



Official Gazette

City of Spokane, Washington

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

Volume 115

OCTOBER 22, 2025

Issue 43



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, October 13, 2025**

The Monday, October 13, 2025, regularly scheduled City Council meeting was not held. Therefore, no meeting minutes will be published for this date. (Note: No meeting was scheduled to be held on Monday, October 13, 2025, in recognition of Indigenous Peoples' Day.)

MINUTES OF SPOKANE CITY COUNCIL**Monday, October 6, 2025****AGENDA REVIEW SESSION**

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

Roll Call

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

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

There were no **Interviews of Nominees to Boards and Commissions**.

BRIEFING ON AGENDA ITEMS**Final Agenda for October 6, 2025**

The City Council received briefings from staff on the following agenda items, and Council inquiry and commentary was held, with response by staff:

- Resolution 2025-0076 relating to the recommendation of the Neighborhood Project Advisory Committee for the West Quadrant Tax Increment Financing district and accepting the use of \$229,692 in TIF funding for public improvements—Kevin Freibott
- Resolution 2025-0082 approving Development Agreement to allow for the construction of a regional wastewater pump station in the Lower Terrace/Seven Mile area in Northwest Spokane—Elizabeth Schoedel and Marlene Feist

Updated Draft Agenda for October 13, 2025

There were no requests for staff to brief agenda items as the October 13 meeting was canceled.

Draft Agenda for October 20, 2025

The City Council received briefings from staff on the following agenda items, and Council inquiry and commentary was held, with response by staff:

- Special Budget Ordinance C36767 relating to Golf Series 2018 SILP Loan—Matt Boston
- Emergency Ordinance C36764 relating to providing for the issuance and sale of a Limited Tax General Obligation Refunding Bond—Matt Boston
- Resolution 2025-0086 relating to the City of Spokane's administrative policy and procedure titled "Investments"—Matt Boston
- Resolution 2025-0087 relating to the City of Spokane establishing underwriting guidelines for the Spokane internal lending program—Matt Boston
- Resolution 2025-0088 providing for the issuance and sale of certain individual Limited Tax General Obligation Refunding Bond—Matt Boston
- Resolution 2025-0083 relating to the City of Spokane's 2025-2026 federal priorities—Erik Poulsen

- Resolution 2025-0084 relating to the Spokane Safe Streets for All Fund and designating Council priorities for selection of projects—Council Member Zappone
- Resolution 2025-0085 relating to hearing before City Council for November 17, 2025, for the vacation of the alley between College Avenue and Bridge Avenue—Eldon Brown
- Resolution 2025-0089 approving the appointment of Trace Bradburn as Director of Solid Waste for the City of Spokane—Chris Averyt
- First Reading Ordinance C36766 relating to solid waste SMC sections—Chris Averyt
- Final Reading Ordinance C36732 renaming the “Housing Local Sales Fund” to the HEART Fund,” adopting a new Section 08.07C.051—Adam McDaniel
- Final Reading Ordinance C36733 establishing the Affordable Housing Permit Fee Deferral Program—Adam McDaniel
- Final Reading Ordinance C36753 making technical corrections to various chapters and titles of the Spokane Municipal Code—Adam McDaniel
- Final Reading Ordinance C36751 granting Marathon Pipe Line, LLC the nonexclusive right, privilege, authority and franchise to construct, operate, maintain, remove, replace, and repair existing pipeline facilities—Timothy Szambelan
- OPR 2023-1224 – Contract Amendment with Integrus Architecture for Water Department Main Campus Office Renovation Reconstruction Design and Construction Management Services—Marlene Feist
- First Reading Ordinance C36766 relating to solid waste SMC sections—Chris Averyt

CONSIDERATION OF AMENDMENT AND DEFERRAL REQUESTS

October 6, 2025, Final Agenda

Resolution 2025-0077 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Motion by Council Member Klitzke, seconded by Council Member Lambdin, **to adopt** Wilkerson Proposed Amendment to Attachment A of Resolution 2025-0077—regarding amendment of the City of Spokane Water and Hydroelectric – Rules and Regulations of Water System Installations—filed October 2, 2025; **carried 7-0**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the resolution to October 20, 2025.)

Resolution 2025-0078 (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

Motion by Council Member Klitzke, seconded by Council Member Dillon, **to adopt** Wilkerson Proposed Amendment to Attachment A of Resolution 2025-0078—regarding adoption of a Public Rule for the Wastewater Management Department for Side Sewer Installation Handbook—filed October 2, 2025; **carried 7-0**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the resolution to October 20, 2025.)

Resolution 2025-0080 (Council Sponsors: Council Members Bingle and Cathcart)

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to defer** Resolution 2025-0080 (recognizing the Hillyard Subarea Plan as the coordinated framework and community vision for guiding future growth, economic development, and investment in the Hillyard area) to October 20, 2025, Agenda; **carried 7-0**.

Resolution 2025-0082 (As amended during September 29, 2025, 3:30 p.m. Agenda Review Session (Council Sponsors: Council President Wilkerson and Council Member Klitzke))

Motion by Council Member Klitzke, seconded by Council Member Bingle, **to suspend** Council Rules and adopt, without automatic deferral, Wilkerson Proposed Amendment to Exhibit 1 of Resolution 2025-0082 (approving Development Agreement to allow for the construction of a regional wastewater pump station in the Lower Terrace/Seven Mile area in Northwest Spokane)—filed October 2, 2025; **carried 7-0**.

First Reading Ordinance C36752 (Council Sponsors: Council President Wilkerson and Council Member Cathcart) (Deferred from September 22, 2025, Agenda during September 8, 2025, 3:30 p.m. Agenda Review Session)

Motion by Council Member Klitzke, seconded by Council Member Cathcart, **to adopt** Wilkerson/Cathcart Proposed Amendment to amend First Reading Ordinance C36752 (relating to adoption of public rules) with an updated revised version filed October 1, 2025; **carried 7-0**. (Note: The adoption of the amendment without a rules suspension results in an automatic deferral of the resolution to October 20, 2025.)

First Reading Ordinance C36738 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Motion by Council Member Zappone, seconded by Council Member Klitzke, to defer first reading of Ordinance C36738 to December 1 and final reading to December 8, **with**

Motion to amend by Council Member Zappone, seconded by Council Member Klitzke, **to amend** the motion to defer first reading of Ordinance C36738 to February 2, 2026; **carried 7-0**.

Main motion, as amended, by Council Member Zappone, seconded by Council Member Klitzke, **to defer** first reading Ordinance C36738 to February 2, 2026; **carried 6-1**.

Resolution 2025-0071 (As amended during September 29, 2025, 3:30 p.m. Agenda Review Session) (Deferred from September 22, 2025, Agenda, during September 22, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council Members Zappone and Klitzke)

October 13, 2025, Updated Draft Agenda

There were no considerations of amendments or deferrals for the October 13, 2025, Draft Agenda as the October 13 meeting has been canceled.

October 20, 2025, Draft Agenda

There were no considerations of amendments or deferrals for the October 20, 2025, Draft Agenda.

