



Official Gazette

City of Spokane, Washington

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

Volume 115

AUGUST 13, 2025

Issue 33



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)

SHELBY LAMBDIN (DISTRICT 2)

ZACK ZAPPONE (DISTRICT 3)

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Minutes

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 20, 2025, issue of the *Official Gazette*.

MINUTES OF SPOKANE CITY COUNCIL**Monday, July 21, 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 Pro-Tem Dillon and Council Members Bingle, Cathcart, and Zappone were present. Council President Wilkerson joined virtually at 3:32 p.m. and Council Member Klitzke joined virtually at 3:35 p.m.

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

INTERVIEWS OF NOMINEES TO BOARDS AND COMMISSIONS**Community, Housing and Human Services (CHHS) Board**

The City Council interviewed Maura Lammers, candidate for appointment to the CHHS Board.

BRIEFING ON AGENDA ITEMS**Final Agenda for July 21, 2025**

Special Budget Ordinance C36725 to Accept Commerce Climate Planning Phase 2 Grant (Council Sponsors: Council Members Dillon and Klitzke)

At the request of Council Member Bingle, Maren Murphy of Planning and Development provided a briefing on Special Budget Ordinance C36725 to accept the Commerce Climate Planning Phase 2 Grant.

Special Budget Ordinance C36728 to Accept Administrative Office of the Courts Therapeutic Court Grant (Council Sponsors: Council President Wilkerson and Council Members Zappone and Cathcart)

At the request of Council Member Bingle, Michael Diamond of Municipal Court - Community Justice Services provided a briefing on Special Budget Ordinance C36725 to accept the Administrative Office of the Courts Therapeutic Court Grant.

Resolution 2025-0051 Relating to Procurement of Services and Goods (as amended during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

At the request of Council Member Bingle, Alex Gibilisco of the City Council Office provided a briefing on Resolution 2025-0051 relating to procurement of services and goods by the city to develop an inclusive, data-driven, and transparent process to improve participation by qualified small, minority, women, veteran owned businesses.

First Reading Ordinance C36722 Relating to Imprest Funds (Council Sponsors: Council President Wilkerson and Council Member Dillon)

At the request of Council Member Bingle, Adam McDaniel, Policy Advisory-Mayor's Office, provided a briefing on First Reading Ordinance C36722 relating to imprest funds.

First Reading Ordinance C36719 to Adopt an Overlay Zone for Property located at 2747 W. Thorpe Road (Council Sponsors: Council President Wilkerson and Council Member Bingle)

At the request of Council Member Bingle, Planning Director Spencer Garnder provided a briefing on First Reading Ordinance C36719 to adopt an overlay zone for property located at 2747 W. Thorpe Road in the City and County of Spokane, State of Washington, by amending the official zoning map to show a planned unit development overlay zone for said property.

Updated Draft Agenda for July 28, 2025

Resolution 2025-0053 Appointing Spokane City Council, District 2, Position (Council Sponsors: Council President Wilkerson and Council Member Dillon)

At the request of Council Member Bingle, City Council Office Director Giacobbe Byrd provided a briefing on Resolution 2025-0053 appointing an individual to fill the position of Spokane City Council, District 2, vacated by Lili Navarrete.

Resolution 2025-0054 Approving Settlement Reached by Safety National Insurance – Estate of Robert Bradley (Council Sponsors: Council President Wilkerson and Council Member Zappone)

At the request of Council Member Bingle, Assistant City Attorney Lynden Smithson provided a briefing on Resolution 2025-0054 approving settlement reached by Safety National Insurance, the City's excess insurance carrier, with the Estate of Robert Bradley in the amount of \$3,655,000.

Resolution 2025-0052 Setting Forth the City Council's Budget Priorities (as amended during the July 14, 2025, 3:30 p.m. Agenda Review Session) (deferred from the July 21, 2025, Agenda, during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon)

At the request of Council Member Bingle, City Council Policy Advisor Chris Wright provided a briefing on Resolution 2025-0052 setting forth the City Council's budget priorities pursuant to Section 07.14.030 of the Spokane Municipal Code.

Final Reading Ordinance C36726 Repealing Duplicate Code Sections (Council Sponsors: Council President Wilkerson and Council Member Zappone)

At the request of Council Member Bingle, Adam McDaniel, Policy Advisor-Mayor's Office, provided a briefing on Final Reading Ordinance C36726 repealing duplication code sections in the Spokane Municipal Code Chapter 12.02; repealing Sections 12.02.1004 and 12.02.1008 of the Spokane Municipal Code.

Final Reading Ordinance C36721 Relating to Alcohol Advertising Regulations (Council Sponsors: Council President Wilkerson and Council Member Dillon) (as amended on July 14, 2025, and automatically deferred from the July 21, 2025, Agenda during the July 14, 2025, 3:30 p.m. Agenda Review Session)

At the request of Council Member Bingle, Council Member Dillon provided a briefing on Final Reading Ordinance C36721 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.

Final Reading Ordinance C36723 – "Public Dollars for Public Benefit," Relating to City Public Works (as amended on July 14, 2025, and automatically deferred from the July 21, 2025, Agenda during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Dillon and Zappone)

At the request of Council Member Bingle, Council Member Dillon provided a briefing on Final Reading Ordinance C36723 titled "Public Dollars for Public Benefit," relating to City public works; enacting a new Article XI, Chapter 07.06.800 of the Spokane Municipal Code.

Letter to Spokane County – Spokane County Regional Animal Protection Service (CPR 2025-0035) (Council Sponsor: Council Member Cathcart)

At the request of Council Member Bingle, Council Member Cathcart provided a briefing on the Letter to Spokane County requesting City participation in the selection of Executive Director of Spokane County Regional Animal Protection Service (SCRAPS).

Hearing on Final Reading Ordinance C36720 Updating the City of Spokane's Complete Streets Program (deferred from the July 21, 2025, Agenda during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Klitzke and Dillon)

At the request of Council Member Bingle, Jon Snyder, Director of Transportation and Sustainability – Mayor's Office, provided a briefing on Final Reading Ordinance C36720 updating the City of Spokane's Complete Streets Program; amending and repealing sections of the Spokane Municipal Code.

Draft Agenda for August 4, 2025

There were no requests for staff to brief agenda items as the August 4, 2025, meeting has been canceled.

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS

July 21, 2025, Final Agenda

Consent Agenda Item No. 16 Relating to Climate Planning (OPR 2025-0500) (Council Sponsors: Council Members Dillon and Klitzke), Special Budget Ordinance C36725 (Council Sponsors: Council Members Dillon and Klitzke), and Special Budget Ordinance C36728 (Council Sponsors: Council President Wilkerson and Council Members Zappone and Cathcart)

Motion by Council Member Zappone, seconded by Council Member Dillon, **to defer** Consent Agenda Item 16 relating to climate planning, Special Budget Ordinance C36725 (to accept the Commerce Climate Planning Phase 2 Grant), and Special Budget Ordinance C36728 (to accept the Administrative Office of the Courts Therapeutic Court Grant) to July 28, 2025, Agenda; **carried 6-0**.

Resolution 2025-0051 (Deferred from the July 14, 2025, Agenda, during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Zappone, seconded by Council Member Dillon, **to defer** Resolution 2025-0051—relating to procurement of services and goods by the city to develop an inclusive, data-driven, and transparent process to improve participation by qualified small, minority, women, veteran owned businesses—to July 28, 2025, Agenda; **carried 6-0**.

Final Reading Ordinance C36643 (First Reading held April 14, 2025) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to defer** Final Reading Ordinance C36643—vacating Grace Avenue west of Northwest Blvd., as requested by Excelsior Wellness—to July 28, 2025, Agenda; **carried 6-0**.

