

CITY OF SPOKANE
ADMINSTRATIVE POLICY AND PROCEDURE

CITY OF SPOKANE ADMINSTRATIVE POLICY AND PROCEDURE	ADMIN 4100-24-01 LGL 2024-0029
TITLE: CITY OF SPOKANE WATER & HYDROELECTRIC SERVICES DEPARTMENT – WATER MAIN UPSIZE POLICY	
EFFECTIVE DATE: March 13, 2024 REVISION DATE: N/A	

1.0 GENERAL

1.1 PURPOSE

This policy outlines the City of Spokane’s Water Department Water Main Upsize Policy. Often private Developers seek to develop or redevelop in areas which do not have current City water infrastructure available to support the proposed development or redevelopment. When this occurs, the City requires the Developer to size the water infrastructure to support the planned development needs. In some instances the city may wish to further upsize this infrastructure for projected future growth and development.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City Departments.

3.0 REFERENCES

Chapter 13.04. SMC
Chapter 17H.010 SMC
City of Spokane Comprehensive Plan

4.0 DEFINITIONS

"Developer" is any entity to include without limitation, property owner, corporation (governmental, private, non-profit, public, or municipal division or department) or its agent in performing the improvement or alteration of or to a property.

5.0 POLICY

5.1 Anyone (hereafter, Applicant) desiring City water service to be extended to their property(ies) which is not currently connected to City Water service or alteration of current water supply use or capacity, must request permission to construct an extension of water service to such location(s) by submitting a written request to the City of Spokane through the Development Services Center.

5.2 Most requests are for a water distribution main extension(s), including fire hydrants as needed, to the desired location(s).

5.3 There are situations where, in order to extend City water service to the property and maintain all acceptable water pressure and water quantity necessary for domestic needs and to provide adequate fire protection, that additional water system infrastructure components may need to be constructed. These additional water system infrastructure components include, without limitation, reservoir(s), booster station(s) and/or transmission water main(s).

5.4 In reviewing the water plans submitted by a developer, the Director of Water & Hydroelectric Services and the Director of Integrated Capital Management may determine that the water main(s) should be constructed at a larger size than needed for just the developer's project in order to meet the City's future needs relative to the City's water system.

5.4.1 In making such determinations, considerations may include: (1) the needs of the applicant for the water service extension; (2) the quantity of water necessary for domestic, irrigation, and fire protection needs; and (3) whether the water can be delivered at acceptable water pressure. A hydraulic analysis to support the applicant request, may be necessary prior to City approval towards obtaining permission for construction of the water system extension.

5.5 The necessary average daily, maximum daily, and peak hour flowrates of water for fire, domestic, and irrigation service shall be determined by the applicant's consultant engineer and such determination shall be subject to the approval of the Director of Water & Hydroelectric Services.

5.6 The developer shall be responsible for all costs associated with the construction of all water main(s) and appropriate water system infrastructure required for the developer's project(s).

5.7 When the Director of Water & Hydroelectric Services makes such determination, the Director should ask the developer to revise the developer's water plans to reflect the pipe size(s) so deemed necessary by the Director and, further, require that the construction of such infrastructure be in conformance with the revised water plans and consistent with the City's standards and policies for the water system.

5.8 The Director or its agent, in making such determination, must write a justification for the upsize and any agreements must be memorialized in an agreement between the City and developer.

5.9 The agreement may address reimbursement of the costs incurred by the developer relative to the upsizing of the water infrastructure requested by the City. Such agreements are subject to approval in accordance with the City's procurement policies.

6.0 PROCEDURE

6.1 The portion of the cost of the water infrastructure that is reimbursable by the City is limited to the water main infrastructure system which is or will be part of the public water system, and to that portion of the project cost that is the difference in material cost for upsizing only, including pipes, valves, fittings, pipe restraintment, and other appurtenances. The difference is calculated as the difference between the material cost for construction of the infrastructure needed for the developer's project and the City's requested upsize.

6.2 The process for determining the amount to be reimbursed is established by the City utilizing bids provided by local material suppliers. The difference in material costs is established on the lowest of the bids received as a package for all materials involved as follows:

6.2.1 First, the lowest bid for all materials necessary for the construction of the water main(s) based on the size(s) representing the required needs of the developer.

6.2.2 Second, the lowest bid for all materials necessary for the construction of the water main(s) based on the size(s) representing the required needs of the City.

6.2.3 Utilizing the two low bids received, the City will compute the eligible reimbursable amount, including applicable sales tax, of the relative water main upsizing cost(s) for the project(s).

7.0 RESPONSIBILITIES

The City of Spokane Water & Hydroelectric Services Department shall administer this policy.

8.0 APPENDICES
N/A

APPROVED BY:

Michael J Piccolo
Michael J Piccolo (Mar 13, 2024 10:51 PDT)
City Attorney

Mar 13, 2024
Date

Marlene Feist
Division or Department Director

Mar 13, 2024
Date

Garrett Jones
Garrett Jones (Mar 13, 2024 14:57 PDT)
City Administrator

Mar 13, 2024
Date











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