Action to Approve Agendas

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

Motion by Council Member Klitzke, seconded by Council Member Lambdin, **to approve** the October 6, 2025, Final Agenda, as amended, and October 20, 2025, Draft Agenda; **carried 7-0**.

Council Recess/Executive Session

The City Council recessed at 4:28 p.m. No executive session was held. The City Council reconvened at 6:00 p.m. for the Legislative Session.

LEGISLATIVE SESSION**Land Acknowledgement**

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

Pledge of Allegiance

The Pledge of Allegiance was led by the Girl Scouts.

Roll Call

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

Andrea Grageda, Legislative Aid-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**

CONSENT AGENDA

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

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

Preapproval to purchase 4 Patrol Motorcycles and 1 F150 Responder or similar for Spokane Police Department—estimated cost \$265,000 (incl. tax). (OPR 2025-0653 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Preapproval to purchase one Stepp 250-gallon Mastic Patcher or similar, including related tools, for Street Department—\$135,000 (plus tax). (OPR 2025-0674) (Council Sponsors: Council Members Bingle and Klitzke)

Value Blanket with SealMaster Washington (Spokane) beginning December 14, 2025, and aligning with WA State DES Contract 05124 (for Roadway Surface and Repair Materials) initial term, to include any and all renewal periods for the life of the contract, for:

- a. SA Premier Crack Sealant—\$150,000 annually. (OPR 2025-0676)
- b. Nuvo Gap Material—\$100,000 annually. (OPR 2025-0677)

(Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Value Blanket Renewal 3 of 4 with Western Systems Inc. (Everett, WA) for the purchase of traffic signal control cabinets beginning October 4, 2025, through October 3, 2026—not to exceed \$228,098.20. (OPR 2022-0617 / ITB 5693-22) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Value Blanket Renewal 3 of 4 with Valmont Industries Inc. (Omaha, NE) for the purchase of traffic signal standards beginning October 4, 2025, through October 3, 2026—not to exceed \$255,000. (OPR 2022-0618 / ITB 5680-22) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

5-year Value Blanket with Ferguson Waterworks (Spokane Valley, WA) for the purchase of EBAA Iron Mega Lug Restraints—\$50,000 annually. (OPR 2025-0680 / RFQ 6430-25) (Council Sponsors: Council President Wilkerson and Council Members Bingle and Klitzke)

Five-year Master Value Blanket with Norco, Inc. (Spokane Valley, WA) for the as-needed purchase of compressed and specialty calibration gases, utilized by various City departments, from December 1, 2025, through November 30, 2030—not to exceed \$425,000 (incl. tax). (OPR 2025-0675 / ITB 6434-25) (Council Sponsor: Klitzke)

Contract Renewal 3 of 3 with Anatek Labs, Inc. (Spokane) for as-needed analytical testing services for the Waste to Energy Facility and landfills from November 1, 2025 through October 31, 2026—total cost not to exceed \$50,000 (plus tax). (OPR 2021-0601 / RFP 5480-21) (Council Sponsor: Council Member Klitzke)

Contract renewal 4 of 4 with Knight Const. & Supply, Inc. (Deer Park, WA) for mechanical repairs at the Waste to Energy Facility from November 1, 2025 through October 31, 2026—not to exceed \$2,500,000 (plus tax). (OPR 2021-0716 / PW ITB 5506-21) (Council Sponsor: Council Member Klitzke)

Renewal 1 of 4 with Industrial Service Solutions (Longview, WA) for on-site valve repair services at the Waste to Energy Facility from January 1, 2026, through December 31, 2026—not to exceed \$150,000 (plus tax). (OPR 2024-0929 / ITB 6163-24) (Council Sponsor: Council Member Klitzke)

Interlocal Agreement with Washington State Department of Transportation (WSDOT) for continued homeless encampment and related impacts, such as litter and graffiti removal, on and adjacent to WSDOT properties, including I-90 and multiple state highways within the city limits, with termination date of June 30, 2027, or before if available funding is fully expended—\$445,000. (OPR 2025-0615) (Council Sponsors: Council President Wilkerson and Council Member Bingle)

Conditional Multifamily Tax Exemption Contract with GenJet Inc., for the property located at 1728 E. Hartson Avenue, to create 8 dwelling units. Following construction, the project intends to finalize under the 8-year exemption. (OPR 2025-0616) (Council Sponsor: Council Member Bingle)

Conditional Multifamily Tax Exemption Contract with Ho S Jun, for the property located at 2808 W Cincinnati Street, to create 18 dwelling units. Following construction, the project intends to finalize under the 12-year exemption. (OPR 2025-0647) (Council Sponsor: Council Member Bingle)

Subcontract with Spokane County for FY2026-2028 eviction prevention services—\$3,462,099. (OPR 2025-0648) (Council Sponsors: Council Members Bingle and Dillon)

Service Agreement with Washington State Department of Ecology to provide Washington Conservation Corp resources to be deployed and utilized throughout the City to assist with hazardous fuel reduction on city-owned or managed land from October 1, 2025, to September 30, 2026—\$72,380. (OPR 2025-0649) (Council Sponsors: Council President Wilkerson and Council Member Cathcart)

Contract with Iron Aero Marine & Metalworks Ltd. (Alberta, Canada) for the upfitting of a city owned watercraft for use by the water rescue team—\$60,000. (OPR 2025-0670) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Recommendation to list the Murgittroyd House at 516 W Sumner Avenue on the Spokane Register of Historic Places and authorize Management Agreement with owners. (OPR 2025-0650) (Council Sponsor: Council Member Bingle)

Acceptance of Indirect Department of Justice JAG24 grant through Spokane County for continued implementation of Spokane Police Department red dot sight program. Period of performance October 1, 2023, through September 30, 2027—\$76,478. (OPR 2025-0708) (Note: This item was listed on the Agenda as OPR 2024-0986 in error) (Relates to Special Budget Ordinance C36761) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Acceptance of Training/Outreach Grant from the Washington Traffic Safety Commission to provide funding for an officer that will provide training on impaired driving enforcement from October 1, 2025, through September 30, 2026—\$225,000. (OPR 2025-0651) (Council Sponsors: Council President Wilkerson and Council Member Zappone)

Contract Renewal 2 of 2 with FCS Group (Redmond, WA) for rate structure analysis of the City's Water, Sewer, and Stormwater utility rates from October 1, 2025, through September 30, 2028—not to exceed \$260,000 (incl. tax). (OPR 2019-0812) (Council Sponsor: Council Member Klitzke)

Contract with DOWL, Inc (Spokane) for the design of the Pacific Avenue Greenway—\$207,635.05. (OPR 2025-0681 / ENG 2022069) (Council Sponsor: Council Member Klitzke)

Report of the Mayor of pending:

- a. Claims and payments of previously approved obligations, including those of Parks and Library, through September 19, 2025, total \$14,787,349.13 (Check Nos.: 614142-614327; Credit Card Nos.: 002148-002167; ACH Nos.: 144896-145089), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$14,290,278.75. (CPR 2025-0002)
- b. Claims and payments of previously approved obligations, including those of Parks and Library, through September 26, 2025, total \$6,747,146.23 (Check Nos.: 614328-614445; Credit Card Nos.: 002168-002212; ACH Nos.: 145090-145340), with Parks and Library claims approved by their respective boards. Warrants excluding Parks and Library total \$6,336,940.46. (CPR 2025-0002)
- c. Payroll claims of previously approved obligations through September 27, 2025: \$10,265,566.11 (Check Nos.: 578675-578796). (CPR 2025-0003)