Final Reading Ordinance C36716 (Council Sponsors: Council President Wilkerson and Council Member Bingle)

Motion by Council Member Zappone, seconded by Council Member Dillon, **to adopt** the Dillon Proposed Amendment to Final Reading Ordinance C36716 (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) filed July 16, 2025; **carried 6-0**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the ordinance to July 28, 2025, Agenda.)

Final Reading Ordinance C36722 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Zappone, seconded by Council President Wilkerson, **to adopt** the Wilkerson/Dillon Proposed Amendment to Final Reading Ordinance C36722 (relating to Imprest Funds) filed July 16, 2025; **carried 6-0**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the ordinance to July 28, 2025, Agenda.)

Final Reading Ordinance C36718 Modifying the Membership of the Climate Resilience and Sustainability Board (Council Sponsors: Council President Wilkerson and Council Member Bingle)

Motion by Council Member Zappone, seconded by Council Member Wilkerson, **to defer** Final Reading Ordinance C36718 (modifying the membership of the Climate Resilience and Sustainability Board) to August 25, 2025; **carried 6-0**.

First Reading Ordinance C36723 (Automatically deferred to the July 28, 2025, Agenda from the July 14, 2025, Agenda, due to an amendment being adopted during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Bingle)

Motion by Council Member Zappone, seconded by Council President Wilkerson, **to defer** Ordinance C36723 (titled “Public Dollars For Public Benefit,” relating to City public works) to July 28, 2025, Agenda for first reading, and August 18, 2025, Agenda for final reading, with

Motion to amend by Council Member Bingle, seconded by Council Member Wilkerson, **to defer** Ordinance C36723 for final consideration on August 25 and first reading on August 18; **carried 5-1**.

Main motion, as amended, by Council Member Zappone, seconded by Council President Wilkerson, **to defer** Ordinance C36723 to August 18, 2025, Agenda for first reading, and August 25, 2025, Agenda for final reading; **carried 5-1**.

Final Reading Ordinance C36643 Vacating Grace Avenue West of Northwest Blvd. (First Reading held April 14, 2025) (deferred from the July 14, 2025, Agenda, during the July 14, 2025, 3:30 p.m. Agenda Review Session (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to defer** Final Reading Ordinance C36643 (vacating Grace Avenue west of Northwest Blvd.) to July 28, 2025, Agenda; **carried 6-0**.

July 28, 2025, Updated Draft Agenda

Addition of Items to the July 28, 2025, Agenda: OPR 2025-0523 – Acceptance of Fiscal Year 2024 Program awards from the U.S. Department of Housing and Urban Development (Council Sponsors: Council President Wilkerson and Council Member Bingle), OPR 2025-0528 – Interagency Agreement with the Housing Division Homelessness Assistance Unit (Council Sponsor: Council President Wilkerson), and OPR 2023-0898 – Contract Amendment with HDR Engineering (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Motion by Council President Wilkerson, seconded by Council Member Zappone, **to suspend the Council Rules and add** the following items (under one motion): OPR 2025-0523 – Acceptance of Fiscal Year 2024 Program awards from the U.S. Department of Housing and Urban Development and approval to enter into subrecipient agreements with the awarded grantees, OPR 2025-0528 – Interagency Agreement with the Housing Division Homelessness Assistance Unit to accept Consolidated Homeless Grant Award, and OPR 2023-0898 – Contract Amendment with HDR Engineering, Inc. for additional NPDES Permit Studies and Support Services, **with**

Motion to amend by Council Member Bingle, seconded by Council Member Zappone, **to suspend the Council Rules** for the purposes of only three items: OPR 2025-0523, OPR 2025-0528, and OPR 2023-0898; **carried 6-0**.

Motion by Council Member Bingle, seconded by Council Members Cathcart and Zappone, **to add** Items 6 (OPR 2025-0523), 7 (OPR 2025-0528), and 8 (OPR 2023-0898), to the July 28, 2025, Agenda; **carried 6-0**.

Resolution 2025-0053 Appointing Spokane City Council, District 2, Position) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

Council Member Zappone presented a motion, seconded by Council President Wilkerson, to adopt the Dillon/Wilkerson Proposed Amendment to Resolution 2025-0053, with a proposed update filed July 15, 2025. Discussion ensued. Council Member Cathcart expressed that he believes this item requires a suspension of the Council Rules in order to remain on the July 28, 2025, Agenda for consideration. Council President Pro Tem Dillon called for a vote on the motion. Council Member Cathcart appealed what he presumed to be the ruling of the chair to move forward on the vote on the motion. Council President Pro Tem Dillon explained he is comfortable moving forward and this has been aligned with the Council's timeline going back to when the applications for the vacancy were posted and working with City Council Office Director. Council Member Cathcart made a motion, seconded by Council Member Bingle, to appeal the ruling of the chair. Council debate was held, after which the following action was taken:

All those in favor of sustaining the Chair's ruling voting "yes": Dillon, Klitzke, Wilkerson, and Zappone

All those against the Chair's ruling voting "no": Bingle and Cathcart

After further discussion, the following action was then taken:

Motion by Council Member Zappone, seconded by Council President Wilkerson, **to adopt** the Dillon/Wilkerson Proposed Amendment to Resolution 2025-0053 (appointing an individual to fill the position of Spokane City Council, District 2, vacated by Lili Navarrete) filed July 15, 2025; **carried 4-2**.

Resolution 2025-0052 (Deferred from the July 21, 2025, Agenda, during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Members Cathcart and Dillon)

Motion by Council Member Zappone, seconded by Council President Pro Tem Dillon and Council President Wilkerson, **to adopt** the Zappone Proposed Amendment to Resolution 2025-0052 (setting forth the City Council's budget priorities pursuant to Section 07.14.030 of the Spokane Municipal Code) filed July 16, 2025; **carried 6-0**.

Addition of Items – Resolution 2025-0058 (Council Sponsors: Council Members Bingle and Cathcart) and Special Considerations – Letter to Spokane County (CPR 2025-0035) (Council Sponsors: Council Members Cathcart and Bingle)

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to suspend the Council Rules** for purposes of adding Resolution 2025-0058 (establishing a pilot program for reforestation of the downtown Spokane area) to the July 28, 2025, Agenda and Special Consideration of Letter to Spokane County requesting City participation in the selection of Executive Director of Spokane County regional Animal Protection Service to the July 28, 2025, Agenda; **carried 6-0**.

Motion by Council Member Bingle, seconded by Council Member Cathcart, **to add** these two items (Resolution 2025-0058 and Special Consideration of Letter to Spokane County) to the July 28, 2025, Agenda; **carried 6-0**.

Final Reading Ordinance C36720 (Deferred from the July 21, 2025, Agenda, during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Klitzke and Dillon)

Motion by Council Member Klitzke, seconded by Council Member Wilkerson, **to adopt** the Klitzke Proposed Amendment to Final Reading Ordinance C36720 (updating the City of Spokane's Complete Streets Program) filed July 16, 2025; **carried 6-0**.

August 4, 2025, Draft Agenda

There were no considerations of amendments or deferrals for the August 4, 2025, Draft Agenda, as the August 4 meeting has been canceled.

Action to Approve Agendas

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

Motion by Council Member Zappone, seconded by Council Member Wilkerson, **to approve** the July 21, 2025, Final Agenda, and July 28, 2025, Updated Draft Agenda, as amended; **carried 6-0**.

Council Recess/Executive Session

The City Council recessed at 4:39 p.m. and immediately reconvened into an Executive Session to discuss pending litigation for ten minutes. City Attorney Mike Piccolo was present for the Executive Session. The Executive Session ended 4:49 p.m., at which time the 3:30 p.m. Agenda Review Session also ended. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION

Land Acknowledgement

Council President Pro Tem Dillon 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 Pro Tem Dillon.

Roll Call

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

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

There were no **Proclamations and Salutations**.

