive item that meets the needs of the department should be sought.

5.4.4 Cardholders must follow their department's administrative control of funds procedures to ensure that sufficient budgeted funds are available for the purchase.

5.4.5 Purchasing cards may only be used for one designated department. If the employee is a part of one department, but purchasing for a different department, they can only make purchases for that designated department. (Example, an employee of accounting has a purchasing card that they use for a department they support such as Fire or IT. That is the only department they may make purchases for and not for accounting). The exception is a member of administrative staff for a division supporting smaller departments within that division that do not have a purchasing card. All exceptions will need approval by the Director of Accounting and may be escalated for additional approval to the Chief Financial Officer as needed.

5.4.6 The cardholder must obtain an itemized receipt from the vendor and upload it in the banking system along with accounting codes or upload the receipt with comments about the transaction and the justification to be reviewed by the approver and accounting staff. In the event the cardholder does not add accounting codes, the accounting team will add them to the transactions.

- Receipts must be uploaded to reflect the original state (i.e., if color is present on the receipt, it must appear so when uploaded)
- Perform visual inspection and ensure a quality image of each receipt has been captured and uploaded.
- If the receipt cannot be scanned completely and accurately, or its scanned image is not fully legible, contact the vendor to request a legible receipt.

5.4.7 Invoice Retention: When step 5.4.5 has been completed and the transaction cycle for the month has closed with Accounting giving the final approval, the purchasing card holder may properly discard of the original receipt, as long as retention of the receipt is not needed for any other reason (i.e., in correlation with a contract).

- The purchasing card platform must confirm that they follow WA state retention laws. Upon confirmation, the above step will allow purchasing card holders to bypass the scan and toss checklist/ approval documentation steps under Admin policy 0260-14-06 "Scanning and Tossing" (as updated, modified, or amended from time to time).

5.4.8 The cardholder or Purchasing Card Coordinator should reconcile invoices to credit card charges and submit within 7 business days of the transaction or within 5 business days of the cycle closing for supervisor approval.

5.5 Card Restrictions.

5.5.1 The following list covers purchases for which the Purchasing Cards are specifically prohibited:

- Alcohol of any type.
- Cannabis of any type.
- Cash advances or cash refunds.
- Gift cards.
- Personal use of any kind or any non-City purpose.
- Telecommunications equipment, software or services unless approved by the Information Technology Systems Department (cell phone accessories are **OK**).
- Travel, lodging, or meals while traveling; see City's Travel Admin Policy.
- Fuel for City vehicles; see City's Centralized Fleet Management Admin Policy.
- Computer hardware, software, or peripherals (except Information Technology Systems Department, Police Information Systems and Fire Information Systems) including any technology that attaches to, connects to or passes through personal computer (PC), network or wireless devices. The following may be procured by Purchasing Card: keyboards, thumb drives, mice, cameras (photo, not PC type) and tablet device accessories (data plans and wireless devices for tablet devices must be processed through the Information Technology Systems Department).
- Repairs to City vehicles (except Fire Department and Parks and Recreation Department grounds maintenance equipment).
- Goods or services on City contracts unless payment by credit card was specifically contracted.
- Public Works expenditures.
- Parking costs associated with City business. These are processed via reimbursement as explained in the Business Expense policy (Admin 5600-24-04).

5.5.2 The following list covers merchant categories from which the entire City account is restricted:

- Airlines
- Auto Rentals
- Casinos, Gaming
- Dating Services
- Drinking Places
- Government Services
- Hotels
- Liquor Stores
- Massage Parlors

5.5.3 A department head may specify further prohibitions or restrictions for department employees and should be documented.

5.6 Misuse of the Purchasing Card

5.6.1 If for any reason disallowed charges are not repaid by the cardholder before the card billing is due and payable, the City shall retain a prior lien against and a right to withhold any and all funds payable to the employee up to an amount of the disallowed charges and interest at the same rate as charged by the Purchasing Card Bank. Consequences for misuse of the Purchasing Card can include:

- Permanent revocation of Purchasing Card privileges.
- Assignment of wages for repayment.
- Notification to the Chief Financial Officer and the Internal Audit Office to investigate the matter further.
- Disciplinary action, up to and including discharge.

5.7 Card Cancellation

5.7.1 A Purchasing Card must be canceled for any of the following reasons:

- The card is lost or stolen.

- The employee transfers to another department.
- The employee retires, resigns, or is otherwise terminated from City employment.
- The authorizing department head requests cancellation for any reason.
- The City Administrator or Chief Financial Officer may approve cancellation by recommendation of the Director of Accounting for cardholder misuse or abuse of card privileges.