Minutes:

- a. City Council Meeting Minutes: September 8, September 15, and October 1, 2025. (CPR 2025-0013)
- b. City Council Urban Experience Standing Committee Meeting Minutes: September 8, 2025. (CPR 2025-0017)
- c. City Council Public Safety and Community Health Standing Committee Meeting Minutes: September 8, 2025. (CPR 2025-0018)
- d. City Council Public Infrastructure, Environment and Sustainability Standing Committee Meeting Minutes: September 15, 2025. (CPR 2025-0019)

Change Order No. 1 to the Contract with Inland Asphalt Company (Spokane) for the Sprague/Alki/Broadway Grind & Overlay project relating to street and water main improvements—\$1,500,000. (OPR 2025-0436) (Council Sponsor: Council Member Klitzke) (As amended during September 29, 2025, 3:30 p.m. Agenda Review Session) (Deferred from September 22, 2025, Agenda, during September 22, 2025, 3:30 p.m. Agenda Review Session)

LEGISLATIVE AGENDA

SPECIAL BUDGET ORDINANCE

Special Budget Ordinance C36760 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

After an opportunity for public and Council commentary, with no individuals requesting to speak, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36760** amending Ordinance No. C36626 passed by the City Council December 9, 2024, and entitled in part "An Ordinance adopting a Biennial Budget for the City of Spokane," and amending it to cover the cost of paramedic training, and declaring an emergency.

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

Special Budget Ordinance C36761 (Council Sponsors: Council President Wilkerson and Council Member Zappone)

After an opportunity for public and Council commentary, with no individuals requesting to speak, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **passed Special Budget Ordinance C36761** amending Ordinance No. C36626 passed by the City Council December 9, 2024, and entitled in part "An Ordinance adopting a Biennial Budget for the City of Spokane," and amending it to accept a subaward grant from Spokane County, and declaring an emergency.

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

There were no **Emergency Ordinances**.

RESOLUTIONS

Resolution 2025-0059 (As amended during September 22, 2025, 3:30 p.m. Agenda Review Session) (Deferred from September 15, 2025, Agenda, during September 8, 2025, 3:30 p.m. Agenda Review Session) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

After an opportunity for public and Council commentary, with no individuals requesting to speak, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0059** regarding adoption of the City of Spokane's Public Rule for Wastewater and Water General Facilities Charges and Incentives.

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

Resolution 2025-0069 (Council Sponsors: Council Members Bingle and Dillon)

After an opportunity for public and Council commentary, with no individuals requesting to speak, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0069** setting hearing before City Council for October 27, 2025, for the vacation of the alley between Central and Columbia, from Freya to Sycamore, as requested by owners having an interest in real estate abutting the right-of-way.

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

Resolution 2025-0075 (Council Sponsors: Council Members Bingle, Dillon, and Klitzke)

There was an opportunity for public commentary, with no individuals speaking. Council and staff discussion was held, and the following action taken:

Motion by Council Member Cathcart, seconded by Council Member Bingle, **to defer** Resolution 2025-0075 to November 3, 2025; **failed 2-5**.

After further Council discussion, the following action was taken:

Upon 2-5 Roll Call Vote, the City Council failed to adopt **Resolution 2025-0075** acknowledging the recommendation of the Neighborhood Project Advisory Committee for the West Quadrant Tax Increment Financing district and approving the use of \$111,000 in TIF funding for public improvements installed in the Monroe Street public right-of-way adjacent to 1023 N Monroe Street.

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

Resolution 2025-0076 (Council Sponsors: Council President Wilkerson and Council Members Zappone and Bingle)

After an opportunity for public testimony, with no individuals speaking, and Council commentary, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0076** acknowledging the recommendation of the Neighborhood Project Advisory Committee for the West Quadrant Tax Increment Financing district and accepting the use of \$229,692 in TIF funding for public improvements to be installed as part of implementing the "West Central Infrastructure Project" and the "27 by 2027 Urban Mobility Network."

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

For Council action on Resolution 2025-0077, see section of minutes under 3:30 p.m. Agenda Review Session.

For Council action on Resolution 2025-0078, see section of minutes under 3:30 p.m. Agenda Review Session.

Resolution 2025-0079 (Council Sponsors: Council Members Bingle and Klitzke)

After an opportunity for public and Council commentary, with no individuals requesting to speak, the following action was taken:

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0079** adopting the revised allocations and project prioritization for the 2026 Residential Street Maintenance program utilizing Transportation Benefit District funding.

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

For Council action on Resolution 2025-0080, see section of minutes under 3:30 p.m. Agenda Review Session.

Resolution 2025-0082 (As amended during 3:30 p.m. Agenda Review Session with suspension of the rules to allow final action to happen tonight) (Council Sponsors: Council President Wilkerson and Council Member Klitzke)

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

Upon 7-0 Roll Call Vote, the City Council **adopted Resolution 2025-0082** approving Development Agreement (OPR 2025-0652) to allow for the construction of a regional wastewater pump station in the Lower Terrace/Seven Mile area in Northwest Spokane. The private developer would construct the regional station and the City would reimburse the Developer for costs beyond the requirements of the development for the project.

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

Resolution 2025-0071 (Council Sponsors: Council Members Zappone and Klitzke) (As amended during September 29, 2025, 3:30 p.m. Agenda Review Session) (Deferred from September 22, 2025, Agenda during September 22, 2025, 3:30 p.m. Agenda Review Session)

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

Motion by Council Member Dillon, seconded by Council Member Klitzke, **to defer Resolution 2025-0071** (approving the purchase of safe speeds signage for neighbors through the Safe Streets for All Fund) to October 27, 2025, Agenda; **carried 7-0.**

FINAL READING ORDINANCES

Final Reading Ordinance C36755 (Council Sponsors: Council President Wilkerson and Council Member Dillon)

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

Upon 7-0 Roll Call Vote, the City Council **passed Final Reading Ordinance C36755** related to the Director of Accounting and the Accounting Department; correcting department and position titles; amending sections 03.01A.215, 03.04.060, 03.04.120, 03.04.250, 03.05.040, 03.05.110, 03.07.030, 07.03.020, and 17D.080.050; and repealing Section 03.07.160 of the Spokane Municipal Code.