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

There was no **Poetry at the Podium**.

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

Moment of Silence

Council President Pro Tem Dillon requested a moment of silence for Sean Nolan (a son of a long-time employee) and Sarah Doxey (worked in health care in Spokane and an advocate) who were both tragically killed this past week in traffic fatalities.

CONSENT AGENDA

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

Upon 4-0 Voice Vote, the City Council **approved** Staff Recommendations for the following items:

Purchases from Galls, LLC (Lexington, KY) and The Bunker (Spokane Valley, WA) of ballistic helmets and accessories for the Spokane Police Department—\$254,622.33. (OPR 2025-0489) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Purchase from Night Vision Devices (Whitehall, PA) of night vision goggles and helmet mounts for Spokane Police Department SWAT officers—\$54,941.82. (OPR 2025-0494) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Purchase from Terradyne Armored Vehicles, Inc. (Newmarket, ON, Canada) of a Terradyne multi-purpose armored vehicle for the Spokane Police Department—\$423,222.07. (OPR 2025-0495) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Purchase from Dana Safety Supply, Inc. (Greensboro, NC) of ballistic glass for two Spokane Police Department SWAT vehicles—\$55,286.98. (OPR 2025-0504) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Contract Renewal 2 of 3 with ABM Industry Groups LLC (Spokane) for janitorial services for Spokane Police Department properties from June 1, 2025, through May 31, 2026—\$82,439.04 (plus tax). (OPR 2021-0385) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Grant Agreement with Washington Traffic Safety Commission funding 75% of one full-time officer salary and benefits dedicated to enforcement of DUI laws—\$158,861.06. (OPR 2025-0514) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Purchase from Dell Marketing, L.P. (Round Rock, TX) of maintenance and support for the Spokane Police Department's Dell Powerscale file server—\$74,512.70. (OPR 2025-0491) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Contract with Forensic Logic, LLC (Freemont, CA) of on-line CrimeTracer software subscription with licensing, maintenance, and support for the Spokane Police Department—\$67,009.22. (OPR 2025-0492) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Contract with Bluum of Minnesota LLC (St. Paul, MN) for the purchase of audio-visual equipment for the Spokane Police Academy classrooms and the Spokane Police Department's Gardner conference room—\$185,783.66. (OPR 2025-0493) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Purchase Agreement with Hughes Fire Equipment, Inc. (Springfield, OR) for the purchase of two new Pierce Fire Engines for the Spokane Fire Department—\$2,525,684.62. (OPR 2025-0490) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Final Contract Renewal with Control Solutions Northwest, Inc. (Spokane) for HVAC preventative maintenance for the Fire Department and dispatch center from July 1, 2025, through June 30, 2027—\$180,000 (plus tax). (OPR 2020-0604) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Master Contract Renewals 1 and 2 of 4 with Absolute Drug Testing, LLC (Coeur d'Alene, ID) for drug and alcohol testing services for Municipal Court from July 1, 2025, through June 30, 2027—\$500,000 (plus tax). (OPR 2024-0608 / RFP 6102-24) (Council Sponsors: Council President Wilkerson and Council Members Zappone and Cathcart)

Amendment No. 4 to the Interlocal Government Agreement to create the Eastern Washington area agency on aging (between Aging & Long Term Care of Eastern WA, Spokane County, Stevens County, Whitman County, Pend Oreille County, Ferry County, City of Spokane Valley, and the City of Spokane). (OPR 1987-0022) (Council Sponsors: Council President Wilkerson and Council Member Bingle)

Personal Service Agreement with Emergency Responders Health Center, LLC (Spokane) for medical professional services for Spokane Fire Department potential new hires from June 18, 2025, through June 17, 2030—\$500,000 (\$100,000 annually) (plus tax). (OPR 2025-0498 / RFP 6394-25) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Interagency Agreement between the Washington State Administrative Office of the Courts and Spokane Municipal Court to support Therapeutic Courts from July 1, 2025, through June 30, 2026—\$430,330 Revenue. (OPR 2025-0506) (Relates to Special Budget Ordinance C36728) (Council Sponsors: Council President Wilkerson and Council Members Zappone and Cathcart)

Consultant Agreement with Mesa Associates, Inc. (Madison, AL) for Upriver Spillway gantry design services from July 21, 2025, through December 31, 2025—\$122,560 (plus tax). (OPR 2025-0501 / IRFQu 6402-25) (Council Sponsors: Council Members Klitzke and Zappone)

Report of the Mayor of pending claims and payments of previously approved obligations, including those of Parks and Library, through July 11, 2025, total \$14,961,666.88 (Check Nos.: 612328-612460; Credit Card Nos.: 001753-001787; ACH Nos.: 142597-142892), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$14,491,930.99. (CPR 2025-0002)

Minutes:

- a. City Council Meeting Minutes: May 8, June 30, July 10, 2025. (CPR 2025-0013)
- b. City Council Urban Experience Standing Committee Meeting Minutes: July 14, 2025. (CPR 2025-0017)

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCES

For Council action on Special Budget Ordinances C36725 and C36728, see section of minutes under 3:30 p.m. Agenda Review Session.

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2025-0047 (as amended during the July 14, 2025, 3:30 p.m. Agenda Review Session (Council Sponsors: Council President Wilkerson and Council Member Zappone))

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

Upon 4-0 Roll Call Vote, the City Council **adopted Resolution 2025-0047** updating the appointments of for and against committee members relating to Proposition No. 1 on the November 4, 2025, general election ballot regarding a proposed increase in the regular property tax levy for Citywide Park Improvements and Safety for a twenty-year period beginning in 2026.

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

For Council action on Resolution 2025-0051, see section of minutes under 3:30 p.m. Agenda Review Session.

FINAL READING ORDINANCES

For Council action on Final Reading Ordinance C36643, see section of minutes under 3:30 p.m. Agenda Review Session.

Final Reading Ordinance C36644 (First Reading held March 3, 2025) (Council Sponsors: Council President Wilkerson and Council Member Bingle)

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

Upon 4-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36644** amending Ordinance C14947 that vacated a portion of Nettleton Street in the City of Spokane.

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

Final Reading Ordinance C36645 (First Reading held March 3, 2025) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

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

Upon 4-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36645** amending Ordinance C22933 that vacated that portion of Grace Avenue except the north 10 feet of the south half thereof, from the extended west line of vacated Nettleton Street to the arc of a circle having a radius of 37 ½ feet, the center point of which is the center point of the existing cul-de-sac, and located on the center line of Grace Avenue.

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

For Council action on Final Reading Ordinance C36716, see section of minutes under 3:30 p.m. Agenda Review Session.

For Council action on Final Reading Ordinance C36723, see section of minutes under 3:30 p.m. Agenda Review Session.

For Council action on Final Reading Ordinance C36722, see section of minutes under 3:30 p.m. Agenda Review Session.

Final Reading Ordinance C36719 (Council Sponsors: Council President Wilkerson and Council Member Bingle)

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

Upon 4-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36719** to adopt an overlay zone for property located at 2747 W. Thorpe Road in the City and County of Spokane, State of Washington, by amending the official zoning map to show a planned unit development overlay zone for said property.

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

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 C36726 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. (Council Sponsors: Council President Wilkerson and Council Member Zappone)

ORD C36721 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. (As amended during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Automatically deferred from the July 14, 2025, Agenda, due to an amendment being adopted during the July 14, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Dillon)

For Council action on First Reading Ordinance C36723, see section of minutes under 3:30 p.m. Agenda Review Session.

There were no **Special Considerations**.

There were no **Hearings**.

[The City Clerk left the meeting at 6:14 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by Council Director Giacobbe Byrd for the minutes.]