5.7.2 At the discretion of the Purchasing Card Administrator, a bi-annual audit will be conducted to review the use of active purchasing cards within the City. If it is deemed that there has not been sufficient enough activity to warrant keeping the card open, a warning email will be sent and the cardholder and their approving supervisor. A response must be received within 14 days providing proper reasoning why the card should remain open. It will be at the discretion of the Director of Accounting to determine if the reasoning is sufficient. If minimal activity is noted at the time of the next audit, a informative email will be sent indicating as such and to warn the cardholder of the card closure.

5.7.3 It is the responsibility of the department head to advise the Purchasing Card Administrator of the termination or transfer of any cardholder. The Purchasing Card Administrator will then cancel the cardholder's Purchasing Card.

6.0 PROCEDURE

6.1 All procedures and forms related to this policy shall be available to staff on the Accounting SharePoint site under Purchasing Card.

7.0 RESPONSIBILITIES

7.1 The department head is responsible for ensuring compliance of this policy within his/her department.

7.2 The Accounting Department, in cooperation with the Chief Financial Officer, is responsible for administering this policy.

8.0 APPENDICES

Purchasing Card Policy and Procedure Manual
Purchasing Card Application
Cardholder Agreement
Card Program Rules of Conduct
Cardholder Account Maintenance Form
Missing Receipt Form

Note: Appendices are on file with the Office of the City Clerk.

Notice for Bids

Paving, Sidewalks, Sewer, etc.

ABBREVIATED REQUEST FOR QUALIFICATIONS TRAFFIC CONTROL PLANNING & DESIGN CITY OF SPOKANE, WA

DESCRIPTION

TRAFFIC CONTROL PLANNING & DESIGN

DUE DATE

MONDAY, AUGUST 18, 2025 no later than 1:00 p.m.

SCOPE OF SERVICES

The scope of services envisioned in this RFQ may include some or all of the following:

- Construction phase traffic control plan design
- Permanent signing and striping design
- Traffic signal design – not expected to be a major component of the work
- Pedestrian hybrid beacon design – not expected to be a major component of the work
- Street lighting design – not expected to be a major component of the work
- Traffic signal timing – not expected to be a major component of the work

EVALUATION CRITERIA

The following weighting will be assigned to the Proposal for evaluation purposes:

Documentation of expertise and experience in construction phase traffic control planning design	40%
Documentation of expertise and experience in permanent signing & striping design	40%
Documentation of expertise and experience in traffic signal, pedestrian hybrid beacon, street lighting design and traffic signal timing	20%

SUBMITTAL REQUIREMENTS

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/>. Any revisions made to this RFQ will be emailed.

Submittals shall be submitted via email to jradams@spokanecity.org by the time/date specified above.

Questions about the RFQ can also be directed to Jonathan Adams at jradams@spokanecity.org.

ADA INFORMATION

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Engineering Services at eraea@spokanecity.org or by calling 509-625-6700.

TITLE VI STATEMENT

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.

Gazette: July 30 and August 6, 2025

REQUEST FOR QUALIFICATIONS - CITY OF SPOKANE, WASHINGTON
ENVIRONMENTAL REVIEW CONSULTANT SERVICES FOR FEDERAL AID PROJECTS 2025-2027

DESCRIPTION: Environmental Review Consultant Services for Federal Aid Projects 2025-2027

DUE DATE: Monday, August 25, 2025, No later than 1:00 p.m.

DELIVERY: via email to: jradams@spokanecity.org

SCOPE OF SERVICES

The scope of services will include assisting the City with environmental review, permitting, documentation, and associated activities for the following federally funded City of Spokane public works projects: Millwood Trail, Spokane Falls Blvd – Division to Post, US 195/Inland Empire Way, and Latah Bridge Rehabilitation. The consultant may also assist with non-fed funded projects not listed above.

Typical tasks/project components could include: NEPA, SEPA, Wetland delineation, Habitat management plan, Shorelines conditional use permit, USACE permits, Critical areas ordinance checklist, JARPA, and HPA.

EVALUATION CRITERIA

The following weighting will be assigned to the Proposal for evaluation purposes:

Qualifications of key personnel	40%
Expertise and approach to various tasks described in Scope of Services	40%
Past performance/references relevant to areas itemized above on similar projects	20%

SUBMITTAL REQUIREMENTS

The full Request for Qualifications containing submittal requirements can be viewed at <https://cityofspokaneplans.com/> or can be requested from eraea@spokanecity.org or by calling 509-625-6700.