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

FIRST READING ORDINANCES

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

ORD C36732 Renaming the "Housing Local Sales Fund" to the "HEART Fund," adopting a new Section 08.07C.051; amending Sections 07.08.155, 08.07C.020, 08.07C.030; and repealing Sections 08.07C.050 of the Spokane Municipal Code. (Council Sponsors: Council Members Zappone and Dillon) (Deferred as amended from September 22, 2025, Agenda, during September 15, 2025, 3:30 p.m. Agenda Review Session)

- ORD C36733** Establishing the Affordable Housing Permit Fee Deferral Program; adopting a new Chapter 08.21 of the Spokane Municipal Code. (Council Sponsors: Council Members Zappone and Dillon) (Deferred as amended from September 22, 2025, Agenda, during September 15, 2025, 3:30 p.m. Agenda Review Session)
- ORD C36753** Making technical corrections to Chapters 08.02, 10.29, 12.01, 12.02, 13.03 of the Spokane Municipal Code, and technical corrections to Titles 17A, 17C, 17D, 17F and 17G of the Spokane Municipal Code. (Council Sponsors: Council Members Lambdin and Zappone)
- ORD C36762** Granting a non-exclusive franchise to use the public right-of-way to provide noncable telecommunications service to the public to Level 3 Telecom of Washington LLC., subject to certain conditions and duties as further provided. (Council Sponsors: Council Members Cathcart and Klitzke)
- ORD C36763** Granting a non-exclusive franchise to use the public right-of-way to provide noncable telecommunications service to the public to Forged Fiber 37, LLC., a Delaware limited liability company, subject to certain conditions and duties as further provided. (Council Sponsors: Council Members Cathcart and Klitzke)

For Council action on First Reading Ordinance C36738, see sections of minutes under 3:30 p.m. Agenda Review Session.

For Council action on First Reading Ordinance C36752, see sections 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 7:21 p.m. (pursuant to Council Rule 2.2.A). Open Forum speaker information and motion of adjournment and adjournment time were provided by the City Council Office for the minutes.]

OPEN FORUM

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

- Aaron Miller
- Archer Coerver
- Brad Barnett
- Christine Quinn
- Chud Wendle
- Clayton Drake
- Derek Azzaro
- Earl Moore
- Greg Thomas
- Justin Haller
- Katelyn Scott
- Larry Andrews II
- Monica Tittle
- Noah Dickens
- Tanya Comstock
- Tom Bienemann
- Sunshine Wigen
- Will Hulings

ADJOURNMENT

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

There being no further business to come before the City Council, the meeting adjourned at 7:57 p.m.

SPECIAL MEETING MINUTES
City of Spokane
City Council Retreat, Spokane Central Library, Events B
906 W Main Ave.
October 14, 2025

Call to Order: 11:00 a.m.

Attendance:

Council Members Present: Council President Wilkerson, Council Members Cathcart, Bingle (virtual), Klitzke (arrived at 11:01), Zappone, Lambdin, Dillon (virtual, arrived at 11:03).

Agenda Item:

- Discussion on Spokane Municipal Code
 - ◊ Discussion between council members and staff occurred primarily around SMC 12.02.

Executive Session:

None

Adjournment:

The meeting adjourned at 1:00 p.m.

Hearing Notices

NOTICE OF HEARING
HILLYARD SUBAREA PLAN
PROPOSED RESOLUTION 2025-0080

The City of Spokane City Council will hold a hearing in a hybrid format on Monday, October 27, 2025 beginning at 6 p.m. in the Council Chambers, Lower Level of City Hall, 808 West Spokane Falls Blvd. and virtually, to receive public testimony regarding the adoption of the Hillyard Subarea Plan. 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 the plan will be taken at the hearing and will be made part of the record.

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

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

SUBJECT: Hillyard Subarea Plan (<https://my.spokanecity.org/projects/hillyard-subarea-plan/>)

APPLICANT: City of Spokane

LOCATION: Hillyard neighborhood and immediate vicinity

SEPA: A Determination of Non-Significance (DNS) was issued on August 27, 2025. The lead agency did not take action on this item until the close of the comment period on September 10, 2025.

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 Services 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: October 22, 2025

General Notices

SUMMARY FOR PUBLICATION CITY OF SPOKANE PROPOSED ORDINANCE C36762

Franchise to Level 3 Telecom of Washington, LLC., a Delaware Limited Liability Company whose home office is 931 14th Street Denver Colorado 80202, to use the public right of way to provide noncable telecommunications service within its legal authority. Franchise term: 10 years. For more information, contact Alexis Markiewicz (805) 719-6882; email: alexis.culter@lumen.com. (The Final Reading of Ordinance C36762 is anticipated to be held before Spokane City Council on November 10, 2025.)

Publish: October 8, 15, 22, and 29, 2025

SUMMARY FOR PUBLICATION CITY OF SPOKANE PROPOSED ORDINANCE C36763

Franchise to Forged Fiber 37, a Delaware Limited Liability Company whose home office is 208 South Akard Street Dallas Texas 75202-4206, to use the public right of way to provide noncable telecommunications service within its legal authority. Franchise term: 10 years. For more information, contact Ken Lyons (20600) 227-0020; email: ken.lyons@wirelesspolicy.com. (The Final Reading of Ordinance C36763 is anticipated to be held before Spokane City Council on November 10, 2025.)

Publish: October 8, 15, 22, and 29, 2025

Policies & Procedures

CITY OF SPOKANE
ADMINISTRATIVE POLICY

ADMIN 5600-25-06
LGL 2009-0022
(Replaces ADMIN 040-10-06)

TITLE: CITY AND PERSONALLY-OWNED COMMUNICATION DEVICES (INCLUDING CELL PHONES) AND CITY AND PERSONALLY-OWNED EMAIL AND SOCIAL MEDIA ACCOUNTS

EFFECTIVE DATE: June 10, 2009

REVISION EFFECTIVE DATES: November 30, 2017; October 16, 2025

1.0 GENERAL

- 1.1 The purpose of this policy is to provide guidelines regarding City- and personally-owned communication devices and accounts, including computers, cell phones, tablets, City-issued hard-wired desk phones, and City- and personally-owned email and social media accounts. This policy enables the City of Spokane to meet its fiduciary and open-government responsibilities to the taxpayers. It is recognized that the day-to-day operations of the workforce require voice and data communications and there is sometimes an apparent need to communicate when access to a City-owned communication device or email account is unavailable. Communication devices are a valuable resource for certain personnel in order to conduct City business in an effective and timely manner. At the same time, preservation, efficient organization, and ready accessibility of, records generated by City employees, volunteers and elected and appointed officials in the course of their duties is a compelling governmental need. Consequently, except in exigent circumstances detailed in this Policy, personally-owned communication devices, and/or email and social media accounts, shall not be used for work-related communications or postings.

Employees who fail to comply with this policy may be subject to disciplinary action, up to and including dismissal.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions, departments, employees, elected and appointed officials and shall not supersede provisions of a collective bargaining agreement.