OPEN FORUM

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

- Michael Schneider
- Juliet Barenti
- Dennis Flynn
- Kody Zalewski
- Maura Kegley
- Eugene Knowles
- Paula Horning
- Robert Teal
- David Beach
- Robert Teal
- Sunshine Wigen

ADJOURNMENT

Motion by Council Member Bingle, seconded by Council Member Zappone, **to adjourn; carried 4-0.**

There being no further business to come before the City Council, the meeting adjourned at 6:34 p.m.

MEETING MINUTES
City of Spokane
City Council-Mayor Joint Special Meeting to Discuss Budget
(held in a study session format)
Council Briefing Center
July 17, 2025

Meeting Recording: <https://vimeo.com/110230229>

Call to Order: 11:03 a.m.

Attendance:

Council Members Present: Council President Wilkerson, Council Members Dillon, Cathcart, Bingle, Klitzke, and Zappone (arrived at 11:05 a.m., left at 11:43 a.m., and returned at 11:45 a.m.)

Council Members Absent: None

Agenda Items:

- Current Economic Impacts
- Current Budget Climate
- General Fund 6-Year Forecast
- In Progress Finance work

Executive Session:

None

Adjournment:

The meeting adjourned at 12:17 p.m.

STANDING COMMITTEE MINUTES
City of Spokane
Finance and Administration Committee
City Hall (808 W. Spokane Falls Blvd), Council Chambers
July 28, 2025

Call to Order: 12:03 PM

Recording of the meeting may be viewed here: Spokane City Council

Attendance

Committee Members Present:

Council Member Paul Dillon (Chair), Council President Betsy Wilkerson, Council Member Michael Cathcart, Council Member Jonathan Bingle, Council Member Kitty Klitzke, Council Member Zack Zappone

Discussion Items (No Action Taken)

1. 0410 QUARTERLY FINANCIAL REPORT – JESSICA STRATTON
2. RESOLUTION APPOINTING KEVIN SCHMITT AS DIRECTOR OF ACCOUNTING – MATT BOSTON
3. QUARTERLY INVESTMENT REPORT – CONNER THORNE
4. AGING AND LONG TERM CARE OF EASTERN WASHINGTON UPDATE – LYNN KIMBALL
5. 0620 – SPECIAL BUDGET ORDINANCE – Q3 2025 HR RANGE CHANGES – DEBBIE DECORDE
6. 0410 – PUBLIC RECORDS REQUEST PERFORMANCE AUDIT UPDATE – DANIELLE ARNOLD
7. 0650 – DEVELOPMENT CODE CLARIFICATION ON DENSITY – SPENCER GARDNER
8. 0650 – CLARIFICATION TO ESTABLISHMENT OF STREETS, ALLEYS, AND DRIVEWAYS – SPENCER GARDNER
9. 0650 – ADDRESSING CODE REVISIONS – SPENCER GARDNER
10. 0520 – ESTABLISHING THE EMERGENCY COMMUNICATIONS CENTER – MAGGIE YATES
11. 0520 – UPDATING NAMES AND DUTIES OF DEPARTMENTS WITHIN SPD – MAGGIE YATES
12. 0520 – RESOLUTION APPOINTING DIRECTOR OF PATROL – MAGGIE YATES
13. 0520 – DAYCARES AND CHILDCARE CENTERS INTERIM ZONING ORDINANCE – ADAM MCDANIEL
14. 0520 – ORDINANCE UPDATING THE FEE-FREE BUSINESS LICENSE THRESHOLD – ADAM MCDANIEL
15. 0520 – REPEAL OF SMC CHAPTER 09.01 DUE TO PASSAGE OF I-1433 – ADAM MCDANIEL
16. 0520 – RESOLUTION APPOINTING DIRECTOR OF ADMINISTRATION AND INVESTIGATION – MAGGIE YATES
17. ORDINANCE MAXIMIZING PARTNERSHIP GRANT OPPORTUNITIES – ADAM MCDANIEL

18. TRANSPORTATION BENEFIT DISTRICT REVENUE – JON SNYDER
19. 0320 – ORDINANCE TITLED “SAFE AND WELCOME IN SPOKANE” – CM DILLON
20. COUNCIL LETTER REQUESTING PARTICIPATION IN SCRAPS SELECTION PROCESS – CM CATHCART
21. RESOLUTION REVISING COUNCIL BOARDS AND COMMISSIONS APPOINTMENTS – CHRIS WRIGHT
22. COMMITTEE & STAFF REPORTS

Consent Items (No Action Taken)

1. 5100 – CONTRACT AMENDMENT & ASSIGNMENT TO BRUCKNER (FLEET SERVICES)
2. 5100 – CONTRACT AMENDMENT WITH WESTERN STATES EQUIPMENT (FLEET SERVICES)
3. 1970 – FIRE – RENEWAL OF ANNUAL SUBSCRIPTION WITH ESO SOLUTIONS (FIRE)
4. 0680 – CRIMETRACER (FORMERLY COPLINK) RENEWAL (POLICE)
5. 5100 – PURCHASE OF (1) CATERPILLAR 305 MINI EXCAVATOR FOR WATER DEPT. (FLEET SERVICES)
6. 5100 – CONTRACT AMENDMENT WITH PAPE MACHINERY (FLEET SERVICES)
7. 5300 – SYSTEMS & SOFTWARE UTILITY BILLING (ENQUESTA) ANNUAL SOFTWARE SUPPORT (INFORMATION TECHNOLOGY)
8. CONTRACT WITH FRIENDS OF KSPS (COMMUNICATIONS & MARKETING)
9. 0650 – CLIMATE PLANNING PHASE 2 BERK CONSULTING CONTRACT AMENDMENT/EXTENSION (PLANNING & ECONOMIC DEVELOPMENT)
10. 5500 – MASTER VALUE BLANKET WITH W.W. GRAINGER FOR MRO & INDUSTRIAL SUPPLIES (CONTRACTS & PURCHASING)
11. 5500 – MASTER VB WITH FASTENAL FOR MRO SUPPLIES & VENDING (CONTRACTS & PURCHASING)

Public Testimony

No public testimony.

Executive session

None.

Adjournment

The meeting adjourned at 2:13PM

MEETING MINUTES
City of Spokane
City Council Special Meeting for Mayoral Signing of Ordinance C36720
780 W Sharp Avenue, Spokane WA 99201
August 6, 2025

Meeting Recording: <https://vimeo.com/1107906102?share=cop>

Call to Order: 11:01 a.m.

Attendance:

Council Members Present: Council Members Dillon, Klitzke, Zappone, and Lambdin

Council Members Absent: Council President Wilkerson and Council Members Cathcart and Bingle

Agenda Items:

- **Mayoral Signing of Ordinance C36720 (relating to Spokane’s Complete Streets Program)**

Executive Session:

None

Adjournment:

The meeting adjourned at 11:22 a.m.

Hearing Notices

NOTICE OF PUBLIC HEARING PROPOSED AMENDMENTS TO THE SPOKANE MUNICIPAL CODE

PROPOSED ORDINANCES C36744, C36745, and C36748

The City of Spokane City Council will hold a Public Hearing in a hybrid format on Monday, August 25, 2025 beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding proposed amendments to the Spokane Municipal Code. Information about the City Council agenda and how to join the meeting and testify is available on the City's website: <https://my.spokanecity.org/citycouncil/meetings/>.

Public testimony on these amendments will be taken at the hearing and will be made part of the record. Written comments and oral testimony at the public hearing will be made part of the public record.

Any person may submit written comments on the proposed action or call for additional information:

*City of Spokane, Planning & Economic Development
Spencer Gardner, Planning Director, 808 W. Spokane Falls Blvd., Spokane, WA 99201
(509) 625 – 6500, sgardner@spokanecity.org*

SUBJECT: Ordinance C36744: A set of development code amendments to SMC Sections 17A and 17H to improve definitions and provide clarifications relating to streets, alleys, and driveways.