Submittals shall be submitted via email to jradams@spokanecity.org. Questions about the RFQ can also be directed to Jonathan Adams at jradams@spokanecity.org

ADA INFORMATION

The City of Spokane in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Engineering Services at eraea@spokanecity.org or by calling 509-625-6700.

TITLE VI STATEMENT

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.”.

Publish: August 6 and 13, 2025

Notice for Bids

Supplies, Equipment, Maintenance, etc.

REQUEST FOR PROPOSALS #6432-25 **Development Code Assessment and Modernization Services** City of Spokane Community & Economic Development Division

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

Proposal Submittal: Proposals must be submitted electronically through the City of Spokane’s online procurement system portal until **1:00 p.m. on MONDAY, AUGUST 25, 2025**. Hard copies, emails, and late submittals will not be accepted.

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

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

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

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

Public Bid Opening: Sealed Proposals will be acknowledged and unsealed at the City virtual public bid opening meeting at 1:15 p.m. on **MONDAY, AUGUST 25, 2025**. For the link to attend virtually, visit the City’s Purchasing website at <https://my.spokanecity.org/administrative/purchasing/>. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6373, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or ddecorde@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

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

Publish: July 23, 30, and August 6, 2025

Upcoming NOFA Information
Grant #6433-25

2025 Police and Community Engagement grant Available

Deadline for application is September 2, 2025 at 5:00 pm.

The City of Spokane, through its Police Department (hereinafter "City"), is initiating this Notice of Funding Availability (NOFA) to solicit application proposals from Organizations that have the capacity and experience to deepen relationships, trust and engagement between diverse cross-sections of the community and the Spokane Police Department. This program's project goals and desired outcomes are:

- Deepen community relationships, communication, and partnership with the Spokane Police Department to improve community safety.
- Support underserved populations, improve public safety, and foster community resilience through trauma-informed and holistic service delivery.
- Enhance engagement with historically marginalized communities to improve trust, legitimacy, and public safety.

This Notice of Funding of Availability will award a grant of up to \$120,000 to provide the above-referenced desired outcomes for 2025 & 2026.

Application Opens: Wednesday, July 30, 2025 – <https://spokane.procureware.com/>

Application Closes: Tuesday, September 2, 2025 at 1 p.m.

Workshop: August 21, 2025 10:30 am – Liberty Park Library, 402 S Pittsburg, Spokane WA (Door Code 193034) or Online (Teams) link below. RSVP via email to aeverano@spokanecity.org

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Microsoft Teams Need help?

Join the meeting now

Meeting ID: 241 939 778 340 7

Passcode: pK3Q9tZ7

Dial in by phone

+1 424-566-7556,,167402181# United States, Beverly Hills

Find a local number

Phone conference ID: 167 402 181#

Join on a video conferencing device

Tenant key: cityofspokane@m.webex.com

Video ID: 119 180 176 2

Publish: August 6 and 13, 2025

COMPRESSED AND CALIBRATION (SPECIALTY) GASES
City of Spokane Multiple Departments
#ITB 6434-25

Description: The City of Spokane is soliciting electronic bids for Compressed and Calibration (Specialty) Gases for a five-year period.

Bid Opening: Electronic Bids will be unsealed at the 1:15 p.m. public bid opening via Microsoft Teams platform on **MONDAY, AUGUST 25, 2025**, for Compressed and Calibration (Specialty) Gases for a five-year period. To watch the City of Spokane Bid Opening Meeting, go to our website: <https://my.spokanecity.org/administrative/purchasing> and then click on the "join meeting" link on the right-hand side of the page. Alternatively, it may be simpler to listen by phone which can be done as follows: call (323) 618-1887 then enter the access code 533 854 149 followed by #.

The Invitation to Bid document is available for download through the City of Spokane's online procurement system <https://spokane.procureware.com>. Registration is required to view and download this solicitation. Solicitation documents will not be mailed, e-mailed, or provided in person. It is the responsibility of Proposers to check the City of Spokane's online procurement system identified above for Addenda or other additional information that may be posted regarding this Invitation for Bids. Questions from potential Proposers will be accepted through the "Clarifications" tab under the associated project number in the online procurement system.

All Bid documents shall be submitted electronically through the City of Spokane's online procurement system no later than **1:00 p.m. on MONDAY, AUGUST 25, 2025**. Hard copy and/or late submittals will not be accepted. Bids must be sent sufficiently ahead of time to be received by the required date and time. The City of Spokane is not responsible for Bids submitted late.

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

Rick Rinderle
City of Spokane Purchasing

Publish: July 30 and August 6, 2025