3.0 REFERENCES

Chapter 42.56 RCW – Public Records Act
RCW 46.61.667 – Wireless Communications Device or Handheld Mobile Telephone
RCW 46.61.668 – Text Messaging While Driving
Chapter RCW 40.14 – Preservation and Destruction of Public Records
Chapter 434-615 WAC – Custody of Public Records
ADMIN 5300-13-05 IT Equipment
ADMIN 0620-05-054 Telephone Usage
ADMIN 0620-05-055 Email

4.0 DEFINITIONS

- 4.1 “Communication Device” is any device that is used, by any measure, to send or receive voice or data transmissions, whether wired or not, and includes but is not limited to landline and cell telephones, pagers, computers (desktops and portable laptops), portable tablets, and similar devices with communication capability. For purposes of this Policy, “Communication Device” does not include the City’s two-way radio devices.
- 4.2 “City-owned Wireless Communication Device” (or “City-owned WCD”) is a cell telephone, portable tablet, or portable computer, owned by the City and issued to a City employee or elected or appointed official.
- 4.3 “Desk Phone” is a landline telephone provided by the City for employee use. This device will electronically record voicemails from callers to the phone, which voicemails are saved to the City’s computerized media storage system.
- 4.4 “Public Record” is 1) any writing; 2) that contains information relating to the conduct of government or the performance of any governmental or proprietary function; and 3) that is prepared, owned, used or retained by the City regardless of physical form or characteristics.
- 4.5 “Transitory Records” are public records that only document information of temporary, short-term value, and the records are: 1) not needed as evidence of a business transaction; and 2) not covered by a more specific record series. Transitory records are retained until they are no longer needed for City business and then they may be destroyed, except a transitory record must be preserved if a Public Records Act request calling for disclosure of the record is pending.
- 4.6 “Non-Transitory Records” are all public records that are not transitory records.

5.0 POLICY

It is the intention of the City to strictly curtail and limit the number of City-Owned WCDs with internet and/or data capability. When internet or data capability is warranted, the City will issue a WCD with that capability.

- 5.1 Employees who receive a City-owned WCD must acknowledge in writing that no privacy interests exist in the device provided. This includes but is not limited to any and all voicemails, text messages, emails, call history, social media postings, and internet activity and downloads. The City has the right to inspect City-owned WCD at any time without notice. A loaner WCD may be provided during the inspection period. Upon being notified that an employee’s City-owned WCD must be searched pursuant to a public records request, the employee/official will take steps to assure that records on the device are not destroyed and will promptly make arrangements with Information Technology (IT) or Police-TARU to have that device searched for responsive records.

Employees in possession of a City-owned WCD will sign an Employee Acknowledgment [Appendix 1] affirming that this Policy has been read by the Employee, and the Employee agrees to comply with it as a condition of receiving the City-owned WCD.

- 5.2 The determination of which WCD and plan is appropriate for each employee to receive will be made by IT, except for Police and Fire department employees, whose WCD and plan will be determined by their respective departments. This determination will be made by taking into account the employee's individual job duties and related communication needs. These needs will be determined by consulting with the department/division head and when necessary, the employee. Based on these individual needs, it will be the responsibility of IT/Police/Fire to procure the most cost-effective alternative of City-owned WCD and plan. State contracts, pooling of minutes, and free phone offers are examples of the methods that will be used to establish the most cost-effective alternative for cell phones and plans.
- 5.3 The use of a communication device for City business, whether owned by the employee or the City, creates a record of the number dialed or the number of the caller. When the device is used for City business that record is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act. Similarly, any communication relating to City business that is preserved or saved on a communication device or in an email or social media account, whether owned by the employee, elected or appointed official, or the City, is, in nearly every case, a public record, subject to possible disclosure under the Public Records Act.

5.4 Personally-Owned Communication Devices and Email and Social Media Accounts

This section of this Policy applies to all City employees', volunteers', and elected or appointed officials' usage of their personally-owned electronic communication devices and email and social accounts for work-related purposes.

Without limitation, these include the following devices and/or accounts and types of communications:

Types of Devices/Accounts:

Personally-owned:

- Computers (desktop and portable)
- Cellular telephones and pagers
- Portable "Tablets"
- Email accounts (e.g., @gmail.com, @hotmail.com, @comcast.net, etc., accounts)
- Social media accounts (e.g., Facebook, Instagram, X, etc., accounts)

Types of Communications Sent/Received via Personally-Owned Devices/Accounts:

- Emails
- Voice telephone conversations
- Voicemails
- Text messages and text-like messages (traditional text and SMX messages, and "text-like" messages, such as those sent/received via apps like WhatsApp, Signal, GroupMe, Facebook Instant Messaging, etc.)
- Postings to personally-owned social media accounts

This Policy does not apply to communications using the City's two-way radio devices.

It is the policy of the City of Spokane that all work-related written communications (including without limitation email, text and text-like messages, social media postings, etc.) and all work-related recorded verbal communications that do not occur in person (including without limitation voice telephone conversations and voicemails), be sent, received, or posted, using only City-owned/issued communication devices and City authorized software, email and social media accounts. A City employee, volunteer or elected or appointed official shall therefore use their personally-owned communication devices, and email and social media accounts, for personal purposes only and not for work purposes.

Exceptions:

If necessary or in exigent circumstances beyond the control of the City representative, a City employee, volunteer or elected or appointed official may use their personally-owned communication device to make a work-related communication or access information, in the following circumstances only:

- a) To place a work-related phone call using their personally-owned cell or landline telephone, but if leaving a voice mail upon doing so, they may leave a voice mail only if that voice mail is saved to the City's computerized media storage system.
- b) To send/receive an email using their personally-owned device, if the email account is their/City-issued email account and the email is therefore saved to the City's computerized media storage system.
- c) In attempts to prevent or respond to an emergency threatening imminent injury to person or property, and use of a City-owned/issued communication device is not reasonably available; provided that in each such case, the employee or elected or appointed official doing so shall assure an exact duplicate of the communication is copied without unreasonable delay to the City's computerized media storage system, in the appropriate location given the type and/or content of the communication.
- d) To respond to multi-factor authentication prompts from the City's multi-factor authentication system.
Multi-factor authentication messages can be deleted after successful log in.

- e) To receive notification of a scheduling change. Notification can be deleted once it's determined it is no longer needed for agency business.
- f) To receive an emergency alert. The sender of the emergency alert is required to ensure the emergency alert is saved to the City's computerized media storage system.
- g) To log into the personnel system using multifactor authentication to view benefits information, pay stubs, tax information, and other employee-specific information.

If, beyond their reasonable control, a City employee, volunteer or elected or appointed official receives a work-related email, voicemail, text or text-like message, via their personally-owned communication device or email account, they shall take such steps as are reasonably necessary and without unreasonable delay, to assure an exact duplicate of the communication is copied to the City's computerized media storage system, in the appropriate location given the type and/or content of the communication. Once the employee, volunteer or elected or appointed official assures this duplicate has been saved, the employee/official shall delete the communication from their personally-owned device or account.

Upon request by the City's Public Records Officer, City employees, volunteers and elected and appointed officials shall provide a declaration under penalty of perjury certifying they have complied with the provisions of this Policy related to personally-owned communication devices and email and social media accounts.

City employees who fail to comply with this policy may be subject to disciplinary action, up to and including dismissal.

All public records saved on a personally-owned communication device or account, for which a duplicate has not been saved to the City's computerized media storage system, despite the provisions of this Policy, must be retained by the employee based on their function and content in accordance with Washington State Local Records Committee guidelines which can be accessed at <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>. Examples of public records include but are not limited to non-transitory work-related text messages, emails, social media postings, or voicemails on a City-employee's or elected or appointed official's personally-owned cell phone, and transitory work-related text messages, emails, social media postings, or voicemails on a City-employee's or elected or appointed official's personally-owned cell phone, if the transitory record is within the scope of a pending Public Records Act request to the City.