Ordinance C36745: Amendments to SMC Section 17D governing assignment of addresses for new development.

Ordinance C36748: Amending SMC Section 17G.070.030 relating to development standards for planned unit developments.

APPLICANT: City of Spokane

LOCATION: Citywide

SEPA: Ordinance C36744: A Determination of Non-Significance (DNS) was issued on July 3, 2025. The lead agency did not take action on this item until the close of the comment period on July 17, 2025.

Ordinance C36745: Exempt from SEPA under WAC 197-11-800

Ordinance C36748: Exempt from SEPA under WAC 197-11-800

COMMENT: Written comments may be submitted via mail or email on this application. Written comments will be made a part of the record. Written comments should be mailed or emailed to the Planning & Economic Development Department contact listed above.

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

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

Publish: August 13 and 20, 2025

General Notices

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.

NOTICE ABANDONED PERSONAL PROPERTY ONLINE AUCTION AUGUST 27 THROUGH AUGUST 28, 2025

This is to provide notification that there will be an online auction of Spokane Police Department and Spokane County Sheriff's Office abandoned personal property and seized property. The online auction will be held August 27th-28th, 2025, available items will be sold through J. Stout Auctions, at the following link: <https://www.jstoutauction.com/spokane-washington-location/> To view a complete list of auction items, visit the Spokane Police Department Property Evidence Facility's website at the following link: <https://my.spokanecity.org/police/information/evidence-facility/>.

Policies & Procedures

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE (Replaces ADMIN 5600-21-03, ADMIN 0500-14-03, ADMIN 0040-11-09 and ADMIN 0040-11-08)	ADMIN 5500-25-01 LGL 2004-0020
TITLE: PURCHASING POLICY EFFECTIVE DATE: July 22, 2025 REVISION EFFECTIVE DATE:	

1.0 GENERAL

1.1 PURPOSE

The purchasing policy is provided to guide and assist City staff on requirements for procurement of goods, services, and public works. This does not apply to the purchase of real property.

1.2 CONTROLLING LAW

All procurements shall comply with appropriate and relevant Federal, State and City laws and policies. If the appropriate and relevant Federal or State laws, regulations, grants, or requirements are more restrictive than this policy, such laws, regulations, grants, or requirements must be followed.

Purchases that include federal funding shall also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR 200), as well as any specific funder requirements.

The City Attorney's office shall be consulted when questions regarding potential conflicts arise.

Any deviations from this policy will be at the direction of the Director of Purchasing and Contracts and/or their designee with the approval of the Chief Financial Officer.

1.3 PROPER AUTHORIZATION

Only authorized individuals, pre-approved by the Director of Purchasing and Contracts and/or their designee may obligate the City to acquire goods and services. These individuals are designated as a buyer. Buyers outside the Purchasing department, e.g. (department buyers, purchasing card holders, etc.) will be required to sign an authorization agreement prior to being allowed to make procurements.

Except under special circumstances authorized by the Director of Purchasing & Contracts Director, only permanent employees will be authorized as buyers.

Individuals making procurements on behalf of the City without proper authorization shall be personally liable to the vendor and the City and shall be subject to disciplinary action up to and including discharge.

Certain items will require additional authorization prior to proceeding. These items include but are not limited to IT hardware and software, vehicles, and furniture.

1.4 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 DEPARTMENT/DIVISIONS AFFECTED

This policy shall apply to all City departments and divisions except the Library Department.

3.0 REFERENCES

Uniform Guidance 2 CFR 200
Revised Code of Washington (RCW) Various sections in Titles 18, 35, and 39.
Washington Administrative Code (WAC) Various sections, 200-320, 296-127-010
Spokane Municipal Code (SMC 07.06 Procurement of Goods, Services & Works)
Spokane Municipal Code (SMC 02.04.100)
Purchasing Cards Administrative Policy – ADMIN 5600-25-01
Purchasing Desk Manual (SharePoint)
State of Washington Local Government Records Retention Schedules

4.0 DEFINITIONS

“Applicable or appropriate roster” - A specific roster or list of businesses created for a given scope of work. The City utilizes multiple rosters such as small works, consultant, and vendor which are defined below.

“Architecture, Engineering & Surveying” - Services rendered by any person, other than a City employee, to perform activities within the scope of the professional practice of architecture (RCW 18.08), professional practice of engineering and land surveying (RCW 18.43), and/or professional practice of landscape architecture (RCW 18.96).

“Bid” – A written offer to perform services by contract or supply goods in response to a solicitation. WAC 200-320-010(4)

“Bid Bond/Bid Guarantee” – Is a monetary deposit that public work contractors submit along with their bids to ensure that the bidder will enter into a contract if their bid is accepted.

“Bidder” – A supplier who submits a bid, quotation or proposal. WAC 200-320-010 (5)

“Buyer” - A person authorized to handle procurement for the City. This includes Purchasing department staff dedicated to procurement (e.g., Senior Procurement Specialist, Procurement Specialist) and department staff with additional buyer duties, such as Department Buyers and Purchasing Card holders.

“Consultant Roster” – A list of registered architecture, engineering, and surveying services as referenced in RCW 39.80, as well as other professional services such as design, planning, management, real estate, financial, legal, communications, environmental, IT, and personnel, consulting businesses.

“Debarred” – Also referred to as suspended or excluded parties list. There are both Federal and State debarment lists for which certain contractors are prohibited from being awarded contracts.

“Department Buyer” - An authorized individual within a department, separate from the Purchasing and Contracts Department, who is designated to conduct procurement activities for the department. These individuals are designated by department or division heads and approved by the Director of Purchasing and Contracts or designee.

- “Formal Competition” - The process of advertising and receiving sealed bids or proposals from prospective contractors or suppliers. Submissions to formal solicitations are opened in a public setting, on a date specified in the solicitation.
- “Informal Competition” - A competitive bid, price quotation or proposal for supplies (goods) or services that are solicited with less requirements than the formal process.
- “Materials, equipment, and supplies” - Materials, equipment and supplies (Goods) as defined by SMC 07.06.050, tangible, transferable, property that is movable at the time of purchase.
- “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).
- “MRSC”- Municipal Research and Services Center is a nonprofit organization that helps local governments across Washington State better serve their communities by providing legal and policy guidance on any topic.
- “MRSC Rosters”- A roster service that provides a membership database used by participating Washington public agencies to efficiently and affordably contact registered businesses about small public works construction projects, consulting opportunities, and contracting.
- “Payment Bond” – A payment bond is to guarantee that suppliers and subcontractors are paid for labor, services, and materials on public works projects.
- “Performance Bond” – A performance bond is to guarantee that the work and obligations under contract are completed on public works projects.
- “Personal Services” - Technical expertise provided by a consultant to accomplish a specific study, project, tasks or other work. Activities and products are mostly intellectual in nature. Does not include Architecture, Engineering, and Surveying services.
- “Public Works” - Defined by 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.
- “Purchased Services” - Provided by a vendor to accomplish routine, continuing, and necessary functions. Typically, repetitive or mechanical in nature, mostly physical activities, involving completion of specific tasks or projects, requiring minimal decision-making.
- “Protest” – means a written objection by an interested party to a solicitation or proposed award.
- “Responsible bidder” - A bidder who possess the experience, applicable licenses, facilities, reputation, financial resources as required by the solicitation and are fully capable of performing the contract. For public works additionally includes requirements per RCW 39.04.350
- “Responsive bid” – A bid that is received on time and is compliant with the specifications and terms of the solicitation, without material or significant deviation.
- “Simplified Acquisitions” – means the acquisition of supplies (goods) or services for which the aggregate dollar amount of the procurement that is higher than micro-purchase but does not exceed the simplified acquisition threshold. Solicitation of at least three sources is required to promote competition to the maximum extent practicable when using federal dollars per Uniform Guidance 2 CFR 200.320(a)(2)
- “Small works roster” – A list of contractors who have requested to be on the list and where required by law are properly licensed or registered to perform a given scope of work. RCW 39.04.151 The roster maintained for use in the small works roster process.
- “Small works roster process” – A public works contracting method described in RCW 39.04.152, as an alternative to formal competition, to compete and/or award public works projects using the pre-established list of responsible contractors.
- “State agency” - The Department of Enterprise Services, the State Parks and Recreation Commission, the Department of Natural Resources, the Department of Fish and Wildlife, the Department of Transportation, any institution of higher education as defined under RCW 28B.10.016, and any other state agency delegated authority by the Department of Enterprise Services to engage in construction, building, renovation, remodeling, alteration, improvement, or repair activities (RCW 39.04.010) (9).