If a public records request is made for written or voicemail communications or social media postings, all City employees, volunteer and elected and appointed officials who have used a personally-owned communication device or email or social media account for work-related purposes, during the time period specified by the records request, must promptly conduct a good faith search for responsive records. The employee must sign a declaration under penalty of perjury that the personal device(s)/account(s) was (were) searched by their self and that all responsive records have been provided to the City.

Upon terminating City service, employees, volunteers, and elected and appointed officials who have used their personally-owned communication devices and/or email or social media accounts for work-related purposes must search all such communication devices and/or email or social media accounts that they used for such purposes, and provide a copy of all records that pertain to City business and have not been previously duplicated or purged from the device(s) or account(s) under the above provisions of this Policy.

City employees shall be permitted to use their personally-owned communication devices to access their City-issued e-mail account through the City's Outlook Web Access application, or other applications provided that all e-mails are captured by the Enterprise Vault system.

Transitory Records

- 5.5 If an employee is unsure whether a record is transitory, a supervisor should be consulted to ensure proper procedures are followed.
- 5.6 Personnel attendance/timeliness communications are often transitory (e.g. "I will be out sick today"; "I will be late for my shift today"; "Please change tomorrow's meeting time to 10:30 a.m."). A written communication or voicemail of this nature does not require retention unless it is within the scope of a pending Public Records Act request to the City. (As relates to transitory records concerning personnel attendance/timeliness matters, the employee must follow-up the written communication or voicemail with a leave request as soon as possible after returning to work.)
- 5.7 If an employee, volunteer, or elected or appointed official needs to communicate in writing on a work-related matter, whether the communication is transitory or non-transitory, they shall email using only their City-issued email account or text using a City-owned WCD to do so.
- 5.8 The City's Desk Phone system allows for callers to record a voicemail. That voicemail may be either transitory or non-transitory. There is no requirement to retain transitory voicemail messages unless the voicemail

message is within the scope of a pending Public Records Act request. Non-transitory messages must be retained if subject to a retention policy.

5.9 The City has no method for storing or searching voicemails recorded to Desk Phones, so each individual City employee must retain voice mail records in an alternative format. Upon receipt of a non-transitory voicemail left on a Desk Phone, a City employee will promptly memorialize the substance of the voicemail in an email sent by the employee to their self. The email will include the date and time the voicemail was received, the name and phone number of the caller, and the substance of the voicemail left on the employee's Desk Phone.

5.10 Multi-Factor Authentication (MFA) methods are considered transitory unless a security incident or data/privacy breach occurs.

6.0 PROCEDURE

6.1 Determination of City-owned WCD Eligibility

6.1.1 Eligibility is based on the need for frequent use of a WCD, such as an employee who needs to be frequently available for emergency contact, and whose duties require them to be quickly contacted, anywhere, anytime as determined by their supervisor and department/division head.

6.1.2 Employees leaving City employment must turn in City-owned WCDs to the IT/Police/Fire department as part of their termination process. Employees transferring or promoting within the City must coordinate their prior cell phone hardware and account with IT, and eligibility in the new department or position must be re-established.

6.2 Determination of Phone and Plan

6.2.1 The need for a City-owned WCD, and the WCD model and plan attributes, will be determined by the City.

6.2.2 Departments are responsible for projecting business use to the best of their ability and for communicating this estimate to IT. IT will be responsible for purchasing all City-owned WCD and establishing plans with WCD providers – with the exception of Spokane Police Department and the Fire Department who will manage their own cellular services and equipment purchases. Departments with special needs must identify such to IT prior to purchase. IT will utilize its expertise and purchase the most cost-effective option of phones and plans to meet the departments' business requirements. IT will establish a standard menu of phones and plans. The standards will represent the options that best meet the City's business needs at the lowest cost. The same needs analysis, standard hardware and plans, and most cost-effective options will be utilized by the Police and Fire Departments for their cell phone users.

6.3 Use of WCDs

6.3.1 Except for incidental personal use, City-owned WCDs are to be used for business purposes only. Incidental personal use is defined as use that is infrequent and insubstantial. Incidental personal use phone calls are to be made at times that do not adversely affect the performance of official duties and are brief in duration and frequency. Whenever possible, incidental personal calls are to be made during breaks. Use of a City-owned WCD for other than City business or personal incidental use will result in the entire cost of the phone and plan to be added to the employee's taxable wages as a taxable fringe benefit.

6.3.2 City employees operating a moving motor vehicle while holding a wireless communication device to their ear may be guilty of a traffic infraction with exception of a City employee operating:

- a. An authorized emergency vehicle, or a tow truck responding to a disabled vehicle;
- b. A moving motor vehicle using a wireless communications device in hands-free mode;
- c. A moving motor vehicle using a hand-held WCD to report illegal activity, summon medical or other emergency help, prevent injury to a person or property; or relay information that is time sensitive between a transit or for-hire operator and that operator's dispatcher, in which the device is permanently affixed to the vehicle.

For purposes of this section, "hands-free mode" means the use of a wireless communication device with a speaker phone, headset, or earpiece.

6.3.3 A City employee operating a moving motor vehicle, who by means of a wireless communication device, sends, reads, or writes a text message email, or other data transmission, may be guilty of a traffic infraction with exception of a City employee operating:

- a. An authorized emergency vehicle;
- b. A voice-operated global positioning or navigation system that is affixed to the vehicle and that allows the user to send or receive messages without diverting visual attention from the road or engaging the use of either hand; or

- c. A moving motor vehicle while using a wireless communication device to report illegal activity, summon medical or other emergency help, prevent injury to a person or property, or relay information that is time sensitive between a transit for-hire operator and that operator's dispatcher, in which the device is permanently affixed to the vehicle.

6.3.4 In many cases, a WCD operates as a camera or as a way to access the internet or email. Employees operating a City-owned WCD in these capacities must comply with City of Spokane policy ADMIN 0620-06-56, "Internet Access," and City of Spokane policy ADMIN 0620-23-55, "Email" (as may be amended from time to time).

7.0 RESPONSIBILITIES

The Information Technology Department shall administer this policy.

8.0 APPENDICES

Employee Acknowledgement – City-Owned Wireless Communication Devices

Note: The Employee Acknowledgement is on file with the Office of the City Clerk.

CITY OF SPOKANE PUBLIC WORKS DIVISION/ DEVELOPMENT SERVICES PUBLIC RULE	RULE 5200-25-01 LGL 2023-0029 RES 2025-0059
TITLE: GENERAL FACILITY CHARGES – INCENTIVES, WAIVERS AND OFFSETS	
EFFECTIVE DATE: MARCH 5, 2024 REVISION EFFECTIVE DATE: <u>October 6, 2025</u>	

1.0 GENERAL

The City of Spokane Public Works Division establishes the following Public Rule, policy, and procedures for General Facility Charges (GFC) incentives, waivers and offsets.