“Unit-priced Contracts” – also known as “on-call” contracts. RCW 35.22.620 (11). For the purpose of completing anticipated types of work based on hourly rates or unit pricing for one or more categories of work or trades. (c) Unit priced contracts must be executed for an initial contract term not to exceed three years, with the city having the option of extending or renewing the unit priced contract for one additional year, for a maximum of 4 years.

“Vendor Roster” - A roster of businesses conducting product sales and purchased services as referenced in RCW 39.04.190.

5.0 POLICY

5.1 POLICY STATEMENT

It is the policy of the City of Spokane to provide for the fair and equitable treatment of persons who deal with the City procurement process; to maximize economy in procurement activities; and to foster effective broad-based competition in the purchase of goods, the acquisition of services and the performance of Public Works.

Specifications shall provide for a maximum competition possible among contractors, products and suppliers.

5.2 PURCHASING CODE OF ETHICS

Employees making procurements for the City shall conduct themselves in an ethical manner according to SMC 01.04B and the following:

- They shall not participate in the selection, award, or administration of a purchase if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee or member of the employee’s immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract.
- They will refrain from the acquisition of unnecessary and/or duplicative items.
- They will regard public service as a sacred trust and give primary consideration to the interests of the public agency that employs them.
- They will behave with impartiality, fairness, openness, integrity, and professionalism in their dealings with suppliers.
- They will at no time or under any circumstances accept, directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence purchasing decisions.
- They will not seek or dispense personal favors that conflict with their professional responsibility.
- They will strive to obtain the maximum ultimate value of each dollar expenditure.
- They will demand honesty in sales representation whether through verbal or written statement, advertisement, or sample of product.
- They will make every reasonable effort to negotiate a fair and mutually agreeable settlement of any conflicts with suppliers.
- They will behave with impartiality, fairness, openness, integrity, and professionalism in dealings with suppliers.
- They will follow the policies and procedures of the City of Spokane, using reasonable care and granted authority.

5.3 FEDERAL FUNDED PROCUREMENT

For any federally funded procurement transaction, Buyers must follow the Uniform Guidance procurement standards in 2 CFR §200.318-200.327 (except where explicitly excluded by the federal agency) and any additional requirements imposed by the federal agency or pass-through entity. In the case of a conflict between requirements the most restrictive shall be used.

It is the Buyer’s responsibility to validate the funding source, as well as identify any statutory exceptions or additional requirements, prior to initiating the procurement process.

Federal regulations stipulate the following:

5.3.1 Micro-purchase procedures: Buyers may use these procedures for Federal funded purchases as long as the funded source does not explicitly prohibit them, if the expected procurement is \$10,000 or less. However, the Buyer must apply a lower threshold if the local or state laws are more restrictive. The procedures allow the Buyer to contract for purchases without competitively soliciting or obtaining quotations, if the Buyer considers the price to be reasonable based on research, experience, purchase history or other information. The Buyer should also distribute micro-purchases equitably among qualified suppliers, to the maximum extent practicable.

5.3.2 Verify and document that vendors are not suspended or debarred from doing business with the Federal government. 2 CFR 200.214. Verification shall occur after selection and completed prior to contract award.

Federal Funded Procurement Thresholds CFR §200.320			
Procurement	Goods/Supplies	Services	Requirements
Micro-Purchase (No quotes required)	<i>Less than \$10,000</i> Note: Must use more restrictive federal threshold instead of City's requirement of under \$50,000.	<i>Less than \$10,000</i> Note: Must use more restrictive federal threshold instead of City's requirement of under \$50,000.	Consider price to be reasonable. Distribute equitably among suppliers to the extent practical.
Simplified Acquisition	<i>\$10,000 - \$250,000</i> Note: Must use the more restrictive \$10,000 and \$250,000 Federal threshold.	<i>\$10,000 - \$250,000</i> Note: Must use the more restrictive \$10,000 and \$250,000 Federal threshold.	Obtain/document price or rate quotations from a reasonable number of qualified sources (at least three per FAR 13.104) Written or documented quotes
Formal Procurement (Sealed bids, RFPs)	<i>\$250,00 or more</i> Note: Must use more restrictive Federal threshold.	<i>\$250,000 or more</i> Note: Must use more restrictive Federal threshold.	Competitive, public notice (formally advertised), publicly available, sealed bids/responses.
Non-competitive proposals	Available only from single source (sole source) or Public Emergency		
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

5.4 CITY FUNDED PROCUREMENT

For any project that is **not** federally funded, utilizing funds that originate from city, state and/or non-federal grant funds. This is the most common type of procurement. Buyers will follow the procurement standards outlined in this policy and related procedure manual.

Note that some state funds are pass-through for federal funds, so it is important to review funding sources to confirm the existence of any additional requirement(s).

It is the Buyer's responsibility to validate the funding source, as well as identify any statutory exceptions or additional requirements, prior to initiating the procurement process.

5.4.1 Anticipated cost: The anticipated 12-month need for a particular good, service or public work should be used to determine the appropriate process. Closely related goods should be considered as one purchase when determining the appropriate procurement process. The total cost and quantity should be considered.

5.4.2 Total costs should include any applicable freight, set-up or related charges, but does not include estimated sales tax. If there will be a trade-in, the cost is the gross purchase amount, not the net amount after trade in.

City Procurement Thresholds	No Competition	Informal Competition	Formal Competition
Materials, Equipment and Supplies (Goods)	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Architecture, Engineering & Surveying Services	N/A	\$0 up to \$349,999.99	\$350,000.00 or more
Personal and Purchased Services (Non-Prevailing Wage)	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Public Works	\$10,000.00 or less	\$10,000.01 up to \$349,999.99	\$350,000.00 or more
Purchased Services with Prevailing Wages	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

5.5 EXEMPTIONS TO COMPETITIVE BIDDING

Competitive procurement may be waived for special circumstance, the following section is the most common exemptions used by the City. Other exemptions may be available, consult the Director of Purchasing and Contracts for guidance.

For purchases under this section, the factual basis for the exemption must be documented and retained by the responsible Buyer.

5.5.1 Sole Source

RCW 39.04.280(1)(a) and SMC 07.06.170 authorize purchases that are clearly and legitimately limited to a single source or supply.

5.5.2 Emergency Purchases

RCW 39.04.280(1)(C) and SMC 07.06.180 allows for purchases made in the event of an emergency.

The Purchasing and Contracts Director is an authorized designee of the Mayor to make emergency procurements consistent with the provisions of SMC 07.06.180 (ref. SMC 02.04.100)

5.5.3 Interlocal Purchase Agreements & Intergovernmental Purchases Contracts

RCW 39.34.030 and SMC 07.06.140 allows the City to enter into contracts utilizing other public agencies active previously competed contracts. The competitive process of the original jurisdiction must be met.

Interlocal agreements shall be in place prior to establishing a contract.