This Public Rule relates to the requirement for municipal utilities to identify alternative non-utility revenues or funds before agreeing to waive or offset any connection charges. SHB 1326, enacted and effective July 23, 2023, allows connection charges to be waived or offset for properties owned or developed for purposes of providing emergency shelter, transitional housing, permanent supportive housing, or affordable housing, provided that a separate non-utility source of revenue such as general funds, grant dollars or other identified revenue stream is identified. This Public Rule outlines the parameters of how such offsets or waivers will be identified and awarded.

Additionally, ESB 5662, enacted and effective July 27, 2025, codified in RCW 35.92.385 allows for connection charges to be deferred ("Permissive Waiver") so long as the property is maintained and covenanted in perpetuity as affordable housing pursuant to 36.70A.030(5).

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This Public Rule shall apply to the City of Spokane Development Services Center, Wastewater Management Department, Water and Hydroelectric Department, Integrated Capital Department, Engineering Services Department, and the Planning and Economic Development Department.

3.0 REFERENCES

Spokane Municipal Code (SMC) Chapter 08.07D
Spokane Municipal Code (SMC) Chapter 08.15
Spokane Municipal Code (SMC) Chapter 13.03
Spokane Municipal Code (SMC) Chapter 13.04
Spokane Municipal Code (SMC) Chapter 17C.300
Ordinance C-36369 and C-36372
RCW 35.92.380
RCW 35.92.385

4.0 DEFINITIONS

“GFC Charges” means those charges set forth in SMC 13.03.0734 and SMC 13.04.2044 as may be amended from time to time by the Engineering News-Record Index (ENR) calculated by City Staff, from October to October for the previous year. The initial ENR index will occur prior to March 5, 2024, after which this annual increase will occur January 1, 2025, and occur each January 1 thereafter.

5.0 POLICY

- 5.1 It is the Policy of the City of Spokane not to waive GFC Charges without prior identification of a non-utility revenue stream such as general fund dollars or grant funds.
- 5.2 Any offset or deferral of the developer's cost of the GFC shall be replaced with funds from non-utility revenue sources, such as grant dollars or other general fund revenues.
- 5.3 Such offset or deferral must be clearly identified and paid by the other source at time of application for connection, application for a building permit, or as otherwise ordered by the Director of Public Works.
- 5.4 In limited circumstances defined in 6.2 below, some affordable housing_projects may receive a “permissive waiver” of a portion of GFC charges without payment by a non-utility revenue stream in return for the placement of a 50-year covenant to retain specific affordability requirements.

6.0 PROCEDURES

6.1 Affordable Housing.

In response to the ongoing local and national housing crisis, fifty percent (50%) of a project's GFC Charges may be deferred or offset for the construction of affordable housing as defined in RCW 36.70A.030(5). Deferred or offset fees shall be paid by an identified alternative revenue source at the time GFC Charges are due. The remainder shall be paid by the developer. Projects that qualify for the affordable housing deferral or offset shall meet one of the following criteria:

- 6.1.1 For a project that qualifies for the twelve-year exemption under the Multiple Family Housing Property Tax Exemption as described in SMC 08.15.090, GFC Charges subject to this rule may be deferred for the life of the property tax exemption. Projects that maintain qualifying status for the entire twelve-year period may have fees permanently offset at the end of the twelve-year period.
- 6.1.2 For a project that qualifies for the twenty-year exemption under the Multiple Family Housing Property Tax Exemption as described in SMC 08.15.090, GFC Charges subject to this rule may be deferred for the life of the property tax exemption. Projects that maintain qualifying status for the entire twenty-year period may have fees permanently offset at the end of the twenty-year period.
- 6.1.3 For a project that qualifies for the sales and use tax exemption under the Sales and Use Tax Deferral Program for Affordable Housing as described in SMC 08.07D, GFC Charges subject to this rule shall be deferred for the life of the sales and use tax exemption. Projects that maintain qualifying status for the entire ten-year period may have fees permanently offset at the end of the ten-year period.
- 6.1.4 For projects that qualify for the use of funds from the Sales and Use Tax for Housing and Housing-Related Supportive Services as described in chapter 08.07D SMC, GFC Charges subject to this rule may be offset.
- 6.1.5 For projects receiving funding through state, or federal programs for affordable housing, fees under this section may be offset.
- 6.1.6 For projects to build owner-occupied property with a covenant to limit sales to low-income households earning no more than 80 percent of the area median income, fees under this section may be offset, so long as affordability is retained for a minimum of 50 years.

6.2 “Permissive Waiver” of some GFC Charges; Conditions of Waiver

- 6.2.1 A “Permissive Waiver” allows for a waiver of some GFC charges without a specific non-utility funding source in return for a 50-year covenant to limit sales or leases to low-income households and other requirements.
- 6.2.2 A permissive waiver of 50% of GFC Charges that would be regularly charged may be granted by the City for owner-occupied properties with a covenant that limits sales to low-income households earning no more than 80 percent of the area median income.
- 6.2.3 A permissive waiver of 50% of GFC Charges that would be regularly charged may be granted by the City for rental properties with a covenant to limit leases to low-income households earning no more than 60 percent of the area median income.
- 6.2.4 For multi-family residential projects that include housing units with both qualified, affordable units and non-qualified units, the permissive waiver will be pro-rated accordingly. For example, if a project has 10 units, but only half of them meet the requirements, the permissive waiver would equal half of the original 50% permissive waiver.
- 6.2.5 An additional permissive waiver in the amount of 25% of GFC Charges for rental or owner-occupied properties that meet the requirements listed in 6.2.2 and 6.2.3 if the project completes an application for a Washington State Department of Commerce Connecting Housing to Infrastructure Program (CHIP) grant to pay for such GFC charges but does not receive a CHIP grant award because of lack of available funds. Again, the additional waiver will be pro-rated for multi-family projects that include both qualified and non-qualified units as in 6.2.4.
- 6.2.6 Any covenant satisfying the requirements of Section 6.2.2 and 6.2.3 shall, at least, contain explicit restrictions that include:
 - 1. Price restrictions and household income limits as defined in 6.2.2 and 6.2.3.
 - 2. A provision that specifies that if the property is converted to a use other than as set forth in 6.2, the property owner must pay the applicable General Facilities Charges at the rate in effect at the time of conversion.
 - 3. Maintenance and habitability. The owner shall maintain all residential rental units and all tenant-serving facilities in a state of good repair and in continuous compliance with SMC 17F.070.400.
- 6.2.7 All Covenants required under 6.2 shall be recorded with the Spokane County Auditor. At such time as a property receiving a permissive waiver is no longer operating under the eligibility requirements, all GFC connection charges for the properties are immediately due and payable to the City's water and wastewater utilities as a condition of continued service. The amount owed would be equal to the GFC rates in effect at the time of the change.

6.3 Failure to Maintain Qualifications for Deferred GFC Charges.

A project with deferred GFC Charges that maintains qualifying status under 6.1 for the duration specified shall have the indicated amount of GFC Charges offset permanently at the end of the term. A project that fails to maintain qualifying status under 6.1 for the duration specified shall repay all deferred GFC Charges to the City or as funded initially.