The Purchasing and Contracts Director is an authorized designee of the City Administrator for purposes of signing Interlocal Purchase Agreements (SMC 07.06.140)

5.5.4 Purchase of Used Goods

SMC 07.06.173 allows the purchase of used goods without competitive bidding. Purchase price of used items shall not be above fair market value (FMV). Documentation (e.g. date, time, vendor, justification of FMV etc.) on all purchases shall be retained for reference.

5.5.5 Legal and Special Counsel Contracts

The City Charter defines the City Attorney's responsibilities and the Mayor's ability to employ special counsel. The City Attorney's office, at the discretion of the City Attorney, may elect to enter into contracts for Legal or Special Counsel services without competitive procurement.

5.6 Award

Purchases and/or contracts shall be awarded per the criteria established in the solicitation.

Submissions (proposal, bid, quote, etc.) must substantially comply with the City's procedures and solicitation specifications to be considered responsive. Questions regarding responsiveness should be escalated to the Director of Purchasing and Contracts or designee.

5.7 Protest

SMC 07.06.155 defines the parameters and guidelines for an eligible protest.

5.8 Final Acceptance of Public Works

It is the policy of the City of Spokane that completed public works projects shall be accepted by an affirmative action of the City in an expeditious and efficient manner. Final acceptance does not require individual action by the City Council (SMC 07.06.264).

Division directors and department heads are an authorized designee of the Mayor and City Administrator for the purposes of final approval of final acceptance for projects completed under their respective authority.

6.0 PROCEDURE

The Purchasing Desk Manual, located on the Purchasing SharePoint contains expanded explanation and procedures for accomplishing the procurement of goods and services in accordance with this policy.

6.1 Materials, Equipment and Supplies (goods)

The following cost thresholds apply for procurement of materials, equipment and supplies unrelated to Public Works Projects.

City Procurement Threshold	No Competition	Informal Competition	Formal Competition
Materials, Equipment and Supplies (Goods)	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

6.1.1 Definition

Materials, equipment and supplies (goods) as defined by SMC 07.06.050, tangible, transferable, property that is movable at the time of purchase.

The City may use a Vendor Roster to identify suppliers for material, equipment, and supply purchases.

6.1.2 No Competition

Competitive bidding is not required. Competition is encouraged whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.1.3 Informal

Purchasing Department will manage the informal process.

For procurement or purchases in this price range, solicitation is required and at least three (3) quotes should be obtained whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.1.4 Formal Competition

Purchasing Department will manage the formal process.

For procurement or purchases in this range, publicly advertised, sealed bid, publicly opened/unsealed/acknowledged on a specified date.

6.2 Architecture, Engineering and Surveying Services

The following cost thresholds apply for procurements of Architecture, Engineering and Surveying services.

City Procurement Threshold	Informal Competition	Formal Competition
Architecture, Engineering & Surveying Services	\$0 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00	

6.2.1 Definition

Architecture and Engineering are services rendered by any person, other than a City employee, to perform activities within the scope of the professional practice of architecture (RCW 18.08), professional practice of engineering and land surveying (RCW 18.43), and/or professional practice of landscape architecture (RCW 18.96). All procurements in this category must follow RCW 39.80.

6.2.2 Statutory Requirements

Shall use a qualification-based competition for these services, costs are not considered in the determination of award.

In lieu of formal competition buyers may use Consultant Roster for architectural, engineering, and surveying services.

6.2.3 No Competition

Not applicable for this procurement.

6.2.4 Informal

Purchasing Department will manage the Informal process above \$50,000.00.

For projects which the Engineering Department is involved in the design or construction management, then Approved Buyers within Engineering Department may manage the procurement process.

For procurement or purchases in this price range, solicitation is required and at least three proposals (or statements of qualifications from Consultant Roster) should be obtained whenever possible. Documentation (e.g. date, time, vendor, etc.) on all proposals (or statements of qualifications) shall be retained for reference.

6.2.5 Formal Competition

Purchasing Department will manage the formal process.

For projects which the Engineering Department is involved in the design or construction management, then Approved Buyers within the Engineering Department may manage the procurement process.

For procurement or purchases in this range, publicly advertised, sealed request for qualifications, publicly opened/unsealed/acknowledged on a specified date.

6.3 Purchased and Personal Services without Prevailing Wage

The following cost thresholds apply for procurement of purchased and personal services without prevailing wage.

City Procurement Threshold	No Competition	Informal Competition	Formal Competition
Personal and Purchased Services (Non-Prevailing Wage)	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

6.3.1 Definition

6.3.1.1 Purchased Services

Purchased services mean services provided by a vendor to accomplish routine, continuing, and necessary functions. Purchased services includes, but is not limited to, services for equipment maintenance and repair; operation of a physical plant; security; computer hardware and software maintenance; data entry; contract programming, and analysis. RCW 53.19.010

6.3.1.2 Personal Services

Personal service means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement which may not be required in connection with a public works project meeting the definition in RCW 39.04.010 (4). Personal service does not include purchased services with prevailing wage or Architecture, Engineering & Surveying services procured using the competitive selection requirements in RCW 39.80.

6.3.2 No Competition

Competitive bidding is not required. Competition is encouraged whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.3.3 Informal

Purchasing Department will manage the informal process.

For projects which the Engineering Department is involved in the design or construction management, then Approved Buyers within Engineering may manage the procurement process.

For procurement or purchases in this price range, solicitation is required and at least three (3) quotes should be obtained whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

Buyers may use a qualification-based competition for service categories listed on the consultant roster as deemed appropriate.

6.3.4 Formal Competition

Purchasing Department will manage the formal process.

For projects which the Engineering Department is involved in the design or construction management, then Approved Buyers within Engineering may manage the procurement process.

For procurement or purchases in this range, publicly advertised, sealed request for qualifications, publicly opened/unsealed/acknowledged on a specified date.

6.4 Public Works and Purchased Services with Prevailing Wage

6.4.1 Public Works

The following cost thresholds apply for procurement of public works.

City Procurement Threshold	No Competition	Informal Competition - Small Works Roster Process	Formal Competition
Public Works	\$10,000.00 or less	\$10,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

6.4.1.1 Definition

RCW 39.04.010 (5) defines "public work" as:

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. ... "Public work" does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW 36.102.060(4) or under RCW 36.102.060(7) or leases entered into under RCW 36.102.060(8)

In lieu of formal public bidding the City may use a Small Works Roster for all public works below three hundred and fifty dollars (\$350,000).

6.4.1.2 No Competition

Competitive bidding is not required for purchases less than \$10,000. Competition is encouraged whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.4.1.3 Small Works Process

Purchasing Department will manage the informal process purchases above \$50,000.00

Approved Buyers within the Engineering Department may manage the procurement process when the resulting contract is related to projects managed by the Engineering Department.

For procurement or purchases in this price range, solicitation is required using the Small Works Roster process. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.4.1.4 Formal Competition

Purchasing Department will manage the formal process.

Approved Buyers within the Engineering Department may manage the procurement process when the resulting contract is related to projects managed by the Engineering Department.

For procurement or purchases in this range, publicly advertised, sealed public works invitation to bid, publicly opened/unsealed/acknowledged on a specified date.

6.4.1.5 Public Works Statutory Requirements

6.4.1.5.1 Prevailing wage

6.4.1.5.1.1 All public works is subject to prevailing wage as identified in RCW 39.12

6.4.1.5.2 Bonds and Retainage

6.4.1.5.2.1 For projects with an estimated cost under \$35,000: Retainage and performance/ payment bonds are optional. RCW 39.04.152 (5). Bid bonds are not required.

6.4.1.5.2.2 For projects with an estimated cost between \$35,000 and \$150,000: Retainage is required, but the City may reduce or waive the retainage requirements and assume liability for the contractor's nonpayment, taxes, increases, or penalties. RCW 39.04.152 (5). The contractor may request that the City withhold 10% retainage in lieu of performance and payment bonds. RCW 39.08.010 (3). Bid bonds are optional at the Buyers' discretion.