6.4 Maximum Limit of Deferral or Offset under Section 6.1.

- 6.4.1 The maximum offset or deferral for a water GFC Charge shall be forty thousand dollars (\$40,000) per project.
- 6.4.2 The maximum offset or deferral for a sewer GFC Charge shall be twenty thousand dollars (\$20,000) per project.

6.5 Funding.

- 6.5.1 Offsets or deferrals shall be awarded on a first-come, first-served basis. When an identified alternative source of revenue is depleted, another revenue source must be identified or an offset or deferral shall not be awarded.
- 6.5.2 Some alternative sources of revenue, such as grant funds, may have additional restrictions on the use of funds. A project that qualifies for a deferral or offset under this rule may not qualify for any of the identified alternative sources of revenue. A project that fails to qualify under the limitations of available alternative sources of revenue shall not be awarded an offset or deferral.

6.5.3 Nothing in this Public Rule shall preclude the use of third-party sources of funding, such as grants, from contributing towards a project's GFC Charge.

6.6 Other incentives may be identified based on the project details, timing, state or local incentives upon approval of the Director of Planning and Economic Services Department.

7.0 RESPONSIBILITIES

The City of Spokane Wastewater Management Department, Water and Hydroelectric Department, the City of Spokane Integrated Capital Management Department, Engineering Services Department, and the City of Spokane Accounting Departments through the Planning and Economic Development Department shall administer this Public Rule.

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.

PUBLIC DEFENDER I SPN 095

Open Entry

DATE OPEN: Monday, October 20, 2025

DATE CLOSED: Monday, December 1, 2025

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

CLASS SUMMARY:

Performs entry-level professional legal work in defending indigent clients referred by the Municipal Probation Department or Municipal Court with misdemeanor and gross misdemeanor charges before the Municipal Court and occasionally before Spokane County District and Superior Courts.

EXAMPLES OF JOB FUNCTIONS:

- Prepares and conducts legal defense before the Court including representation at first appearance and arraignment.
- Gathers evidence and conducts legal research to formulate defense against charges.
- Interviews clients and witnesses and may work with an investigator to ascertain case facts, and handles other details in preparation for trial or case resolution.
- Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of the case.
- Negotiates resolution with prosecutors on non-trial cases.
- Represents client in court, examining and cross-examining witnesses. Summarizes case to jury.
- Provides advice by phone to DUI arrestees who have asked for such advice of counsel during business and non-business hours.
- Confers with colleagues with specialty in area of law to establish and verify basis for legal proceedings, such as therapeutic courts.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry

(Must be met at time of application.)

- Membership in good standing with the Washington State Bar Association, whether by exam, diploma privilege by graduation from an accredited law school, or APR 6.

EXAMINATION DETAILS:

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

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

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

TRAINING AND EXPERIENCE EVALUATION DETAILS:

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

- T&E Examination 100%

The T&E examination consists of a Supplemental Questionnaire. The questions may be viewed online under the tab marked **"QUESTIONS" on the job announcement page. The T&E must be submitted online, at the time of application.**

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

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 16th day of October 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

REFUSE COLLECTOR I SPN 549
Open Entry

DATE OPEN: Monday, October 20, 2025

DATE CLOSED: Monday, November 3, 2025

SALARY: \$46,729.44 annual salary, payable bi-weekly, to a maximum of \$72,954.72

CLASS SUMMARY:

Performs heavy manual work in the collection of refuse normally on a designated route. Employee needs enough strength to lift up to 85 lbs., averaging up to 500 times a day. Work is heavy in nature, performed under adverse weather and other hazardous conditions, and normal attention to prevent errors.

EXAMPLES OF JOB FUNCTIONS:

- Picks up and carries refuse cans, or moves refuse carts, and empties into truck.
- Picks up debris and other refuse and places in truck.
- Assists driver with all safety aspects, especially backing and traffic control.
- Reports route changes such as service starts, stops, and extra refuse to driver.
- Assists in washing the interior and exterior of truck body.
- Drives truck when regular driver is not working.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Open Entry Requirements:

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

- *Experience:* Ability to read, write, and perform heavy manual labor.
- *License:* Possession of a valid driver's license, and must obtain a Commercial Driver Instruction Permit within two months of appointment.

Note: Applicants must also obtain a Class "B" Commercial Driver's License (CDL) within nine months of initial appointment.

Lift Requirement:

- Job offer is contingent on passing a lift test.
- Enough strength to lift up to 85 lbs., approximately 500 times daily in six hours per day.

EXAMINATION DETAILS:

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

Applicants must meet the minimum qualifications and pass the examination for this position to be eligible for hire.

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit a City of Spokane employment application online by 4:00 p.m. on the filing cut-off date.

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

The examination will consist of a multiple-choice test, with weights assigned as follows:

- Multiple-choice Test 100%

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, October 20, 2025, and Monday, November 3, 2025, will test Thursday, November 6, 2025, through Monday, November 10, 2025.

NOTE: You may begin the exam at any time during the test period; however, once you begin, you will have 1.5 hours to complete the examination. You may take the exam only once during the open recruitment period.

The examination may include such subjects as:

- Safety
- Vehicle Operation
- Math & Reasoning
- Reading
- Communication Skills

TO APPLY:

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

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

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

By order of the SPOKANE CIVIL SERVICE COMMISSION, dated at Spokane, Washington, this 15th day of October 2025.

SCOTT STEPHENS
Chair

KELSEY PEARSON
Chief Examiner

Notice for Bids

Paving, Sidewalks, Sewer, etc.

Arterial Pedestrian Hybrid Beacons Engineering Services File No. 2022090

This project consists of the construction of 4 pedestrian hybrid beacon systems, including poles and signal conduits and equipment, 1,200 square yards of cement concrete sidewalk, 2,100 linear feet of curb or curb and gutter, 210 square feet of permanent signing, 4,100 square feet of durable striping, traffic control, and other related miscellaneous items.

The City of Spokane will receive bids until 1:00 p.m. October 27, 2025, for the above project located in Spokane, Washington, in accordance with the Contract Documents on file at the Department, Engineering Services. Bids shall be delivered by hand, mail or courier service to Construction Management Office 998 East North Foothills Drive Spokane, WA 99208. Hand delivered bids shall be delivered to the first floor of the Construction Management Office between noon and 1:00 p.m. on bid opening day to the purchasing agent present. All bid packages shall be in sealed envelopes marked with the following text: "Attn: Purchasing - Bid Documents Enclosed, YYY Project", where YYY is the project name.

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

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

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

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

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

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

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

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

Publish: October 8, 15, and 22, 2025

Havana Well Station – Phase 2 Engineering Services File No. 2025064

This project consists of the construction of one approximately 40' x 80' CMU buildings to house 3 vertical turbine pumps and motors, as well as the associated electrical and mechanical appurtenances to support the function of the well station. Most site piping and landscaping were done in phase 1 of this project. This project will take place within the City of Spokane Valley.

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

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

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

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

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

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

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

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

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

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

A prebid conference will be held at the job site (SE corner of Havana and 6th) at **9:00 a.m. on Tuesday, October 28th, 2025**. This will be an opportunity to see within the gated area what was constructed during phase 1 as well as within the phase 1 building.

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

Publish: October 22, 2025