6.4.1.5.2.3 For projects over \$150,000 to \$350,000: Retainage is required by the City may reduce or waive the retainage requirements and assume liability for the contractor's nonpayment, taxes, increases, or penalties. (RCW 39.04.152(5)). Performance and payment bonds are required. Bid bonds are optional at the Buyers' discretion.

6.4.1.5.2.4 For projects over \$350,000: Retainage is required. Payment and Performance bonds are required. Bid bonds are required.

6.4.1.6 Small Works Roster

RCW 39.04 provides Small Works Roster provisions to award contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property. The Small Works Roster may be used for public works projects below \$350,000.

Vendors/contractors selected from the Small Works Roster are not relieved from the City's contract requirements.

6.4.1.7 Supplemental Bidder Responsibility

Contractor for all public works projects to be performed by contract shall be reviewed for the mandatory bidder responsibility criteria in SMC 07.06.500.

6.4.1.8 Final Acceptance of Public Works Projects

Final acceptance can only occur when the physical work is complete and the contractor(s) have completed all necessary documentation required by the contract, and documentation has been verified by authorized representatives of the City.

Final acceptance shall be documented on the public works final acceptance form and filed with the City Clerk's office.

6.4.2 Purchased Services with Prevailing Wage

The following cost thresholds apply for procurement of purchased services with prevailing wage.

City Procurement Threshold	No Competition	Informal Competition	Formal Competition
Purchased Services with Prevailing Wages	\$50,000.00 or less	\$50,000.01 up to \$349,999.99	\$350,000.00 or more
Procurement Level responsibility -	Department buyers may manage purchases \$50,000.00 or less Purchasing Department will manage all purchases above \$50,000.00		

6.4.2.1 Definition

The City conducts certain work as a purchased service with prevailing wage. These are called maintenance, routine services, ordinary maintenance. WAC 296-127-010 (7) defines 'public work' for the purposes of prevailing wage laws to include all paid "work, construction, alteration, enlargement, improvement, repair, and/or demolition that is executed by contract, purchase order, or any other legal agreement," as well as maintenance performed by contract, except 'ordinary maintenance'.

6.4.2.2 Purchased Service with Prevailing wage Statutory Requirements

Services in this category are subject to prevailing wage requirements as identified in RCW 39.12.

6.4.2.3 No Competition

Competitive bidding is not required. Competition is encouraged whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.4.2.4 Informal Competition

Purchasing Department will manage the informal process.

For procurement or purchases in this price range, solicitation is required and at least three (3) quotes should be obtained whenever possible. Documentation (e.g. date, time, vendor, etc.) on all quotes shall be retained for reference.

6.4.2.5 Formal Competition

Purchasing Department will manage the formal process.

For procurement or purchases in this range, publicly advertised, sealed public works invitation to bid, publicly opened/unsealed/acknowledged on a specified date.

7.0 RESPONSIBILITIES

The Purchasing Department is responsible for maintaining and administering this policy (and related materials) in accordance with appropriate and relevant Federal, State and City laws and policies.

Division/Department Heads are responsible for ensuring compliance with this policy for purchases made by Departmental Buyers.

Buyers are responsible for compliance with all purchasing laws, policies and procedures. They are also responsible for maintaining records sufficient to detail the history of procurement. These records will include but are not necessarily limited to the following: all solicitation documentation, supplier selection or rejection, and basis for price. Records will be retained according to the State of Washington Records Retention Schedules.

The Director of Purchasing and Contracts is responsible for overseeing and managing the bid protest process. This includes ensuring that all bid protests are handled in compliance with applicable policies and regulations.

8.0 APPENDICES

None

Job Opportunities

We are an equal opportunity employer and value diversity within our organization. We do not discriminate on the basis of race, religion, color, national origin, gender identity, sexual orientation, age, marital status, familial status, genetic information, veteran/military status, or disability status.

AMENDMENT

AMENDMENT

AMENDMENT

FIRE PROTECTION ENGINEER

SPN 334

(Announcement of 01/13/2025)

The above titled announcement is hereby amended to read:

Closing Date: Monday, August 25, 2025

WATER HYDROELECTRIC PLANT OPERATOR SPN 662 Open Entry

DATE OPEN: Monday, August 11, 2025

DATE CLOSED: Monday, August 25, 2025

SALARY: \$55,582.56 annual salary, payable bi-weekly, to a maximum of \$86,819.04

CLASS SUMMARY:

Operates, monitors, and assures the safety of hydroelectric and water pumping station equipment used for City water supply and power generation.

EXAMPLES OF JOB FUNCTIONS:

This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

- Operates electric pumps, motors, control panels, air compressors, chlorinators, and other water pumping equipment.
- Inspects, monitors, and documents water and hydroelectric system processes by reading the river and well water level indicators, piezometers, dials, graphs, computer screens, SCADA systems, and other instruments. Records booster and well station data for water flow and pump motor use.
- Performs and records mathematical calculations related to system operations.
- Responds to system alerts and investigates and diagnoses causes.
- Maintains, compiles, and updates water system logs and reports.
- Operates and adjusts system pumps, motors, and other equipment through the SCADA system. Reviews and evaluates historical data on SCADA to determine correct actions.
- Takes chlorine samples from well or booster station pumps and checks chlorine tank levels. Installs and replaces chlorine cylinder tanks.
- Operates, monitors, regulates, and adjusts hydroelectric generators in response to river flow. Opens and closes Tainter gates at the spillway.
- Exchanges information with other utilities and government entities.
- Maintains 24-hour security of the buildings and grounds. Monitors condition of the property and performs maintenance, including vegetation management, de-icing, snow shoveling, snow plowing, etc. Inspects and uses emergency equipment including fire extinguishers, first aid supplies, and life safety equipment such as ropes, harnesses, water rescue equipment, and monitors/detectors.
- Greets and interacts with the public, including operation of the plant switchboard and routing of calls. Monitors access of visitors. Provides informative plant tours to the public by appointment. Observes and monitors activities of citizens present along the river for their safety around City facilities.
- Writes work orders for system maintenance or repair.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

- Education: High school diploma or equivalent.
- Experience: Three years in the operation of industrial or municipal pumps, motors, or power generators.
- Substitutions: Possession of a valid Water Distribution Manager I certificate (or higher) may substitute for one year of experience.

- Equivalency: We may accept different combinations of education and experience. We welcome job seekers with relevant backgrounds to apply.

Licenses and Certifications:

- Possession of a valid driver's license.
- Employees must obtain a Class C commercial driver's license with a hazardous material endorsement within 90 days of hire. The Class C CDL must be maintained throughout employment.
- Employees must obtain and maintain a Water Distribution Manager I certificate within one year of appointment.

Note: Individuals in this classification possessing a Washington State Department of Health Water Distribution Manager II or higher certificate are eligible for a two-range pay adjustment. The pay adjustment is contingent on the budget process and Civil Service verification of the certification.

Lift Requirement:

- Job offer is contingent on passing a lift test.
- Ability to lift pipes, fixtures and other plumbing materials weighing up to 80 lbs.

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 multiple-choice test, with weights assigned as follows:

- Multiple-choice Test 100%

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.

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, August 11, 2025, and Monday, August 25, 2025, will test Thursday, August 28, 2025, through Tuesday, September 2, 2025.

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

The examination may include such subjects as:

- Computer Skills
- Equipment Maintenance
- Electricity, Hydraulics, and Mechanics
- Interpersonal Skills
- Plant Operations

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 5th day of August 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

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.”.

Notice for Bids

Supplies, Equipment, Maintenance, etc.

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

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.

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
